

# IOWA WRESTLING FEDERATION

AFFILIATED WITH THE

UNITED STATES OF AMERICA WRESTLING ASSOCIATION

DBA- IOWA/USA WRESTLING

AMMENDED August 10, 2013

## PREAMBLE

The objectives of the IOWA/USA Wrestling Federation are to promote wrestling at all levels throughout the State of Iowa and to ensure the continuation of, and improve upon, opportunities for safe competition with exposure to various styles of wrestling. It is the intent that the IOWA/USA Wrestling Federation will be able to meet these objectives by creating opportunities in wrestling for competitors of all ages and along with their coaches, parents, and fans encourage their continued participation in the sport as they advance through their lives.

The control and direction of the IOWA/USA Wrestling Federation shall be placed in the hands of those people who are now working with Iowa's wrestlers, and the goals of the Federation shall include the development of responsible wrestling administrators from the ranks of the Iowa Program at the local, state, and national levels who will provide leadership and direction to their membership, to develop an attitude of sincere concern among all coaches toward the improvement of all levels and aspects of wrestling from elementary through Olympic levels of competition, to provide channels of communication within Iowa and with the various other States, furthering the exchange of ideas and experience to the benefit of all wrestlers, to develop an attitude of unity within the State of Iowa toward program development and achievement, to increase the positive attitudes of educators, wrestlers, and the general public toward the art and science of wrestling, to assist with those activities which can best be developed on a state wide basis, to provide a system for democratic representation of all competitors, coaches, and concerned people in local, state, and national organizations and activities dedicated to the sport of wrestling, and finally to establish patterns of organization and objectives with the State of Iowa, providing continuity of effort as wrestlers and coaches step forward from the elementary level to the most advance and successful endeavors for which they may strive.

## **Article I – Affiliation**

The IOWA/USA Wrestling Federation shall operate under the guidance, auspices, and in accordance with the By-Laws of the United States of America Wrestling Association AKA USA Wrestling, and shall conduct its business and activities in such a manner that it may be considered a charter member of that body, including benefits thereby entitled to and responsibilities liable for.

## **Article II – Office**

The principle office of the IOWA/USA Wrestling Federation shall be located in the city of residence of the current Secretary or Treasurer and both addresses shall be attached to this Chapter as a supplement.

## **Article III – Members**

1. Regular Meeting
  - A. Annual Meeting

The annual meeting of the members shall be held in the month of August in each year, or at the call of the State Chairman, for the purpose of electing officers and for the transaction of such other business as may come before the meeting.

**B. Spring Meeting**

The spring meeting of the members shall be held in May in each year, or at the call of the State Chairman, for the purpose of the transaction of such business as may come before the meeting.

**2. Special Meetings**

Special meetings of the members, for any purpose or purposes, unless otherwise prescribed by statute, may be called by the State Chairman, by the Board of Directors or by the State Chairman at the request of not less than 100 members.

**3. Place of Meetings**

The State Chairman shall designate the place of any regular or special meetings. In the absence of the State Chairman, the Secretary shall designate such a place of meeting.

**4. Notice of Meetings**

Written notice stating the place, day and hour of regular or special meeting, and the purpose or purposes for which the meeting is called, shall be posted on the Iowa/USA Wrestling website and social media page not less than ten days before the date of the meeting by or at the direction of the State Chairman or Secretary to each member of record.

**5. Voting Memberships**

The members of the IOWA/USA Wrestling Federation who shall possess voting right shall include all elected Board of Director members and USA Wrestling Federation registered Mat Officials, Pairings Officials, Coaches and General members.

Each and every duly authorized U.S.A.W. Chartered Wrestling Club in Iowa may also nominate one registered club member as the voting representative to any and all IOWA/USA Wrestling Federation general membership meetings. No individual may hold or exercise a right to more than one vote. All voting members must be residents of the State of Iowa, and members in good standing for a minimum of 31 days. Each chartered club shall designate its voting representative at the beginning of each meeting.

**6. Quorum of General Membership**

At any meeting of the members, a Quorum for the transaction of business shall consist of a minimum of ten (10) registered voting members.

**7. Proxies**

Voting by proxy shall not be allowed.

## 8. Order of Business

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

1. Roll call, designation of club representatives.
2. Proof of notice of meeting
3. Reading of minutes of preceding meeting.
4. Reports of officers.
5. Election of Directors (as required)
6. Reports of committees.
7. Unfinished business.
8. New business.
9. Adjournment.

## Article IV – Board of Directors

### 1. General Powers

The business and affairs of the IOWA/USA Wrestling Federation shall be managed by its Board of Directors and Executive Council. The board of Directors shall in all cases act as an entity and they may adopt such rules and regulations for the conduct of their meetings and the management of the IOWA/USA Wrestling Federation, as they deem proper to carry out the objectives of the IOWA/USA Wrestling Federation, not inconsistent with this charter and the laws of the State of Iowa. The Executive Council shall function to coordinate the activities of the IOWA/USA Wrestling Federation as defined by this Charter and as directed by the Board of Directors and the members in general.

### 2. Executive Council

The Executive Council shall consist of the State Chairman, who shall be the ranking member of the council, the Secretary, the Treasurer, Pairing Official Director, Mat Official Director, FILA/Open Director, Junior Director, Cadet Director, Kids Director and Women’s Director. The Executive Council shall meet at the call of the State Chairman or any two Council members, at such times and places as deemed necessary to conduct the business necessary to ensure continued coordination and proper conduct of the IOWA/USA Wrestling Federation within the scope and intent of this Charter. Notice of meetings of the Council shall be made by the State Chairman or designee, or by the Council members calling the meeting. A quorum for a meeting of the Council shall consist of not less than six members of the Council.

### 3. Structure of the Board of Directors

The Board of Directors shall consist of the Executive Council and the following:

- Public Relations Coordinator
- Membership Director
- Ad and Fundraiser Director
- Coaches Director
- Past State Chairman
- Freestyle & Greco-Roman Head Coaches (nonvoting)
- District Representatives (northeast, northwest, southeast, southwest)

### 4. Responsibilities of the Board of Directors

- A. State Chairman

Initiate and provide leadership for all state programs, act as liaison to the National office and keep the state organization informed of all national events and policies, coordinate activities between and within the various levels of the state program, act as liaison to the Iowa High School Athletic Association, coordinate and plan cultural exchange trips with the Kids, Cadets, Juniors and Open Directors, and chair the Board of Directors.

B. Secretary/Membership

The Secretary shall provide leadership and coordination of administrative services, which include: meeting minutes, charter, policies and procedures, permanent records, and mailing list. There are usually two board meetings and two general meetings annually. According to the charter, general meetings are held in September and May. Ten to fourteen days before a meeting a “Call to Meeting” announcement is to be delivered by “written notice” (postcard, email, or newsletter). The “announcement” should include: what when, where, and any pertinent information needed for that particular meeting. The “Call to Meeting” is sent to all board members and club directors.

All IOWA/USA Wrestling Federation files are kept in one file container

Obtain all addresses of those who attend both board and general meetings – especially those who are not on the board.

Audio tape each meeting. Request that all motions be in writing from the person who makes the motion. Work up and send minutes in a timely manner Email only general meeting minutes to be posted on the IOWA/USA Wrestling Federation website.

Email general meeting minutes to those people who attended the general meeting.

Membership duties include assist members in renewal process. Communicate with the Board of Directors the number of members in Iowa and identify membership trends and offer suggestions to help grow the membership.

C. Treasurer

Provide leadership and coordination of administrative services which include: managing finances (preparing budget/scheduling coordination, managing budget This person shall be bonded for \$200,000, paid for by IOWA/USA Wrestling Federation.

D. Junior Director

Coordinate and provide leadership for the IOWA/USA Wrestling Federation Junior wrestling program, schedule and sanction junior tournaments, clinics and other events, assist with regional and national programs, and act as liaison to the U.S.A.W. National Junior programs in conjunction with the State Chairman.

E. Public Relations Coordinator

Provide coordination or media coverage of all aspects of the IOWA/USA Wrestling Federation, including news releases, records of events and advertising. Coordinate submitted information from all board members to be submitted to the IOWA/USA Wrestling Federation website and on the social media sites at the direction of the State Chairman and/or board.

F. Mat officials Director

Provide leadership and direction for all Mat Officials within the state, maintain a current listing of all state Mat Officials and coordinate assignments to all major state-wide tournaments.

Ensure the competency of Mat Officials through clinic tests and observation of performance. Serve as senior mat official at all state championship tournaments.

G. Pairings Director

Provide leadership and direction for all Pairing Officials within the state, maintain a current listing of all state Pairing Officials and coordinate assignments to all major state-wide tournaments.  
Ensure the competency of Pairing Officials through clinic tests and observation of performance. Serve as senior pairing official at all state championship tournaments.

H. Kids Age-Group Director

Coordinate and provide leadership for the IOWA/USA Wrestling Federation Kids wrestling programs, schedule Kids tournaments, clinics and other events, assist with Regional and National programs and act as a liaison to the U.S.A.W.A. Kids program(s) in conjunction with the State Chairman.

I. Cadet Age-Group Director

Coordinate and provide leadership for the IOWA/USA Wrestling Federation Cadet Wrestling program, schedule cadet tournaments, clinics, and other events, assist with regional and national programs, and act as liaison to the U.S.A.W.A. National Cadet programs in conjunction with the State Chairman.

J. Women's Director

Coordinate and provide leadership for the IOWA/USA Wrestling Federation Women's wrestling program, schedule girls/women tournaments, clinics, and other events, assist with regional and national programs, and act as liaison to the U.S.A.W.A. National Women's program(s) in conjunction with the State Chairman.

K. Regional Directors – NE, NW, SE, SW

Work with the State Chairman and age group directors assisting with finding tournaments and or training sites in their respective region.

The Regional Directors will work to improve USA Wrestling membership and provide leadership, address the needs and bring problems from their respective regions to the attention of the board.

L. Coaches Director

Develop a criteria system to evaluate coaches. Advise the Cadet and Jr. Directors on whom to select for the respective national tournaments. Conduct coaches clinics. Advise the coaches at the national camps on what techniques and what types of practices to run. Organize high level clinicians to show technique at tournaments or at clubs.

M. Ad and Fundraiser Director

Establish programs for raising funds to help in the support of the Iowa/USA Wrestling Federation in accomplishing their mission statement.

N. FILA/Open Director

Coordinate and provide leadership for the IOWA/USA Wrestling Federation FILA /Open wrestling program, schedule tournaments, clinics and other events, assist with regional and national programs and act as a liaison to the U.S.A.W.A. National/Open and cultural exchange programs in conjunction with the State Chairman.

**The following positions are Board Members with non-voting status:**

O. Past State Chairman Board Position

To be filled by the retiring State Chairman. Job Description is to help assure a smooth transition for the incoming State Chairman. The term is to be 4 years or until the next general election, whichever comes first.

P. Head freestyle Coach

Provide coaching and leadership to Iowa's regional and national teams in freestyle wrestling and to support and enforce the purpose and discipline of the By-Laws of the IOWA/USA Wrestling Federation.

Q. Head Greco-Roman Coach

Provide coaching and leadership to Iowa's regional and national teams in Greco-Roman wrestling and to support and enforce the purpose and discipline of the By-Laws of the IOWA/USA Wrestling Federation

5. Meetings of the Board of Directors

A. Authority to Call Meetings

Of the Board of Directors may be called by or at the request of the State Chairman or by any two members of the Executive Council. The person or persons thus duly authorized to call a meeting may fix the place and time of any meeting called by them.

B. Notice

Of any meeting of the Board of Directors shall be given at least ten days prior to the meeting.

C. Quorum

At any meeting of the Board, a minimum of five directors/board members shall constitute a quorum for the transaction of business. The five directors shall be composed of a minimum of two members of the Executive Council and three directors.

D. Manner of Acting

The act of the majority of the directors present at a meeting at which was properly called and a quorum is present, shall be the act of the directors/board members.

6. Establishment of the Board of Directors

A. Election of the Board of Directors.

The election of the Board of Directors shall be from the voting membership, with the exception of the Head Freestyle and Head Greco-Roman coaches and past State Chairman, and a majority vote shall constitute election. Election of members of the Board shall occur at the annual regular meeting of the members.

B. Terms of Office

The terms of the office of the members of the Board of Directors shall be four years, with the exception of the Head Freestyle and Head Greco-Roman coaches, who shall serve for a term of one year. Starting with the elections in 2014, the election of the

Board of Directors shall have their terms of service staggered. To facilitate this, the offices of State Chairman, Cadet Director, Pairing Director, FILA Junior/Open Director, and Public Relations Coordinator will be elected to serve a 2 year term, terminating in the year 2016, after which elections would be held for a four year term. (Commencing in the Olympic calendar year) The offices of Junior Director, Treasurer, Secretary, Mat Officials Director, Women's Director, Kids Director, and Regional Representatives will continue elections in the current four year cycle.

C. Interim Vacancies

An interim vacancy on the Board of Directors shall be filled by a majority vote of the directors then in office. If the vacancy exists at the State Chairman, a majority vote of the directors of the entire Board then in office and present, although less than a quorum may exist, shall serve to fill the vacancy. A director so elected shall hold office for the duration of the unexpired term of the predecessor.

D. Removal of Directors

Any or all of the directors may be removed for just cause by a majority vote of the Board of Directors.

7. Committees

The Board of Directors, by resolution, may designate from its members, committees as the Board deems necessary to carry out the functions of the IOWA/USA Wrestling Federation, and such committees shall serve at the pleasure of the Board under the general guidance of the State Chairman.

**Article V – Financial Affairs**

1. Contracts

The Board of Directors may authorize any Executive Council member, Director, or other agent or agents to enter into any contract or execute and deliver any instrument in the name of and on behalf of the IOWA/USA Wrestling Federation, and such authority may be general in nature or confined to specific instances or matters.

2. Loans

No loan shall be contracted on behalf of the IOWA/USA Wrestling Federation and no evidence of indebtedness shall be issued in its name unless authorized by a resolution of the Board of Directors. Such authority may be general in nature or confined to a specific instance or matters.

3. Checks and Drafts

All checks and drafts or other orders for payments of money, notes or other evidences of indebtedness issued in the name of the IOWA/USA Wrestling Federation shall be signed by such member of the Executive Council or agent and in such manner as shall from time to time be determined by resolution of the Board of Directors.

4. Deposits

All funds of the IOWA/USA Wrestling Federation not otherwise employed shall be deposited from time to time to the credit of the IOWA/USA Wrestling Federation in such banks, trust companies or other depositories as the Board of Directors may select. Revenues, derived from events, intended for the IOWA/USA Wrestling Federation, must be turned over to the Treasurer along with accurate accounting of what that revenue was from.

## 5. Fiscal Year

The fiscal year of the IOWA/USA Wrestling Federation shall begin on the first day of September in each year and at the beginning of each fiscal year the financial status or balance or the total state program shall not reflect in savings, checking, certificates, or any other accounts of the Federation to exceed \$250,000. Any funds exceeding \$250,000 shall be dispersed to other nonprofit organizations deemed by the IOWA/USA Wrestling Federation as to need, and may or may not set forth a written proposal of that need, or may be nominated at the Annual Meeting of the Federation as recipient or recipients to such excessive funds, as determined by voting the organization and amounts.

## Article VI – Sanctions

All events conducted under the auspices and control of the IOWA/USA Wrestling Federation shall be sanctioned by the IOWA/USA Wrestling Federation and where applicable, the United States of America Wrestling Association and must meet the following requirements:

1. Sanctioned events must be applied for online and paid for in the application process at least 10 days prior to the event.
2. Each must follow the agreement as specified in the online Sanction application process.
3. Director responsible for agreeing to the scheduled event is also responsible for seeing the sanction process gets completed properly.
4. All competitors in in said sanctioned events must abide by the rules established by the USA Wrestling.

## Article VII – Code of Conduct

### 1. Application of the Rules

The rules of conduct shall apply to all competitive members, general members, officials, coaches, chartered clubs, and individuals associated with the IOWA/USA Wrestling Federation. It is the expectation of the IOWA/USA Wrestling Federation that all individuals and organizations affiliated with in any manner shall conduct themselves in the most honorable, courteous and sportsmanlike fashion.

### 2. Rules of Conduct

- A. Neither the Charter or the IOWA/USA Wrestling Federation or any segment thereof shall be violated.
- B. No person or organization shall perform, or allow willful, flagrant or repeated destruction of personal or public property.
- C. No person or organization shall use or permit the use of abusive or threatening language or conduct toward any tournament official, the IOWA/USA Wrestling Federation official or U.S.A. Wrestling official.
- D. No person or organization shall conduct themselves in an unsportsmanlike fashion or allow unsportsmanlike behavior.
- E. No Person or organization shall conduct an act of theft, or allow an act of theft to be perpetrated.
- F. No alcohol, drugs, or smoking will be allowed by any competitive member in or on the premises of any and all facilities where the IOWA/USA Wrestling Federation or U.S.A.W.A. sanctioned events are in progress. Drugs approved or prescribed by proper medical personnel for use by a competitive member shall be exempted.
- G. No person or organization shall falsify or permit the falsification of any document relative to the IOWA/USA Wrestling Federation, USA wrestling Association or the activities of either.



- H. No person or organization shall participate in or permit fighting, physical or mental abuse.
- I. No person or organization shall participate in or permit any act of cheating.
- J. No person or organization shall conduct any act or permit any act to be conducted, not specifically stated herein, that may endanger any person or property tangible or intangible.

### 3. Rules for Trips

All competitive members not yet of legal age who partake in a trip sponsored or sanctioned by the IOWA/USA Wrestling Federation shall be required to supply a document, initially prepared by the appropriate Division Director and signed by a parent or guardian, defining the rules of conduct and behavior required of each competitive member, prior to departure on the trip.

### 4. Disciplinary Actions

#### A. Reporting Infractions

Any infraction of the Rules of Conduct shall be reported to the appropriate Head Coach or any Executive Council member if any uncertainty exists to the proper reporting channels. Each report shall contain all pertinent names, dates, locations and a detailed account of the infraction, prepared by the Head Coach or the director of the event where the infraction occurred, or by any IOWA/USA Wrestling Federation Board member. In the event that the infraction involves one or more minors, a copy of the initial report shall be mailed to the appropriate parent(s) or guardian(s) by the Age Group Director.

#### B. Major Infractions

In the case of any major or serious infractions of the Rules of Conduct, the Head Coach, or the director of the event shall first comply with rules for disqualification as defined in the U.S.A.W.A. International Wrestling Rules, if applicable, or secondly shall eliminate the offender or offenders from the event and notify the appropriate Age Group Director at the earliest opportunity.

#### C. Review and Discipline

The Executive Board of Directors shall review each infraction and take disciplinary action based on the merits of each case. Such actions may include, but not limited to, reprimands, suspensions or revocations of competitive memberships, coach's memberships, official's licenses or club charter as applicable, or elimination from any and all activities within the IOWA/USA Wrestling Federation.

#### D. Appeals

#### E.

Any person or organization may appeal the decision of the Age Group Director to the Executive Board of the IOWA/USA Wrestling Federation for review. Any such appeal must be made in writing to the State Chairman, and be placed on the agenda of the next Executive Board meeting. The applicant may request, but shall not be guaranteed, a special meeting of the Executive Board to review the appeal, and shall be liable for all expenses incurred by the IOWA/USA Wrestling Federation and the Executive Board to convene such special meeting. A deposit of \$250.00 shall be required of the appellant prior to convening such special meeting, and any portion unused to defray expenses shall be returned following the conclusion of such special meeting. In any case, the outcome of such special meeting shall not be made known to the appellant until expenses incurred have been reimbursed.

F. Discipline of Minors

In the case of disciplinary action taken against a minor or minors, the parent(s) or guardian(s) of such minor or minors shall be notified in writing by the appropriate Age Group Director or the State Chairman in the case of an appeal.

G. Reinstatement

All members, coaches, officials and clubs shall automatically be reinstated following the conclusion of any assessed suspension. Any club that has been suspended may be required to have a member of the Board of Directors present at the first club meeting or event following the suspension to monitor the meeting or event, and the club shall be liable for all expenses incurred by the Board member to attend the meeting or event.

**Article IX – Amendments**

This Charter may be altered, amended, or repealed and a new Charter may be adopted by a vote of the Board of Directors of the IOWA/USA Wrestling Federation at any Board meeting or any special meeting, when the proposed amendment has been set forth in the proper notice of any such meeting. These changes will not go in effect until presented and ratified at the next General meeting.

**Article X Ratification**

We the undersigned have read and duly ratified the Amended Charter of the IOWA/USA Wrestling Federation on this 10<sup>th</sup> day of August, 2013.

**State Chairman** \_\_\_\_\_

**Secretary** \_\_\_\_\_

**Treasurer** \_\_\_\_\_

**Pairing Officials Director** \_\_\_\_\_

**Mat Officials Director** \_\_\_\_\_

**FILA/Open Director** \_\_\_\_\_

**Junior Director** \_\_\_\_\_

**Cadet Director** \_\_\_\_\_

**Kids Director** \_\_\_\_\_

**Women’s Director** \_\_\_\_\_

**Public Relations Coordinator** \_\_\_\_\_

**Membership Director** \_\_\_\_\_

**Ad and Fundraising Director** \_\_\_\_\_