



Women's Council By-Laws USA Wrestling - New Jersey

2019

ARTICLE I. NAME

The name of this organization is USA Wrestling - New Jersey (USAW-NJ) Women's Council.

ARTICLE II. IDENTITY

The Women's Council is a sub-committee of the State Governing Body (SGB) of USAW-NJ. The SGB is responsible for all councils, committees, and activities of the SGB in order to maintain its corporate status and the not-for-profit designation.

ARTICLE III. PURPOSE

The purpose(s) of the Women's Council are:

- A. To grow female membership within USAW-NJ through the development of practice, competition, leadership, officiating and volunteer opportunities.
- B. To provide a representative for the State Governing Body and the Executive Committee that is knowledgeable about the needs of the female wrestlers in the state of New Jersey.
- C. To continually develop the Women's Council by-laws and policy to bring to the Legislative Committee and SGB for approval.
- D. To work collectively with the SGB and other councils and committees of the SGB.
- E. To outline and publicize on USAW-NJ's official website the criteria needed for female wrestlers in the state of New Jersey to qualify for positions on our USAW-NJ National Teams.
- F. To advertise and conduct developmental programs for freestyle wrestling specifically geared towards females in the state.
- G. To conduct folkstyle state championships for girls in elementary and middle school and freestyle championships for girls in elementary through high school.
- H. To send a representative from the Women's Council to all national and regional meetings related to the women's divisions of USA Wrestling .
- I. To manage a page on USAW-NJ's official website that serves as a resource for female athletes and their families.



- J. To annually appoint at least two members of the Women's Council that will have access to USAW-NJ official social media accounts and will post relevant content in compliance with the social media guidelines established by the USAW-NJ publication / communications committee.
- K. To create an annual calendar that lists responsibilities to be completed each month with regard to travel arrangements, gear purchases, registration fees, etc, and divide tasks among council members.

ARTICLE IV. ADMINISTRATION OF THE COUNCIL

The Women's Council shall have a set of officers: chairperson (there may be co-chairs but with only a single vote with the SGB or the EC); vice chairperson; and secretary. A treasurer may be elected to work with the SGB treasurer for developing a budget and tracking expenses of the council. There may be funds allocated to the Women's Council placed in a "reserve" status so that there is a closer accounting of the income and expenses of the council. Other members may exist based on a vote of the council. Names of all members must be submitted to the SGB. The Membership Committee of the SGB shall verify the eligibility of all members of the Women's Council.

ARTICLE V. DUTIES

WOMEN'S COUNCIL - CHAIRPERSON

- A. The council chair (or chair with the SGB vote in the case of co-chairs) shall be a member of the SGB and the EC. The vice chair or co chair will represent the council chair in the chair's absence. If neither the vice chair or a co chair can attend the chair shall select a replacement representative for that SGB/EC meeting.
- B. Coordinate and conduct at least 2 official meetings for the council each year.
- C. The Women's Council Chairperson or their appointee shall attend all national and regional meetings for their division.

WOMEN'S COUNCIL - VICE CHAIRPERSON

- A. Fulfill and perform all duties in the absence of the Women's Council Chairperson.
- B. Assist with policy, elections, publicity, and communication where needed.



WOMEN'S COUNCIL - SECRETARY

- A. Keep meeting minutes and distribute them to the SGB within one week of any official Women's Council meeting.
- B. Maintain an accurate list of the current and past year's Women's Council membership. Accurate records will be maintained as to when a person became a member, how they became a member, and have minutes to verify the above.
- C. The secretary will work with the Membership Committee to ensure that all members of the Women's Council are members of USAW-NJ and Safe Sport Certified.

WOMEN'S COUNCIL - TREASURER (IF ASSIGNED)

- A. Be responsible for the maintenance of the financial records sent to and requested from the SGB treasurer, and or finance committee.
- B. Make a summary financial report as needed at meetings.
- C. Assist in the preparation of a proposed budget for the upcoming year as needed.
- D. Make copies of annual reports available
- E. Work with the Budget and Finance Committee to verify accounts and make recommendations for policy and procedures.
- F. Aid the SGB treasurer to set financial policy.

ARTICLE VI MEETINGS

- A. The Women's Council shall hold at least 2 official in person meetings per calendar year. A majority of members will constitute a quorum.
- B. Council members will be given at least 10 days notice of the annual in person meeting where elections for positions with the Women's Council will be held.
- C. The Women's Council shall hold conference call meetings as needed.
- D. The Women's Council Chair will work to organize the location, date and time of all meetings whether in person or via conference call to ensure maximum council member participation.
- E. Minutes of all meetings shall be sent by the Women's Council Secretary to all the members of the SGB within 7 days of the meeting.
- F. If the Women's Council Secretary does not participate in a meeting, a council member will be appointed to take the minutes of the meeting and submit them to the SGB within 7 days of the meeting.



ARTICLE VII TERMS OF OFFICE

- A. Terms of office for the Women's Council officers shall be 2 years. The chair and secretary shall be elected in the even years. The vice chair and treasurer, if applicable, shall be elected in the odd years.

ARTICLE VIII NOMINATIONS

- A. The Women's Council Chair and its officers shall be elected by the members of that council. Where no formal council exists, the State Chair may appoint a Council Chair subject to approval of the SGB for one year, or until a formal council is formed and proper election takes place.
- B. During the first two weeks of July, the Women's Council Chair (if their term is not expiring) or the Vice Council Chair (if their term is not expiring), must survey the current members of the Women's Council and list the positions to be filled for the next term. These positions may exist where there is: a current vacancy; a person in a position no longer wants to serve; a term of an officer will be expiring (chair and secretary, or, vice chair and treasurer).
- C. Nominations will be collected each year after the Junior Nationals Championships (Fargo) and voted on at a meeting in either August or September.
- D. No nominations will be accepted from the floor of the meeting on the day of elections. Nominations must be made 2 weeks in advance to the Women's Council secretary or vice chair (whichever one is not up for election). The nominations must also be sent to the chair of the SGB membership committee. The membership committee shall verify that all nominators and nominees have: a USAW membership; have successfully completed a background check; have successfully completed Safe Sport Training and are in good standing with USAW-NJ.
- E. The secretary (vice chair) along with the help of the SGB membership committee chair shall review the nominees to be sure that both the nominator and the nominee are current members in good standing with USAW-NJ and USA Wrestling. These two will present the verified nominees to the Women's Council. The Council Chair (or vice-chair) will discuss with the verified nominees the duties and responsibilities of the appropriate council positions to be sure the nominee is sincere and understands what is expected of their membership.



ARTICLE IX. ELECTIONS

Elections shall be conducted in the following manner:

- A. The Chair of the Women's Council shall preside over all elections except any in which they are also a candidate. In such case, the Vice Chair shall preside unless they are also a candidate at which time the Secretary or Treasurer (if applicable) shall preside.
- B. If there is only one nominee for a position, the Chair shall entertain a motion to close nominations and a vote to do so will take place. After such a vote is passed, the candidate shall be declared the winner.
- C. If there are two candidates for a position, a single ballot will be taken and the candidate who receives the majority of the votes (defined as 50% of the votes cast plus one vote) shall be declared the winner.
- D. If there are more than two candidates, a single vote shall be taken to reduce the field to the three candidates who receive the highest number of votes.
- E. Shall one candidate receive a majority on any round of balloting, they shall be declared the winner.
- F. After the field has been reduced to three there shall be one round of voting to reduce the field to two and then the procedure in IX.C shall apply.

ARTICLE X. VACANCIES

- A. Should the Women's Council Chair resign or otherwise leave office, the Women's Council Vice Chair shall assume the office of Chair. Should there be a vacancy in any other office, the Council Chair of the Women's Council shall appoint someone to fill any portion of an unexpired term, with the approval of the members of that organization.
- B. Should any At Large member of the Women's Council resign or otherwise leave office, his/her position shall be replaced by the Chair with the approval of the Council.

ARTICLE XI. REMOVAL FROM OFFICE

- A. Any representative may be removed from office by the body that elected them or confirmed their appointment. In the case of a Women's Council Chair elected by the Women's Council they may also be removed by the SGB. All removals may take place with or without cause. Such removal from office must take place at a valid meeting with a closed session.



- B. A vote to remove someone from their position on the Women's Council must be by $\frac{2}{3}$ of the members of the voting membership of the Women's Council or SGB.

ARTICLE XII BY-LAW AMENDMENTS

- A. The Women's Council by-laws shall be reviewed by the Legislative Committee to ensure that there is no conflict with the by-laws and policy of the SGB and USAW and must be approved by the SGB.
- B. Any changes to the Women's Council by-laws must for reviewed and approved by both the Legislative Committee and the SGB.

ARTICLE XIII POLICIES AND PROCEDURES

The Women's Council will review applicable USAW-NJ policies and procedures to effectively operate and provide transparency to all members of the USAW-NJ organization. The Council will strive to create a tested and approved upon pattern to follow for annual operations. In order to achieve this outcome, the Women's Council must do an annual review of applicable policies and procedures and make appropriate adjustments each year. All changes to policies and procedures as outlined in these by-laws shall be reviewed by USAW-NJ / SGB.

The Women's Council may not hire personnel, enter into a contract, or obligate USAW-NJ financially. The SGB shall be the sole body to approve (but not limited to):

1. SGB by laws; SGB by-law changes; Committee and Council by-laws and changes; All SGB Policies
2. Annual SGB budget
3. Appointments to the SGB
4. Personnel decisions:
 - a. Hiring of employees of contract workers;
 - b. Removing someone from a hired USAW-NJ position