

BY-LAWS OF THE
PENNSYLVANIA AMATEUR WRESTLING
FEDERATION, INC.

INCORPORATED IN THE
COMMONWEALTH OF PENNSYLVANIA
OCTOBER, 2002

AFFILIATED WITH
USA WRESTLING

As Adopted on October 6, 2005

The primary objective of the Pennsylvania Amateur Wrestling Federation, Inc. {PAWF) is to foster national and international wrestling competition and to promote the Sport of Wrestling within the Commonwealth of Pennsylvania. It is the intent of the PAWF to ensure the continuation of the Sport by means of providing information, direction and encouragement to all athletes, coaches, parents, and fans and to create opportunities for competition with exposure to various styles of wrestling and improve upon the development and structure to provide for safe competition.

The goals of the PAWF shall include the development of responsible administration from the ranks of the Pennsylvania 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 the elementary through the Olympic levels of competition. To provide channels of communication within the Commonwealth of Pennsylvania and with all States involved in the sport, furthering the exchange of ideas of experience to the benefit of all wrestlers. To develop unity within the Commonwealth of Pennsylvania toward program development and achievement and to promote a positive attitude between 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, and provide a system for democratic representation of all competitors, coaches and concerned people in local, state, national, and international organizations and activities dedicated to the Sport of Wrestling. Finally, to establish patterns of organization and objectives within the Commonwealth of Pennsylvania, providing continuity of effort as wrestlers and coaches advance through the ranks and strive for successful endeavors at all levels of wrestling competition.

The PAWF shall be under the direction of qualified persons who are concerned and through their sincere efforts show a true interest in promoting the Sport of Wrestling and the goals of this organization.

ARTICLE I- AFFILIATION

The PAWF shall operate in such a manner that it qualifies as an affiliate of USA Wrestling (USAW).

ARTICLE II- OFFICE

The principle office of the PAWF shall be located in the city of residence of the current State Chairman, or such other Pennsylvania city as the State Chairman shall designate.

ARTICLE III- MEMBERS

1. MEMBERSHIP

The Membership of the PAWF shall consist of all PAWF Officers, Directors, and USAW members who are residents of the Commonwealth of Pennsylvania.

2. VOTING MEMBERSHIP

Members of the PAWF who shall possess voting rights include: all elected Executive Board Members: State Chairman, President, Vice-President, Secretary, Treasurer, Kids Division Director, Junior Division Director, Women's Division Director, Open Division Director, State Coaches Director, Officials Director, Pairing Division Director, and one representative from all USA/W – PAWF bona fide sanctioned clubs who have a minimum of ten members.

No individual shall hold or exercise the right to more than one vote. If a designated representative from a club is elected to the Executive Board, his or her club may appoint another representative to vote on behalf of that club. Voting members must be residents of the Commonwealth of Pennsylvania.

Members of the Executive Board are required to attend the Annual Meeting each year.

Any further reference, in these By-Laws, to "voting membership" shall include only the members of the PAWF Executive Board and the Directors of PAWF Chartered Clubs or a designated representative of said Chartered Club.

3. **QUORUM**

These Voting Members that appear at a duly called regular or special meeting shall constitute a quorum for the transaction of all business.

A quorum for the transaction of any business at the Annual Meeting shall consist of a majority of Executive Board members, who are: State Chairman, President, Vice-President, Secretary, Treasurer, Kids Division Director, Junior Division Director, Women's Division Director, Open Division Director, State Coaches Director, Officials Director, and Pairing Division Director.

4. **PROXIES**

Voting by proxy shall be prohibited.

ARTICLE V - MEETINGS

1. **ANNUAL REGULAR MEETING OF THE MEMBERS**

There shall be one (1) regular meeting of the PAWF membership each year to be held in the Fall. The purpose of this meeting shall be the transaction by the Voting Members of all official PAWF business that may properly come before the meeting, and the election by the Voting Members of Officers and Directors, which shall take place at the Fall Meeting.

2. **SPECIAL MEETINGS**

The State Chairman shall have the right to call any special meeting of the PAWF membership for any purpose he deems to be necessary.

3. **WHO MAY ATTEND MEETINGS**

All Members and other persons invited by the Executive Board are entitled to attend and participate in Membership meetings. However, only Voting Members shall have the right to vote at Membership meetings.

4. **PLACE OF MEETINGS**

The State Chairman shall designate the place of all meetings. In his absence, the President shall have the right to designate the location of meetings. The site of the Annual Meeting will alternate geographically to provide for a fair distance exchange, or shall be held in a central location that would be equidistant for both eastern Pennsylvania and western Pennsylvania.

5. **NOTICE OF MEETINGS**

A written notice of PAWF meetings, both regular and special, shall be sent to the voting members and Tournament Directors, via first class mail, not less than ten (10) days prior to the date of the meeting. The notice shall state the place, date, time, and purpose of the meeting. Members will be provided with an agenda and any information pertinent to the issue(s) to be discussed.

5. **GOVERNING AUTHORITY**

PAWF shall be governed by the Articles of Incorporation and these By-Laws. Where a procedural issue is encountered that is not specifically addressed therein, Robert's Rules of Order, the most recent edition in the public domain, shall be followed.

7. **ORDER OF BUSINESS**

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

- 1) Attendance, Designation of Club Representatives
- 2) Approval of Minutes of Preceding Meetings
- 3) Reports of Officers
- 4) State Chairman's Report
- 5) Old Business
- 6) New Business
- 7) Elections (as required)
- 8) Adjournment

ARTICLE V-ORGANIZATIONAL STRUCTURE

1. STRUCTURE OF THE EXECUTIVE BOARD

The Executive Board for the PAWF shall consist of all elected members: State Chairman, President, Vice-President, Secretary, Treasurer, Kids Division Director, Junior Division Director, Women's Division Director, Open Division Director, State Coaches Director, Mat Officials Director, Pairing Division Director. The members of the Executive Board may not hold more than one position on the Executive Board.

2. GENERAL POWERS

The business affairs of the PAWF shall be managed by its State Chairman and the Executive Board. The Executive Board, under the direction of the State Chairman, 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 PAWF, as they deem proper to carry out the objectives of the PAWF, but not inconsistent with the Articles of Incorporation, these By-Laws and the laws of the Commonwealth of Pennsylvania.

3. RESPONSIBILITIES OF THE EXECUTIVE BOARD

A) STATE CHAIRMAN

It shall be the responsibility of the State Chairman to 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, and to coordinate activities among the various levels of the State program.

- 1) The State Chairman shall chair all meetings of the PAWF.
- 2) The State Chairman shall provide a copy of the current By-Laws to any voting member who requests the same.
- 3) Maintain a state-wide mailing list.

B) PRESIDENT

The function of the President shall be to assist the State Chairman, and be knowledgeable in all matters concerning the PAWF. The President shall assume the duties and responsibilities of the State Chairman, if for any reason the Chairman may become incapacitated or is otherwise unavailable, and shall hold this position until the State Chairman can resume his or her duties or until the next election for State Chairman.

C) VICE-PRESIDENT

The function of the Vice-President shall be to assist the State Chairman and the President in all matters of the PAWF.

D) SECRETARY

The function of the Secretary shall be as follows:

- 1) Maintain Current By-Law Records
- 2) To Keep and Maintain a Record of PAWF Minutes of All Meetings.
- 3) To Provide a Copy of the Current By-Laws to Any Voting Member Who Requests the Same

E) TREASURER

The function of the Treasurer shall be as follows:

- 1) Maintain Accounts and Records of All Monies Received and Expended on Behalf of the PAWF.
- 2) Maintain Current Data Pertaining to All Accounts with USAW.
- 3) Provide an Annual Financial Statement of the PAWF and Conduct the Financial Business of the PAWF as Directed by the State Chairman and the Executive Board

F) KIDS DIVISION DIRECTOR

The responsibilities of the Kids Division Director shall be as follows:

- 1) To Coordinate and Provide Leadership for the Pennsylvania Kids and Cadet Wrestling Programs.
- 2) To Schedule and Sanction Kids and Cadet Tournaments, Clinics, and Other Events.
- 3) To Assist with Regional and National Programs and Act as a Liaison to USAW on Behalf of the Kids and Cadet Division.

G) JUNIOR DIVISION DIRECTOR

The responsibilities of the Junior Division Director shall be as follows:

- 1) To Coordinate and Provide Leadership for the Pennsylvania Junior Wrestling Program.
- 2) To Schedule and Sanction Junior Division Tournaments, Clinics, and Other Events.
- 3) To Assist with Regional and National Programs and Act as a Liaison to USAW on Behalf of the Junior Division.

H) WOMEN'S DIVISION DIRECTOR

The responsibilities of the Women's Division Director shall be as follows:

- 1) To Coordinate and Provide Leadership for the Women's Division.
- 2) To Attend and Handle All Competition at All Women's Tournaments.
- 3) To Secure a List of all National Competitions for Women and/or Any Other Information Pertinent to the Women's Division and Make this Material Available to Anyone Interested.

- 4) To Assist with Regional and National Programs and Act as a Liaison to the USAW on Behalf of the Women's Division.

I) **OPEN DIVISION DIRECTOR**

The responsibilities of the Open Division Director shall be as follows:

- 1) To Coordinate and Provide Leadership for the Pennsylvania Open Division Wrestling Program.
- 2) To Schedule and Sanction Open Division Tournaments, Clinics, and Other Events.
- 3) To Assist with Regional and National Open Programs, and Act as Liaison to USAW on Behalf of the Open Division.

J)) **STATE COACHES DIRECTOR**

The responsibilities of the State Coaches Director shall be as follows:

- 1) To Plan, Schedule, and Conduct Copper and Bronze Level Certification Courses throughout the State.
- 2) To Recruit, Recommend and, if needed, Certify Coaches for the National Team, for the State Chairman's Approval.
- 3) To be a Ready and Accessible Resource for the Grass Roots Coaches in Advising Program and Coaches' Development.
- 4) To be the Lead Agent, with the State Chairman's Oversight and Endorsement, for Coordinating and Scheduling Practices at the National Team Training Camp.
- 5) As Directed, to Represent the State Chairman at Designated Meetings and Committees Held at the National Championships.
- 6) To Foster and Maintain a Positive Flow of Current Information with the USWOA in Order to Keep Coaching Protocols Current and Effective.
- 7) Such Other Duties as Directed by the Executive Board.

K) OFFICIALS DIRECTOR

The responsibilities of the Officials Director shall be as follows:

- 1) To Provide Leadership and Direction for All Referees within the Commonwealth of Pennsylvania.
- 2) To Maintain a Current Listing of All Pennsylvania Referees, and Coordinate Assignment to all PAWF Tournaments.
- 3) To Mail a List of all PAWF Tournaments to All Referees, Requesting a Response to Ensure at least Four (4) Referees at all PAWF Tournaments.
- 4) To Ensure the Competency of all Referees through Clinics, Tests, and Observation of Performance.
- 5) To Serve as Senior Matt Official at All State Championship Tournaments.

L) PAIRINGS DIRECTORS

The responsibility of the Pairings Director shall be as follows:

- 1) To Provide Leadership and Direction to all Pairing Officials within the Commonwealth of Pennsylvania.
- 2) To Maintain a Current Listing of All State Pairing Officials and Coordinate Assignments to All Major State-Wide Tournaments.
- 3) To Mail a List of All PAWF Tournaments to Pairing Personnel, Requesting a Response to Ensure at least Two (2) Pairing People at All PAWF Tournaments.
- 4) To Ensure the Competency of Pairing Officials through Clinics, Testing and Observation of Performance.
- 5) To Service as Senior Pairings Official at All State Championship Tournaments.

4. RESPONSIBILITIES OF EX-OFFICIO MEMBERS OF THE BOARD

A) PARLIAMENTARIAN

The Parliamentarian shall be familiar with Robert's Rules of Order and shall advise the presiding Officer on matters pertaining to procedures and Rules of Order.

B) HEAD FREESTYLE COACH

To provide senior level coaching and leadership to Pennsylvania's National Teams in Freestyle wrestling, and to support the policies of the PAWF.

C) HEAD GRECO-ROMAN COACH

To provide senior level coaching and leadership to Pennsylvania's National Teams in Greco-Roman wrestling, and to support the policies of the PAWF.

5. MEETINGS OF THE EXECUTIVE BOARD

A) There shall be one (1) Regular Meeting of the Executive Board each year, to be held in the Fall. This meeting shall take place immediately before the Regular Meeting of the Members provided for in Article IV.

B) Special Meetings of the PAWF Executive Board shall be called by the State Chairman, who is duly authorized to designate the place and time of all special meetings.

C) Notice of any meeting of the PAWF Executive Board shall be given at least five (5) days prior to the date of the meeting.

D) At any meeting of the PAWF Executive Board a requirement is a minimum of one-half of its members, in addition to the State Chairman to establish a quorum. The quorum shall be maintained throughout the meeting in order to transact business.

6. ESTABLISHMENT OF OFFICERS AND DIRECTORS

A) ELECTION OF OFFICERS

The Officers shall be elected by the voting membership at a duly called Fall Regular Meeting of the Membership and a majority vote shall constitute an election.

B) OFFICERS' TERM OF OFFICE

The initial term of the elected officers of the Executive Board shall be a period of four (4) years. The initial officers of the Executive Board shall hold office until the Fall 2005 meeting, at which time their successor shall be elected for a four (4) year term.

There shall be no term limits for members of the Executive Board, if elected by majority vote at the designated elections.

C) ELECTION OF DIRECTORS

The Directors shall be elected by the voting membership at a duly called Fall Regular Meeting of the Membership and a majority vote shall constitute an election.

D) DIRECTORS' TERM OF OFFICE

The initial term of office of the Directors of the Executive Board shall be a period of two (2) years and shall hold office until the Fall 2004 Regular Meeting of the Membership at which time their successors will serve a three (3) year term (2004 – 2007), to maintain staggered elections every two (2) years. Subsequent terms of Directors after 2007 shall be four (4) years.

E) INTERIM VACANCIES

An interim vacancy of an Officership of Directorship shall be filled by a majority vote of the Executive Board. If the vacancy exists at the position of State Chairman, the current President shall assume the position until the scheduled year for elections.

F) REMOVAL OF DIRECTORS

Officers and Directors of the Executive Board are expected to attend Regular Meetings of the Membership and the Executive Board. The absence of any Officer or Director from two (2) consecutive regular meeting shall result in an automatic removal from their office.

Any Officer or Director may be removed from office for just cause by a majority vote of the Voting Membership present at a duly called Regular or Special Meeting of the Membership at which a quorum is present.

7. REMOVAL OF DIRECTORS

The Executive board, by resolution, may designate from the membership, committees as the Board deems necessary to carry out the functions of the PAWF, and such committees shall serve at the pleasure of the Board under the general guidance of the State Chairman.

ARTICLE VI - FINANCIAL AFFAIRS

1. CONTRACTS

The State Chairman or the Executive Board may authorize any officer, director, member or other agent(s) to enter into any contract or execute and deliver any instrument in the name of and on behalf of the PAWF, 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 PAWF and no evidence of indebtedness shall be issued in its name unless authorized by a resolution of the Executive Board.

3. CHECKS AND DRAFTS

All checks, drafts, or other orders for payment of monies, notes, or other evidence of indebtedness issued in the name of the PAWF shall be signed by the State Chairman, Treasurer or such other agent as appointed by the Executive Board and in such manner as shall from time-to-time be determined by resolution of the Executive Board.

4. **DEPOSIT**

All funds of the PAWF, not otherwise employed, shall be deposited from time-to-time to the credit of the PAWF in such banks, trust companies, or other depositories as may be selected by the State Chairman.

5. **FISCAL YEAR**

The fiscal year of the PAWF shall begin on the first day of September of each calendar year.

ARTICLE VII - SANCTIONS

All events to be sanctioned by the PAWF must meet the following requirements;

- 1) All participants shall be registered members of USA Wrestling.
- 2) A USAW sanction form must be completed and sent, along with the correct sanction fee, to the State Chairman, whereby it may be approved and forwarded to USAW a minimum of thirty (30) days prior to the event.
- 3) The USAW sanction form shall be signed by the State Chairman.
- 4) The State Chairman shall establish a schedule of minimum requirements that must be met by the organization requesting sanction, and such schedule shall be maintained by the Secretary, and a copy of such requirements shall be included with each sanction form.

ARTICLE VIII - ELIGIBILITY

All competitive members of the PAWF shall be current members of USAW and shall conform to the rules of the current edition of the USAW International Wrestling Rules, including age requirements for determination of eligibility for participation in the Kids, Cadets, Juniors, Women's, and Open Division programs and activities.

ARTICLE IX - CODE OF CONDUCT

The Executive Board shall adopt a Code of Conduct and a method of enforcement which shall apply to all competitive members, affiliated members, officials, coaches, chartered clubs, and individuals associated with PAWF. PAWF shall publish and widely distribute copies of the Code of Conduct and its enforcement rules and procedures.

ARTICLE X - AMENDMENTS

These By-Laws may be altered, amended, or repealed and new By-Laws may be adopted by a two-thirds (2/3) vote of the membership of the PAWF at any regular or special meeting; provided, however, that any proposed alteration, amendment or repeal shall be recommended by the Executive Board or sponsored by not less than 10 members of PAWF, and shall be set forth in a written notice and forwarded to the State Chairman at least fifteen (15) days prior to the meeting. The State Chairman shall then include notice of the proposed alteration, amendment, or repeal in the meeting notice required by Article IV, Paragraph 5.