

Constitution/By-laws of the  
Greater Dayton Wrestling Officials Association

Article I – Name

Effective January 29, 2017; this organization shall be known as the “Greater Dayton Wrestling Officials Association”, also known as the GDWOA.

Article II – Objectives

The objectives of the GDWOA are . . .

1. To facilitate the development of our members in order to maximize their officiating potential.
2. To provide opportunities for members to reach their officiating goals.
3. To help members master the mechanics and knowledge of wrestling so that they enforce the rules in a firm, controlled and impartial manner.
4. Create positive relationships with schools, coaches and the wrestling community so we can promote wrestling in Southwest Ohio for our athletes, officials and fans of wrestling.
5. Be an advocate for the recruitment, retention and advancement of officials.
6. Expect the highest standards of ethics and professionalism of our executive board and its membership.

Article III – Membership

Section 1

- a. The association shall consist of OHSAA certified officials and honorary members.
- b. Only OHSAA certified officials shall have the right to vote and hold office in the GDWOA.

Section 2 – Right to Vote

OHSAA certified members shall have the right to vote with the following exceptions . . .

- a. Member is under suspension from the association.
- b. Member has not attended at least 4 meetings of the GDWOA.
- c. Member is not in “good standing” with the association.
- d. Member is not current with dues payment.

Section 3 – Honorary Membership

Any member who has/is retiring from membership in this association and was in good standing, may apply for an honorary membership. This application will be made to the association President. An honorary membership will be given to members based on a majority vote of the association membership.

Section 4 – Temporary Membership

Temporary members coming into the association shall . . .

- a. Serve a 1 year probationary period.
- b. Receive the recommendation of 2 senior members of the association with at least 5 years of officiating experience.

## Section 5 – Termination of Membership

Any member in good standing shall be permitted to withdraw from the association.

## Section 6 – Dues

- a. Annual dues for all members shall be determined by the executive board.
- b. Dues must be paid by December 31<sup>st</sup> of the current year to remain in “good standing” in the association.

## Article IV – Officers/Elections

### Section 1 – Organization

- a. The officers of the organization shall be President, Vice-President, Secretary, Treasurer, Rules Interpreter and the Sargent of Arms.

### Section 2 – Executive Board

- a. The President, Vice-President, Secretary, Treasurer and Rules Interpreter shall constitute the Executive Board.
- b. The President shall be the chairman and the Secretary shall be the recorder of said committee.

### Section 3 – Terms of Office

- a. The length of term for association officers is to be 3 years.
- b. The Rules Interpreter shall serve a 3 year term and is to be appointed by the Executive Board.
- c. The Sargent of Arms will serve a 1 year term and is to be chosen by a vote of the association membership.

### Section 4 – Election Date

The offices of President, Vice-President, Secretary and Treasurer shall be elected by a majority vote of the membership at the last regularly scheduled meeting, according to the expiration of their terms.

### Section 5 – Installation of Officers

- a. Newly elected officers shall be installed on April 4<sup>th</sup>.
- b. Newly elected officials shall hold office for the period of time as described in Article IV, Section 3a

### Section 6 – Vacancy

If an office, other than the President, becomes vacant for any reason . . .

- a. Nominations shall be brought to the Executive Board
- b. An election for the vacant position shall be held and the position be filled for the remainder of the term.

### Section 7 – Voting Procedure

Executive Board voting shall be recorded via an electronic balloting website. A hard copy of the ballot will be provided for voting upon request.

## Article V – Job Description/Duties of the Executive Board

### Section 1 – President

- a. Shall preside at all meetings of the Association
- b. Preside at all meetings of the Executive Board
- c. May appoint committees to assist in doing business for the Association

### Section 2 – Vice President

- a. Shall perform the duties of the President in the event of his/her absence.
- b. Shall be the social Chairman

### Section 3 – Secretary

- a. Submit to OHSAA, names of association officers by 4/15
- b. Post association rosters to MyOHSAA
- c. Enter association meeting dates on MyOHSAA beginning 7/1
- d. Post meeting attendance on MyOHSAA
- e. Vote for post-season tournament officials.
- f. Attend the annual Secretaries meeting.
- g. Order from OHSAA, certificates for meritorious service.
- h. Provide support for those seeking class “up grades”.
- i. Educate officials in all aspects of OHSAA regulations
- j. Take and post minutes of each association meeting
- k. Facilitate association business to the membership via email communication
- l. Attend/represent GDWOA at any/all OWOA meetings and/or functions.
- m. Work effectively and cooperatively with other board members
- n. To be the association liason between the membership, the SW District board, OWOA and the OHSAA as well as other officials associations.
- o. Attend rules interpretation meeting and assist with registration and sending attendance cards to OHSAA

### Section 4 – Treasurer

#### Overall

- a. Oversee the financial affairs of the organization and ensure they are legal, constitutional and within accepted accounting practices.
- b. Ensure proper record keeping and that effective financial procedures are in place.
- c. Monitor and report on the financial status of the organization
- d. Oversee the production of necessary financial reports/returns, accounts and audits.

#### Specifics

- a. Liaise with members to ensure financial transparency of the organization
- b. Make fellow committee members aware of their financial obligations and status
- c. Regularly report the financial position at committee meetings (balance sheets, cash flow, fundraising performance, payments, etc.)
- d. Ensure proper records are kept and that effective financial procedures and controls are in place
  1. Check signatories (Treasurer or the Vice President ONLY)
  2. Purchasing Limits
  3. Purchasing systems
  4. Committee (Executive and General) agreed upon payments
  5. Scholarship presentations
  6. Line item reports of EVERY transaction (Deposits and Withdrawals)

7. Other duties as deemed appropriate by the Executive Committee
- e. Lead on appointing and liaising with annual auditors/an independent examiner to maintain 503C status
  - f. Complete all deposits and payments within 5 business days of receipt/notification
  - g. Undertake up-to-date line item bookkeeping duties and posting in meeting.
  - h. Transfer all bookkeeping material and account access to the new Treasurer or Vice President within 30 days of voting for those offices.

#### Section 5 – Rules Interpreter

- a. Be the liaison between the OHSAA/DOD/SRI and the GDWOA on the most recent application and interpretation of the Ohio modifications of the NFHS wrestling rules.
- b. Be prepared for weekly rules presentations at the association meetings
- c. Attend the OHSAA rules interpreters pre-season meeting
- d. Attend the OWOA state rules clinic
- e. Attend at least one OHSAA state rules meeting
- f. Be in contact with other LRIs in the Southwest District and other LRIs in Ohio
- g. Be an assistant to the GDWOA lead instructor
- h. Be accessible to every member of the association to answer application questions
- i. Be accessible to all local coaches to answer application questions
- j. Be unbiased when voting for officials for OHSAA pools.

#### Section 6 – Sargent of Arms

- a. Shall be responsible for the order and conduct in general meetings.

#### Section 7 – The Executive Board

- a. Shall meet prior to the annual meetings of the Association
- b. Shall hold other meetings as the business of the Association may require.
- c. The Executive Board is also empowered to transact business by telephone or correspondence.
- d. Consider any complaints presented to it concerning the improper conduct of any member of the Association and shall take whatever action is deemed appropriate
- e. Conduct the regular business of the association in accordance with the Constitution and its By-Laws

### Article VI – Meetings

#### Section 1

The meetings shall be held during the time prescribed by the OHSAA. Notice of the place and date of the meetings shall be sent to members in good standing no later than 10 days before the first meeting of the year.

#### Section 2

Other meetings may be called by the Executive Board or Secretary when necessary or upon a written request of five members. Such a request shall specify the object of the meeting.

#### Section 3

One third of the membership shall constitute a Quorum for the transaction of business.

#### Section 4

The order of business shall be as follows . . .

1. Reading of the minutes
2. Treasurer's report
3. Committee reports
4. Roll Call
5. Old Business
6. New Business
7. Presentation of rule interpretations and officiating mechanics
8. Adjournment

#### Section 5

Meetings of this association shall be one hour and 15 minutes in length. All members must be in attendance within 10 minutes after the start of the meeting in order to be credited with attendance. Members may not leave early and still be given credit for meeting attendance.

#### Article VII - Amending the Constitution

- a. The constitution may be amended at any meeting by a two-thirds majority of the votes cast.
- b. The amendment must be signed by any 5 members of the association who are in "good standing"
- c. The amendment shall be submitted in writing and read at the meeting prior to which it is voted upon by the membership.