

# RENFREW AMATEUR WRESTLING CLUB

## CONSTITUTION AND BY-LAWS



**JULY 22/1993**

**Revised**

May 13, 1998

May 31, 1999

May 6, 2002

May 2, 2003

Aug 22, 2007

with updates from May 11<sup>th</sup> 2004 AGM

**RENFREW**  
**Amateur Wrestling Club**  
**Constitution**

**INDEX**

**Article A**

- 1.00 Name**
- 2.00 Purpose and Objectives**
- 3.00 Affiliations**
- 4.00 Area of Operation, Membership**
- 5.00 Executive Members**
- 6.00 Meetings of Executive Members**
- 7.00 Duties of Officers**
- 8.00 Amendments to the Constitution**
- 9.00 Annual General Meeting**
- 10.00 Special Provisions**

**Article B**

- 1.00 Competition Divisions**
- 2.00 Athlete Registration Regulations**
- 3.00 Coach Regulations**

**Article C**

- 1.00 Equipment**

**Appendix A**

**Preface:** In the articles of the Constitution and By-Laws of RAWC, reference which imply the male gender shall be taken to include the female gender equally and without bias wherever and whenever it is appropriate to do so.

## **Article A.1.00 - Name**

### **A. 1.01**

This organization shall be known as the Renfrew Amateur Wrestling Club (Hereafter referred to as RAWC) and its governing body shall be known as the Executive.

## **Article A.2.00 - Purpose and Objectives**

### **A. 2.01**

To foster, promote and teach the sport of amateur, Olympic style wrestling and to provide maximum opportunity for all eligible individuals to participate.

### **A. 2.02**

To develop community spirit and encourage sportsmanship and good fellowship amongst all participants to the betterment of their physical, mental and social well-being.

### **A. 2.03**

To develop, organize and control team and individual competition to the maximum of playing accommodation and financial resources.

### **A. 2.04**

To sponsor and promote such athletic, social and other activities as may contribute to the finances or goals of the organization.

### **A. 2.05**

To use all revenues solely for the promotion of these purposes and objectives.

### **A. 2.06**

To accept donations, gifts, legacies and bequests.

## **Article A. 3.00 - Affiliations**

### **A. 3.01**

The RAWC shall function as an independent organization under the auspices of the Town of Renfrew Recreation Commission.

### **A. 3.02**

The RAWC may become affiliated with any other wrestling association or organization for the purpose of better fulfilling its own functions and objectives.

## **Article A. 4.00 - Area of Operation, Membership**

### **A. 4.01**

The Head Office of the Corporation shall be in the Town of Renfrew, in the Province of Ontario, and at such place therein as the directors may from time to time determine.

#### **A. 4.02**

The RAWC operates out of Renfrew Collegiate Institute in the County of Renfrew, 184 Bonnechere St. S., Renfrew, K7V 1Z5 and St. Joseph's Catholic High School, 835 First St., Renfrew, K7V 4E1, or any other facility as decided upon by the RAWC Board of Directors.

#### **A. 4.03**

Membership in this Association shall be composed of:

1. Executive
2. Directors
3. Members at large
4. Wrestlers
5. Coaches

Qualification for membership shall be as laid down hereafter.

#### **A. 4.04**

In case of resignation, a member shall remain liable for payment of any assessment or other sum levied or which became payable by him to the corporation prior to acceptance of his resignation.

#### **A. 4.05**

Each member in good standing shall be entitled to one vote on each question arising at any special or general meeting of the members. Corporations, partnerships and other legal entities may vote through a duly authorized proxy.

#### **A. 4.06**

Each member shall promptly be informed by the Secretary of his admission as a member.

### **Article A. 5.00 - Executive Members**

#### **A. 5.01**

The affairs of the RAWC shall be managed by the Executive as designated below. The Executive shall hold office until the next annual general meeting or until a successor has been duly elected or appointed.

#### **A. 5.02**

Executive Members must be:

- Eighteen years of age or older .
- Elected or appointed to an office or position designated under article A. 5.03.

#### **A. 5.03**

Executive membership shall be formed before September 1 each year.

The elected Executive shall consist of the:

- President
- Vice-President
- Secretary
- Treasurer

- Fund raising Chair
- Operations Chair
- Recruitment & Program Development Chair
- Special Events & Promotions Chair
- Community Representative's Chair
- Head Coach
- Past-President

It is the responsibility of the Committee Chairpersons to recruit for their committees. They may do this at the AGM.

Members of the RAWC Board of Directors (other than the President who is a defacto member of all committees and the Treasurer who is a defacto member of the Fund raising Committee) should not serve whenever possible on any other RAWC Committee as this may represent a conflict of interest. Directors may be asked to serve on committees as assigned by the Board.

The immediate past-President shall be an ex-officio member of the Executive with voting privileges. He or his delegate shall be chairman of the election of the new executive. It is the responsibility of the Committee Chairpersons to recruit for their committees. They may do this at the AGM.

#### **A. 5.04**

The position of Head Coach is appointed by the newly elected board at the first meeting of the board following the Annual General Meeting.

There is one vote assigned to the coaching staff on the Board.

As much as possible, the Head Coach should be the only coach on the RAWC board. The RAWC Board of Directors would have to approve the appointment by the Head Coach of any member of the Board to the coaching staff should that person wish to remain on the RAWC Board.

#### **A. 5.05**

##### Termination and Replacement of Executive Members

- a. Any Executive member may resign from the RAWC by mailing written notice of his resignation to the Secretary who shall advise the Executive at its next meeting.
- b. If the Executive at a meeting determines by a two thirds affirmative vote that any member has discontinued the duties and activities which qualified him for membership, the membership of that member shall be terminated.
- c. Members may be censured, suspended or expelled for breach of the Constitution or By-Laws of the RAWC for any act, omission or conduct which the Executive deems prejudicial to the welfare of the RAWC by a resolution passed by two thirds of the votes cast at a meeting.
- d. Any of the Executive positions may be vacated by the persons holding those positions at any AGM and a new person elected to fill the position. Should any of the positions be vacated during the year, (at a time other than the AGM) then the following interim positions would be proposed until the AGM.

- e. Any member missing three consecutive executive meetings without satisfactory justification and notice to the Board, will be considered resigned from the board.
  - 1. President: would be replaced by the Vice-President
  - 2. Vice-President: would be replaced by the Past-President
  - 3. Secretary: replacement from within the board by the Executive
  - 4. Treasurer: replacement from within the board by the Executive
  - 5. Committee Chairperson: appointed from within the specific committee or from the board by the Executive
  - 6. Directors-at-Large: may be replaced or left vacant at the discretion of the President.  
The Executive of the Board must approve the appointment of a new Director-at-large

#### **A. 5.06**

The position of web master will be reviewed yearly at the first meeting of the newly elected Board following the AGM. This is not a Board position.

### **Article A. 6.00 Meetings of Executive Members**

#### **A. 6.01**

The Executive shall hold meetings every three months. Additional meetings may be called by the President or upon written request of any member.

#### **A. 6.02 Notice of Meetings**

Shall be given by the Secretary or his designate to each Executive member at least seven (7) days before the meeting is to take place.

#### **A. 6.03 Voting**

- a) Each Executive and Director present shall be entitled to one (1) vote.
- b) All questions arising at any meeting of the Executive shall be decided by a majority of votes. In the case of a tie, the Chairman shall cast a second and deciding vote.
- c) All votes shall be taken by ballot if so demanded by a member present, but if no demand is made, the vote shall be taken by a show of hands signifying assent or dissent.
- d) Executive and Director as defined in A. 5.03.

#### **A. 6.04 Conduct of Meetings**

The following rules shall govern the conduct of all meetings of the RAWC

- a) 60% of voting members must be present at meetings to constitute a quorum.
- b) If there be no quorum present within fifteen minutes of the time fixed for the meeting to begin, the Senior officer present may declare the meeting postponed.
- c) The Chairperson shall decide all questions of order.

#### **A. 6.05 Order of Business**

The order of business at all meetings of the RAWC shall be as follows:

- a) credentials or attendance
- b) call to order
- c) minutes of previous meeting(s)
- d) business arising out of minutes

- e) correspondence
- f) treasurer's report
- g) coach's report
- h) committee reports
- i) new business

## **Article A. 7.00 - Duties of Officers**

### **A. 7.01 Immediate Past President**

Shall act in an advisory capacity with voting privileges.

### **A. 7.02 President**

- a) Shall act as Chairperson at all meetings of the Executive.
- b) Shall be the Chief Officer of the RAWC and where an immediate decision is required, the President shall make the decision, subject to the approval of the executive at the next meeting.
- c) Shall be an ex-officio member of all standing and special committees.
- d) Shall ensure that all orders and resolutions of the Executive are carried into effect.

### **A. 7.03 Vice President**

- a) Shall assist the President in performing such duties as may be assigned and, in his absence, shall act in his place and stead.
- b) Shall act as the overall program coordinator.

### **A. 7.04 Secretary**

- a) Shall give or cause to be given all notices of meetings.
- b) Shall initiate or reply to all correspondence as directed by the Executive.

### **A. 7.05 Treasurer**

- a) Shall keep full and accurate books or account in which shall be recorded all receipts and disbursements of the RAWC
- b) Shall maintain an account with a Chartered bank in the name of the RAWC through which all receipts and disbursements are to pass. All payments shall be made by cheque, signed by any two of the President, Vice President, Secretary or Treasurer.
- c) Shall prepare a financial statement of receipts and disbursements for presentation at the annual meeting.
- d) Shall render to the Executive at meetings and accounting of transactions and the financial position of the RAWC
- e) Shall make available for auditing purposes, all records.

### **A. 7.06 Director**

Shall assist the President in performing such duties as may be assigned.

### **A. 7.07 Coaches**

- a) Attend practices and tournaments
- b) Co-ordinate team lineups

c) Shall be responsible for the day to day operation of the RAWC

**A. 7.08 Wrestlers**

- a) Attend practices and tournaments
- b) Adhere to all policies (such as Code of Conduct, Code of Ethics) as set forth by the Renfrew Amateur Wrestling Club

**Article A. 8.00 - Amendments to the Constitution**

**A. 8.01**

Any proposed amendments to the Constitution and By-Laws shall be filed with the Secretary in writing fifteen (15) calendar days prior to the annual general meeting.

**Article A. 9.00 - Annual General Meeting**

**A. 9.01**

The annual general meeting of the RAWC shall be held in May of each calendar year. Members at this time elect Directors to fulfill the requirements of this Corporation for the next term.

**Article A. 10.00 - Special Provisions**

**A. 10.00**

That upon the dissolution of the Corporation and after the payment of all debts and liabilities, the remaining property of the corporation shall be distributed or disposed of to the school where it resides upon dissolution, to preferably be used to promote continued support of the objectives of this corporation, should interest remain, otherwise to be disposed of as the recipient so decides. Any remaining property not residing at a school will be presented to the Renfrew Recreation Commission for its future distribution.

**Article B. 1.00 - Competition Divisions**

**B. 1.01**

The RAWC will compete in the following wrestling divisions as dictated by the Ontario Amateur Wrestling Association and Canadian Amateur Wrestling Association.

Division Age limit as of January 1st. of playing year

- Novice Under 10
- Kids 10 and 11
- Bantam 12 and 13 years old
- Cadet 14 and 15 years old



- Juvenile 16 and 17 years old
- Junior 18 and 19 years old
- Senior 20 + years old

## **Article B. 2.00 Athlete Recreation Regulations**

### **B. 2.01**

An athlete wishing to participate with the RAWC must complete a registration form provided by the RAWC

### **B. 2.02**

The RAWC shall accept birth certificates, passports, Canadian citizenship papers, baptismal papers showing birth date, or documentation signed by the athlete's school Principal as proof of age.

### **B. 2.03**

Registration may occur at any time during the calendar year.

### **B. 2.04**

An individual registration fee shall be determined annually by the RAWC Executive.

### **B. 2.04**

There shall be no dues or fees payable by members except such, if any, as shall from time to time be fixed by unanimous vote of the board of directors

### **B. 2.05**

The Secretary shall notify the members of the dues or fees at any time payable by them and, if any are not paid within 30 days of the date of such notice the member is default shall thereupon automatically cease to be members of the Corporation, but any such members may on payment of all unpaid dues or fees be reinstated by unanimous vote of the board of directors.

### **B. 2.05**

A family registration fee may be determined annually by the RAWC Executive.

### **B. 2.06 Residence Rule**

- a) All individuals who reside in Renfrew County and register for the RAWC will be accepted.
- b) A small percentage of non Renfrew County residence will be allowed to register with the RAWC This will be less than 20%.

## **Article B. 3.00 Coach Regulations**

### **B. 3.01**

Coaches are responsible for the safety of, as well as the actions and conduct of their wrestlers, before, during and after competitions and practices and shall comply with the provisions of the

Constitution and By-Laws of the RAWC and foster and promote the purposes and objectives of the RAWC

### **B. 3.02**

A coach may be censured, suspended or expelled from the RAWC by the Executive, if, in the opinion of the aforementioned his actions, omissions or conduct is prejudicial to the RAWC

## **Article C. 1.00 Equipment**

### **C 1.01**

Equipment purchases required by the RAWC should whenever possible receive a minimum of two (2) bids for such equipment. Selection of the winning bid will be left to the discretion of the executive members of the board.

Dated at Renfrew Ontario this Day of , 20 .

President Vice-President

Secretary Treasurer

### **Fund-Raising**

- Nevada
- Canteen/Bake sale
- Bottle Drive
- Raffle Tickets
- BBQ's
- Pop Corn Machine
- Donations
- Other

### **Promotions/Special Events**

- Media
- Advertising
- Community Events
- Sales (i.e. t-shirts)
- Planning Bd. Mtgs.
- Planning A.G.M.

### **Operations**

- Purchasing and maintenance of equipment, mats, etc.
- Organization of hosted tournaments
- Registration, transportation, accommodation. to out of town tourneys
- Organizing parent volunteers

### **Recruitment/Program Development**

- RAWC/OAWA/ Team Renfrew registration
- Development & co- ordination of elementary school program

- Development of High School program
- Development of coaches, pairing masters, referees
- Other

**Other Directors**

- Duties assigned