

# **Denmark Wrestling Club, Inc.**

## **Bylaws**

Adopted on December 6, 2011

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### **ARTICLE I**

#### OFFICIAL NAME

The official name of this organization will be the Denmark Wrestling Club, Inc., herein referred to as “DWC.”

#### ASSOCIATION

The DWC became established on 3/13/1993.

#### LOCATION

The principal place of business shall be the address of the Treasurer .

### **ARTICLE II**

#### MISSION STATEMENT

The objective of the DWC will be to stimulate interest and ensure a safe and organized approach to the sport of wrestling and emphasize the value of competitive sportsmanship and fair play; and to support the wrestling coaches of the Denmark wrestling program at the youth, middle school and high school levels.

## **ARTICLE III**

### **MEMBERSHIP**

Membership will be open to any individual or family who agrees to abide by the provisions of the DWC bylaws and shall be open to anyone interested in the sport of wrestling without regard to age, sex, gender or race. Membership fees are determined by the Board of Directors. The membership year will run from November 1 through October 31. Registration and membership fees can be paid at any time during the year.

There are three types of membership:

- **Family membership** Family membership paid in full allows all family members to participate in all activities organized by the DWC. Additional fees may be required for certain activities. A family membership entitles the household head that is 18 years or older 2 ballots for DWC elections or any matter that requires a majority vote by the membership and family attendance at the Recognition Banquet.
- **Single membership** A single member is any individual 18 years or older, that does not have a child currently participating in the Denmark wrestling program at the youth, middle school or high school levels. The cost of a single membership is 50% of a family membership. Single membership paid in full entitles the individual 1 ballot for DWC elections or any matter that requires a majority vote by the membership and attendance at the Recognition Banquet.
- **Non-paying Membership** A non – paying member is 18 years or older and does not have a child participating in the Denmark wrestling program at the youth, middle school or high school levels. A non – paying member does not have the right to vote in elections or any matter that requires a majority vote by the membership. Attendance at the Recognition Banquet will require a nominal fee determined by the Board of Directors. A non – paying member will be entitled to attend all DWC scheduled meetings, access to communication amongst club members and has the opportunity to volunteer for DWC sponsored events. The DWC President will determine who receives non – paying membership status with the exception of a head coach, assistance coach or volunteer coach. All Head Coaches, Assistance Coaches and Volunteer Coaches for the Denmark wrestling program at the youth, middle school and high school levels will be granted non – paying membership status and are invited to attend the Recognition Banquet free of charge.

### **REGISTRATION**

All wrestlers at the youth, middle school and high school levels must complete a parent registration consent form before their son or daughters can participate in any physical activity sponsored by the DWC. Proof of insurance and a signed publicity release is required.

## **ARTICLE IV**

### **BOARD OF DIRECTORS/OFFICERS**

The Board of Directors will include a President, Vice President, Secretary, Treasurer, and three (3) Trustees. The Board of Directors shall serve voluntarily. There shall be no spouses on the Board of Directors at the same time.

### **PRESIDENT**

The President shall prepare meeting agendas and forward to the Secretary for distribution to the Board of directors and club members. He/She shall, when present, preside over all meetings and shall see all orders and resolutions of the Board are carried out. He/She shall assist the Secretary filling out and filing the Annual Report with the State of Wisconsin and assist the Treasurer filling out and filing the year end return with the IRS, the Annual Raffle Report and Renewal Application with the State of Wisconsin and confirm with the Board of Directors these tasks have been completed. The president is responsible for granting or denying membership to individuals requesting non – paying membership status with the exception of all head coaches, assistant coaches and volunteer coaches. He/She shall be the alternative individual to post information on the community sign and other such duties applicable to the office as prescribed by the parliamentary authority adopted by the DWC. In the absence of the president the vice president shall serve in his/her stead.

### **PAST PRESIDENT**

Upon leaving the position of President he/she shall become the Past President for one year to be the mentor to the newly elected President. This position will hold no voting rights on the Board of Directors. The Past President shall perform other such duties applicable to the office as prescribed by the parliamentary authority adopted by the DWC.

### **VICE PRESIDENT**

The Vice President shall perform the duties and exercise the powers of the President when so acting and learn the duties of the President so He/She is prepared to act during an absence or vacancy. He/She shall perform other such duties that may be assigned to him/her by the President or Board of Directors and the parliamentary authority adopted by the DWC

#### SECRETARY

The Secretary shall keep full meeting notes, have charge of and be custodian of all records of the organization. He/She shall give meeting notices with agendas to the Board of Directors and club members, keep all copies of past records, meeting minutes, committee reports, official membership role, and make Bylaws and DWC documents available to all members. As a form of checks and balances the Secretary will initial the DWC bank statement after comparison with the Treasure's report given at quarterly meetings. The Secretary is responsible for posting information on the community sign and keeping the DWC's website up to date. He/She shall file the Annual Report of the DWC with the State of Wisconsin. In absence of the Secretary, the President will assign an alternate member of the board to provide meeting notes to the Secretary. The Secretary shall perform other such duties applicable to the office as prescribed by the parliamentary authority adopted by the DWC.

#### TREASURER

The Treasurer shall have custody of all membership funds and securities. He or she must keep full and accurate accounts of receipts and disbursements in books belonging to the organization and deposit all monies and other valuable effects in the same name and to the credit of the membership in such depositories as may be designated by the Board of Directors. A financial status shall be available at each Board meeting. The Treasurer is responsible for filling out and filing the year end return with the IRS and the Annual Raffle Report and Renewal Application with the State of Wisconsin. He/She shall perform other such duties applicable to the office as prescribed by the parliamentary authority adopted by the DWC.

#### TRUSTEES

The Trustees shall do the duties that are defined by the President and the Board of Directors and help enhance Denmark Wrestling Club's future and such duties applicable to the office as prescribed by the parliamentary authority adopted by the DWC.

#### TERMS

The President, Vice President, Treasurer and Secretary will serve 2 year terms with the President and Secretary being elected in odd years and the Vice President and Treasurer being elected in even years. The three (3) Trustees will each serve 3 year terms with one being elected every year. Any individual on the Board of Directors can serve a maximum of consecutive 6 years. After an individual relinquishes any and all positions for 1 year, they may run for a position on the Board of Directors again. Incumbents whose terms are concluding relinquish their seat May 31<sup>st</sup>. Newly elected officers take their seat on the Board June 1<sup>st</sup>. Once relieved of their elected position the officers are to turn over all property, records and documents of the DWC to the current Board of Directors within a reasonable amount of time. Beginning June 1, 2012 all current board members will be considered 1<sup>st</sup> year directors.

#### ELECTIONS

The Board of Directors shall be elected by the Denmark Wrestling Club's eligible voters. Membership fees must be paid on or before the day of a DWC election or any matter that requires a majority vote by the membership. The nomination period for Candidates for the Governing Board shall be held from Jan. 1 - February 1. Any member wishing to be considered for a position to the Board of Directors shall notify in writing to the Secretary of the DWC with signatures from two current paid members. Nomination shall include name, address, position running for, qualifications and a short bio of 125 words or less. The Trustees of the DWC shall collectively attempt to attract qualified candidates so there is representation from Youth, Middle School and High School/Alumni levels on the Board of Directors and attempt to secure nominations for two qualified candidates for each open position. One of these candidates can be the incumbent.

The President will be responsible for balloting in even years and the Vice President in odd years with assistance of other Board members not up for election. Balloting for elections will be done through the U.S. mail and sent out by February 16th. Write in candidates are allowed. Ballots must be returned by March 1<sup>st</sup> and will be opened and tallied at an open meeting by March 8<sup>th</sup>. The dates herein can be adjusted at the discretion of the Board of Directors due to conflicts as long as proper notice is given.

Newly elected officers shall be sworn in at the quarterly meeting in April and are allowed and encouraged to attend any/all meetings until taking their seat on the Board of Directors June 1<sup>st</sup>. This will enable 2 months to get current with the functions of the DWC.

#### VACANCY/REMOVAL/RESIGNATIONS

Any vacancy occurring on the Board of Directors (other than normal expirations of a term of office) may be filled by the affirmative vote of the Board of Directors present at any regular or special meeting of the Board. Any Director elected to fill a vacancy shall be elected for the unexpired term of his or her predecessor in office. Any Director may be removed from office at any time for due cause by the affirmative vote of the majority of the Directors in office at any regular or special meeting of the Board. Any Director may resign by submitting in writing to the Secretary.

## **ARTICLE V**

### **MEETINGS**

Quarterly meetings will be held on the first Wednesday in January, April, July and October unless otherwise ordered by the Board of Directors. Special meetings can be called at anytime as long as proper notice is given. All meetings shall be the responsibility of the Secretary to contact the Board of Director's and DWC members at what location and time. Except in cases of an emergency at least seven (7) days' notice shall be given for all meetings. Agenda items must be submitted to the President seven (7) days in advance of the meeting. The President will finalize the agenda and forward to the Secretary to post a minimum of 3 days prior to the called meeting. If the Board of Directors needs to take action in an emergency or on a high priority issue and a properly called meeting is not possible the actions of the Board of Directors must be ratified and recorded in the minutes at the next DWC meeting.

At any meeting of the DWC Board of Directors a majority of the Directors shall constitute a quorum for the transaction of business. Items are passed with a majority vote of Directors present. Meetings are open meetings and can be attended by DWC members or special guests.

The Board of Directors reserves the right to hold meetings in Executive Session to allow frank discussion of sensitive or confidential issues affecting the DWC. It is not a means to avoid public discussion of controversial issues or hiding conflicts between members. The rules for Executive Session are as follows:

- No Member of the Board of Directors may be excluded
- The only issues that may be discussed are those which the session was called for
- The Board of Directors may invite guests for input
- The minutes for Executive Session are confidential and are not distributed to any person outside of the Board of Directors unless the Board of Directors agrees to post them.
- Discussion addressing topics within the Executive Session with anyone outside of the Board of Directors outside of the meeting is strictly forbidden unless it is agreed to by the Board of Directors.

## **ARTICLE VI**

### **COMMITTEES**

The Board of Directors may create committees as needed and has the right to create rules for the committees.

## **ARTICLE VII**

### **AMENDMENT OF BYLAWS**

These Bylaws may be amended by two-thirds vote of club members present at a properly called meeting provided such amendments are filed in writing with the secretary and read at the previous quarterly meeting. The amendments must be voted on within one month of proposal.

## **ARTICLE XIII**

### **PARLIAMENTARY PROCEDURE**

The rules contained in Roberts Rules of Order Newly Revised 10<sup>th</sup> Edition shall govern the DWC in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order the DWC may adopt

## **ARTICLE IX**

### **ANNUAL BUDGET**

- Fiscal year of June 1 – May 31
- The Board of Directors will create the annual budget by May 15 of the current fiscal year
- Any items outside the approved budget in amount greater than \$500 shall be presented as an agenda item to the DWC membership for comment at a regular or special meeting then voted on by the Board of Directors.

## **ARTICLE X**

### **AUDIT**

Any DWC member wishing to audit the financial records of the Denmark Wrestling Club must submit a request in writing to the President and be submitted to the Board of Directors for approval. Upon the Board of Director's request, the Club Treasurer shall produce the records in 90 days.

## **ARTICLE XI**

### **PURCHASE OF SUPPLIES EQUIPMENT**

The Board of Directors shall obtain quotes or bids when purchasing supplies or equipment for the wrestling club over \$500

## **ARTICLE XII**

### **SINGLET**

Youth Wrestlers/Members shall be required to make a deposit, which is set by the Board of Directors, per singlet. This deposit should be in cash or check prior to taking temporary possession of singlet. If the singlet is returned in usable condition 1/2 the deposit will be returned. If the singlet(s) is not returned by May 15<sup>th</sup> of each year, or is returned in an unusable condition, the total deposit will be forfeited. The DWC reserves the right to refuse singlet rental to anyone not respecting the property of the DWC.

## **ARTICLE XIII**

### **SCHOLARSHIPS**

Scholarships may be awarded to graduating seniors from Denmark High School who have supported and been active in the High School Wrestling Program for a minimum of 3 years. The allocations of High School Scholarships shall be decided by the Board of Directors. Maximum amount per scholarship is \$400. Any violation of school behavioral policies will not eliminate a candidate for a scholarship. The recipient must be entering a technical college or a four year college program after graduation. Awarded scholarships will be presented to the individuals at the beginning of the 2<sup>nd</sup> semester upon verification of enrollment. The scholarship applications must be submitted by March 31 of the current school year.

## **ARTICLE XIV**

### **YOUTH & WIAA STATE TOURNAMENTS**

If the Coaching Staff requires support for the State Tournaments in Madison they shall communicate with the Board of Directors and a vote shall be taken

The Denmark Wrestling Club will purchase 80 sets of tickets for the WIAA State Wrestling Tournament. The invoice will be mailed to the Treasurer's home around 12/1 and is due 12/15. Paid members of the DWC will be given priority to receive tickets. These will be disbursed to any members wishing to receive these at cost.

## **ARTICLE XV**

### **RECOGNITION BANQUET**

The DWC Board of Directors will host an annual banquet for all members to recognize coaches/wrestlers from the youth, middle school and high school levels and their accomplishments.