**Pinedale Pummelers**

**BYLAWS**

**ARTICLE ONE**

**NAME**

Section 1.1. The name of the club shall be the Pinedale Pummelers Wrestling Club (hereinafter “PPWC”) located in Sublette County, Wyoming.

**ARTICLE TWO**

**PURPOSE**

Section 2.1. The purpose of the PPWC is to provide individuals with the opportunity and a program to promote wrestling, develop sportsmanship, individual character, strength, and stamina through a controlled and competitive wrestling program. Wherever possible, this program will be a stepping stone to enhance the middle school and high school wrestling programs.

Section 2.2. To maintain and execute any and all rules, regulations and guidelines established by USA Wrestling as the National Governing Body for wrestling in the United States and the Wyoming Amateur Wrestling Association (WAWA) so as to remain and to continue to be recognized as a 501(c)3 non-profit organization.

**ARTICLE THREE**

**MEMBERSHIP**

Section 3.1. *Age.* Membership shall be open to all children who turn 5 within the calendar year.

Section 3.2. *Proof of Age.* Each wrestler registering for membership with the PPWC must provide to the Secretary a copy of a legal document which substantiates the wrestler’s date of birth.

Section 3.3. *Fees.* Membership fees shall be set at the annual meeting each year and shall be payable on an annual basis at the time the individual joins PPWC. No one shall be allowed to participate using the PPWC affiliation unless the membership fees are paid in full to the PPWC Secretary prior to any club activity. Membership shall run from September 1 through August 31 of each year. Registration refunds may be refundable within two weeks of the first practice.

Section 3.4. Hardship Scholarship. The Board, at its discretion, may provide a scholarship equivalent to the registration fee for individuals who are financially unable to pay the registration fee. Determination of Scholarships will be made on a case by case basis.

Section 3.5. *Voting Rights.* The general membership shall consist of registered wrestlers and their parent(s) or guardian(s), and any other registered adult(s). Voting rights shall consist of one vote per adult member.

Section 3.6. *Participation*. Parents and wrestlers are encouraged to participate in fundraising, tournament presentation, and promote the good conduct of wrestlers. It is the parents, officers, officials and coaches responsibility to see that those participating in the PPWC program demonstrate an atmosphere of positive character on the mat and off the mat.

Section 3.7. *Non-Discriminatory Statement.* Membership into the PPWC and participation in the PPWC’s activities shall take place without regard to race, color, religion or national origin.

**ARTICLE FOUR**

**OFFICERS & DUTIES**

Section 4.1. The officers of the PPWC shall be the governing body of the PPWC. All officers shall be voting members of the PPWC in good standing. The officers of the PPWC shall consist of the PPWC Board of: President, Vice-President, Secretary, Treasurer, Head Coach, and Members-at-Large.

Section 4.2. *Election of Officers*. Officers shall be elected annually by the voting members at the annual meeting and shall be elected by a majority vote.

Section 4.3. *Tenure.* The term of office for President, Vice President, Secretary, and Treasurer, shall be two years starting September 1 of the year elected in and ending August 31 two years later. The President and Secretary positions will be elected in *odd* years (2013, 2015, 2017 etc.) The Vice-President and Treasurer positions shall be elected in *even* years (2014, 2016, 2018, etc.) The term of office for Head Coach and Members-at-Large shall be one year starting September 1 of the year elected in and ending August 31 of the following year. Officers shall hold office until:

(a) the successor is duly elected,

(b) death or disability,

(c) resignation or,

(d) removed from office (Section 4.7.)

Section 4.4. *Vacancy*. A vacancy for any reason shall be filled promptly by appointment by the PPWC Board until the next annual general meeting, when such elections are held (Section 4.2.)

Section 4.5. *Duties*. The duties of the officers of the PPWC shall be as follows, but not limited to:

*4.6.1. President.* The President shall supervise all the business affairs and enforce all the rules of the PPWC. The President shall preside at all business meetings and assure that an orderly and complete meeting is conducted. The President shall be responsible for scheduling meetings, establishing the agenda, guiding club decisions, directing Board activities and for PPWC‘s representation at WAWA state Board meetings. The President shall have authority for the disbursement of money for approved expenditures and signature authority on PPWC accounts. The President shall be the head person overseeing the organization and operation of PPWC tournaments. The President shall work closely with the PPWC Board and those individuals assigned to committees that involve the club’s operations. The chairpersons from each of those committees shall report directly to the President. The President shall also perform other such duties that may be assigned by the PPWC Board.

*4.6.2. Vice-President*. The Vice-President shall assist the President in the performance of the President’s duties. In the absence of the President, the Vice-President shall perform the duties of the President. The Vice-President shall also perform other duties as assigned by the PPWC Board.

*4.6.3. Secretary.* The Secretary shall record the minutes of all PPWC meetings and shall document all minutes for the PPWC’s permanent records as well as distribute/post those minutes to voting members as required. The Secretary shall be responsible for registering individuals for PPWC membership and mailing those registrations, as well as registrations for upcoming state events. The Secretary shall maintain membership lists, update records and provide all correspondence for the PPWC. The Secretary shall also perform other such duties that may be assigned by the PPWC Board.

*4.6.4. Treasurer.* The Treasurer shall maintain the financial records of the PPWC and prepare checks as directed by the PPWC Board. The Treasurer shall make timely deposits and give a current financial report (i.e. statements, fund activity, supporting documentation) at each meeting. The Treasurer will be a signer on all checks issued on behalf of the PPWC. The Treasurer shall collect and disburse money as directed by the PPWC Board. A financial statement of the PPWC shall also be provided to all PPWC members at the annual meeting in September. The Treasurer shall also perform other such duties that may be assigned by the PPWC Board. The financial records of the PPWC will be available for inspection at any time.

*4.6.5. Head Coach.* The Head Coach shall designate assistant coaches contingent on Board approval. The Head Coach and designated coaches shall be a registered coach with USA Wrestling and will be responsible for advising the PPWC Board in all matters and concerns in regards to the coaching program for PPWC. The Head Coach shall also perform other such duties that may be assigned by the PPWC Board.

*4.6.6. Members-at-Large*. There shall be Members-at-Large positions. The Members-at-Large shall perform any duties assigned by the PPWC Board. Duties, may include, but are not limited to local tournament organization, fundraising, summer tournaments & camps, website, and media.

Section 4.7. *Removal of Officer*. Elected and/or Appointed officers shall be removed as provided in this section.

4.7.1. *Vote on Removal.* Any officer, elected or appointed, shall be removed from office for any just cause at any time by the affirmative vote of two thirds (2/3) of all PPWC voting members.

*(OR* )4.7.2. Any Board member may be removed for just cause at any time by a majority vote of the current Board members.

4.7.3. *Petition.* A petition signed by one half (1/2) of all PPWC voting members stating the reason for removal of an officer, elected or appointed, must be sent to the PPWC President or PPWC Secretary before such vote mentioned in Section 4.6.1 (above) will be executed.

4.7.4. *Replacement of Removed Officer.* Replacement of a removed officer shall take place as is set out in Section 4.4.

Section 4.8. *Management of social media.* A current board member is to manage the website/facebook page etc. The board may approve a member of the club if the situation warrants.

**ARTICLE FIVE**

**MEETINGS**

Section 5.1. The club shall meet as necessary to conduct the orderly business of the PPWC.

Section 5.2. Upon notification from the President, the Secretary shall notify all members by telephone, postal mail, or electronic mail of the time and the place of all meetings.

Section 5.3. While the general membership is invited and encouraged to attend all meetings, the PPWC Board will have the official vote. Robert’s Rules of Order will be followed as closely as possible when conducting all meetings.

Section 5.4. *Quorum.* A quorum shall consist of at least three (3) of the five (5) officers of the Board present to conduct ordinary business. If a quorum is not present, no business of the PPWC shall be transacted.

**ARTICLE SIX**

**USE OF FUNDS & EQUIPMENT**

Section 6.1. *Annual Budget*. The PPWC Board will formulate an annual budget by December 31st of each year for the following year’s budget. This budget will provide a breakdown of expenditures that are anticipated for the upcoming wrestling season. This budget must be approved by the PPWC Board.

Section 6.2. *Funds Raised*. The funds raised by the PPWC, except such as may be designated for special purposes, shall be appropriated by the PPWC Board to pay the legitimate and necessary expenses of the PPWC in carrying out its primary purpose. Neither funds of PPWC nor any procured by it, shall be appropriated or used without the prior written approval of the PPWC Board.

Section 6.3. *Expenditures*. If expenditures are incurred without the PPWC Board’s pre-approval, then the PPWC Board will take a unanimous vote to approve such expenditures. Expenditures NOT unanimously approved by the PPWC Board will be the responsibility of the individual(s) incurring the expense(s). Expenditures, NOT included in the approved budget (Section 6.1), greater than $250 shall only be authorized by a majority vote of the PPWC Board.

Section 6.4. *Contracts*. Only the PPWC Board may authorize contracts on the behalf of the PPWC.

Section 6.5. *Loans*. No loans may be contracted on behalf of the PPWC and no evidence of indebtedness shall be issued in the PPWC name unless authorized by a resolution of the PPWC Board.

Section 6.6. *Checks*. All checks will be signed by the Treasurer and another Board member.

Section 6.7. *Deposits*. All funds of the PPWC shall be deposited in a timely manner to the credit of the PPWC in such bank(s) as the PPWC Board may select.

Section 6.8. *Compensation*. Coaches and the PPWC Board will not be compensated for any of their services provided to the PPWC. PPWC may pay for the Coaches’ and Officials’ annual membership fees with USA Wrestling.

Section 6.9. *Equipment*. No equipment of the PPWC shall be used by any individual or organization not affiliated with PPWC without the prior written approval of the PPWC Board. No equipment of PPWC will be used for any purpose other than what it was intended/designed for.

Section 6.10. *Training.* Costs to meet USA Wrestling and Wyoming Amateur Wrestling Association’s requirements for Head Coach, Officials, and other required training costs may be compensated by the PPWC at the discretion of the PPWC Board.

Section 6.11. There will be a carry-over cash balance of at least $1500 at the end of each wrestling season.

Section 6.12. *Audit*. An annual audit shall be conducted every 2 years or when a new treasurer takes office. The audit team shall consist of the PPWC Treasurer, one (1) other qualified PPWC Board officer and two (2) general voting members appointed by the PPWC Board.

**ARTICLE SEVEN**

**ELECTIONS**

Section 7.1 Elections for new officers will be held at the end of season annual meeting.

Section 7.2. Nominations will be taken from the floor by voting members present. All nominees must be present for nomination.

Section 7.3. An election will be held for each contested office with the President and Secretary responsible for counting of the votes.

Section 7.4. Voting shall be determined by a simple majority of voting members present.

**ARTICLE EIGHT**

**COMMITTEES**

Section 8.1. *Committees.* The PPWC may have several standing committees of which each shall have a committee chairperson appointed by the PPWC Board. The Chairperson from each committee shall report to the President of the PPWC Board.

Section 8.2. *Membership.* Any voting member of the PPWC is eligible to be on a committee. Voting members can be on more than one committee.

Section 8.3. *Tenure*. All committees shall be appointed for one (1) year or less.

**ARTICLE NINE**

**FISCAL YEAR**

Section 9.1. The fiscal year of the PPWC shall begin on the first day of January of each year and end on the last day of December of the same year.

**ARTICLE TEN**

**CONDUCT OF MEMBERSHIP**

Section 10.1. *General*. All members, parents/guardians, coaches, officers, officials, and wrestlers are responsible for their conduct at all and any functions which are associated with the Pinedale Pummelers Wrestling Club, Wyoming Amateur Wrestling Association, and the USA Wrestling as the National Governing Body for wrestling.

Section 10.2. *Complaint Process*. Complaints against any member(s) of PPWC who have acted in an inappropriate manner shall be forwarded in writing to any member of the PPWC Board. The PPWC President or PPWC Secretary shall in turn, inform the accused member(s) that a complaint has been filed with the PPWC Board with regard to the alleged misconduct on the member’s part. The accused member shall be entitled to be heard by the PPWC Board prior to an official hearing before the general membership. This will allow the PPWC Board to gather the facts and information regarding the complaint.

Section 10.3. *Hearing.* The party(ies) filing the complaint and accused member(s) shall be informed in writing of the time, date, and place that the complaint will be read, discussed and acted upon. The PPWC Board shall act as the hearing Board on all complaints of misconduct. All complaints of misconduct will be addressed within 30 days of the complaint. The decision and any sanction(s) against the accused member(s) shall be in writing and mailed to all parties involved, to all members of the PPWC and to each PPWC Board member. The resolution provided by the PPWC Board shall be considered final.

Section 10.4. *Appeal*. If the accused member(s) is not satisfied with the resolution of the matter reached by the method outlined in Section 10.2 and 10.3., the accused member(s) shall be entitled to be heard before the WAWA Board of Director’s next meeting. The resolution provided by the WAWA Board of Directors shall be considered final.

**ARTICLE ELEVEN**

**AMENDMENTS**

Section 11.1 *Notice and Voting*. The Bylaws of PPWC may be amended from time to time. A quorum of the Board members shall be required to amend any portion of the Bylaws. Voting shall be as outlined in Section 3.3. PPWC shall make available upon request, a copy of the Bylaws.

**ARTICLE TWELVE**

**MISSION STATEMENT**

Section 12.1 The Pinedale Pummelers Wrestling Club will promote the interest in the sport of wrestling among the youths and the parents/guardians of Sublette County, Wyoming and supervise and promote a disciplined and competitive program of wrestling. Our club promotes a safe, positive and friendly atmosphere where those interested in wrestling can learn about the sport. We focus on good sportsmanship, honesty, and respect for authority and skills needed to achieve success both on and off the mat. We encourage participation in local, state, regional and national championships allowing our athletes of all ages, sizes, gender and skill levels to increase their competition experience, improve their wrestling talent, and enhance their confidence levels while developing vital life skills, such as leadership, teamwork, integrity and sportsmanship.

**Accepted and adopted the 12th day of November, 2014.**

Stephanie Lund

President

Cleat Zeiler

Vice President

Vicky Marshall

Secretary

Lauryn Hansen

Treasurer