

BYLAWS OF NEW HAMPSHIRE WRESTLING OFFICIALS ASSOCIATION

Article I - Name, Purpose

Section 1: The name of the organization shall be New Hampshire Wrestling Officials Association (hereinafter the "NHWOA").

Section 2: The NHWOA is organized exclusively for charitable, scientific, and educational purposes, more specifically to provide New Hampshire area schools and clubs with officials.

Section 3: The objectives of the NHWOA shall be:

- (a) To promote a better understanding of wrestling rules and customs among coaches, wrestlers and officials for the betterment of the sport.
- (b) To construct and administer written and practical tests for the selection of qualified officials; and
- (c) To initiate and maintain standards of efficiency and consistency among members of the NHWOA.

Article II - Membership Classifications

There shall be three classifications of membership:

1. Active Members: active members who have passed the Rules Exam, paid all dues and attended the required interpretation clinics and business meetings. Each member shall have the privilege of one vote on all matters pertaining to the business of the association that may be brought up at the business meeting.
2. Inactive Members: individuals who wish to receive any and all communications pertaining to the activities and functions of the association. They are not required to attend the annual business/banquet meeting, the interpretation clinic or take the rules exam. Inactive members shall not have any voting privileges on association business.
3. Suspended Members: any active member who fails to comply with any of the following:
 - a. Complete the availability section on the Arbiter by requested date;
 - b. Pay any dues or fines assessed by the association's executive board;
 - c. Conduct themselves at all times in a manner consistent with the "Officials Code of Ethics" as found in the Nation Federation Officials Manual (Rules Book);
 - d. Conducts themselves in a manner deemed to be inappropriate for an NHWOA Member; or
 - e. Fails or does not take the rules exam.

Suspended members:

The Executive Board may elect to suspend any active member of the association who fails to complete any forms or documents as requested by the elected commissioner by a set date, fails to pay any fines or dues assessed by the association, fails to be in attendance at mandatory meetings, fails to conduct themselves in a manner consistent with the "Officials Code of Ethics" as found in the National Federation Officials Manual (Rules Book), or conduct themselves in a manner deemed inappropriate by the Executive Board.

The length of the suspension shall be decided upon by a vote of the Executive Board. The Executive Board shall consider several factors in deciding the length of the suspension, including severity of the offense and any history of prior offenses.

Notification of suspension shall be delivered in writing by mail or email. The suspension shall begin upon mailing or emailing the notification.

Any suspended member may appeal to the Executive Board for either reinstatement to active status or for a reduction in their suspension. A hearing will be convened within three (3) weeks of the Executive Board's receipt of request of the appeal, which must be delivered by mail or email. Three-fifths of the elected members of the Executive Board are required to be at any such hearing, three-fourths if the member in question is also an Executive Board Member. The suspended member who is offering an appeal will be given up to twenty (20) minutes to make a case before the Executive Board, and will be allowed to present evidence, in the form of letters, or first-hand testimony, from others as to the merits of their case. Following the presentation of the suspended member's case, presiding members of the Executive Board will adjourn to discuss the matter and reasonably arrive at a decision, which will be presented to the suspended member. This decision shall be final. Only one (1) appeal will be heard per suspension.

Article III – Membership Definitions and Requirements

Section 1: All prospective candidates for membership should have a minimum of two (2) years' experience as a competitive wrestler, coach or certified official from a recognized officials association.

Section 2: Applications for membership must be submitted to the member of the Executive Board tasked with recruitment/apprentice training. The Executive Board may set forth from time to time guidelines and deadlines as may be deemed appropriate in any given year.

Section 3: Proposed candidates must pass a written exam, with a score of 70% or better, on the current National Federation Rules of Wrestling.

Any prospective candidate who passes the exam shall be required to take the practical exam under the observation of the Vice President or other Active Association members designated by the Vice President. Satisfactory completion of the practical exam shall enable the candidate to receive match/tournament assignments from the commissioner.

Section 4: Transfers: Individuals wishing to become a member of the NHWOA who is, or recently been a member in good standing, in another recognized wrestling officials' association must submit an application form along with a letter from their former/current board of directors which states the applicant's qualifications and experience. Each transfer applicant shall be considered on their own merit.

Section 5: Dues: The Executive Board shall set dues for the Members of the NHWOA on an Annual basis. The amount of the dues shall be an amount reasonably necessary to cover anticipated expenses for the upcoming year. The Executive Board shall set a due date for the annual dues and may assess a late payment penalty for the annual dues. Failure for a member to pay dues shall render that member suspended until such time as the dues are paid, with the late fee. The Executive Board shall review the amount of the annual dues, and the due date, on an annual basis.

Section 6: Examination: Each year active members must take an open book/take home exam based on the current National Federation Rule Book. Failure to complete the exam by the established due date, or receiving a grade less than 80% will require the failing member to retake the exam and score no less than 90%. If the member received a grade of less than 90% on the second exam they must pass a closed book exam and score 80% within two weeks.

Section 7: The Executive Board reserves the right to deny membership for good cause. Good cause may include need (s) of the NHWOA or concern(s) regarding the applicant.

Article IV – Annual Meeting

Section 1: Annual Meeting: The date of the regular annual meeting shall be set by the Executive Board who shall also set the time and place. The annual meeting shall be mandatory for all members, except for good cause shown.

Section 2: Special Meetings. Special meetings may be called by the President of the NHWOA.

Section 3: Notice. Notice of each meeting shall be given at least ten (10) days prior to the meeting and may inform members of the meeting(s) verbally at a meeting, email, Arbiter or regular mail.

Article V – Board of Directors (Executive Board)

Section 1: Executive Board Role, size, and compensation. The Executive Board is responsible for overall policy and direction of the NHWOA, and may delegate responsibility for day-to-day operations to the President of the NHWOA and Committees. The Board shall have up to seven (7) and not fewer than five (5) unrelated members. The Executive Board receives no compensation from the NHWOA other than reasonable expenses and relief from paying the NHWOA Dues; however some or all positions may be compensated by entities or organizations other than the NHWOA.

Section 2: Meetings. The Executive Board shall meet at least three (3) times a year at an agreed time and place.

Section 3: Executive Board Elections. There shall be five (5) elected positions, the President, the Vice-President, the Commissioner, the Secretary/Treasurer and the Member at Large.

Section 4: Terms. The President, the Vice-President, the Secretary/Treasurer and Member at Large shall serve two (2) year terms, but are eligible for re-election. The Commissioner shall serve a four (4) year term and also be eligible for re-election.

Section 5: Quorum. A quorum must be attended by at least 60% of the Executive Board before business can be transacted or motions made or passed.

Section 6: Notice. An official Executive Board Meeting requires that each executive board member have notice ten (10) days in advance.

Section 7: Officers and Duties. There shall be five (5) officers of the Executive Board consisting of a President, Vice-President, Secretary/Treasurer, Commissioner and Member at Large. Their duties are as follows;

- a. **The President** shall convene regularly scheduled Executive Board and NHWOA meetings, shall represent the NHWOA at all NHIAA Wrestling Committee Meetings and perform other

such duties as may be incidental to the office such as form committees for the betterment of the association. The President will have access to a \$400 discretionary fund for items such as awards, flowers for funerals, or any other items needed for the association. It is the job of the President to oversee the performance of each of the Executive Board members to ensure the NHWOA is always moving in the right direction.

- b. The Vice-President** is responsible for administering the testing of new candidates for membership, both written and practical. The Take Home test for the membership will be administered by the Vice-President with the help of the President. The details of the examination will be their sole responsibility. The Vice-President shall work along with designated members appointed by the President in the first year mentoring program (apprentices).
- c. The Secretary/Treasurer** shall maintain all meeting minutes of the NHWOA and correspondence from its members, collect all dues and fees, pay invoices, as the NHWOA has ability, maintain official roster and file with the New Hampshire Secretary of State, Attorney General and IRS as necessary to maintain good standing corporate status.
- d. The Commissioner/Assigner** is instructed to assign officials to all schools/groups as requested by New Hampshire wrestling groups with ample notice. The Commissioner/Assigner is entitled to request or demand reasonable payment from the schools/groups for this service.
- e. The Member at Large** shall oversee the NHWOA Scholarship fund and it is their sole responsibility to select and award the fund each year with assistance of any active members they may choose. The Member at large is also responsible for all fundraisers for the NHWOA Scholarship fund. This may be a pre-season tournament or any other fundraiser approved by the Executive Board.

Section 8: Vacancies. If a vacancy arises from an elected position during the ordinary term, then the Executive Board shall reconvene to re-elect an interim party for the remaining portion of that term.

Section 9: Resignation, Termination and Absences. Resignation from the Executive Board must be in writing and received by the Secretary. An Executive Board Member shall be dropped for excessive absences from meetings if they have two (2) unexcused absences in a year. An Executive Board Member may be removed for other reasons by two-thirds vote of the entire membership upon appropriate motion by a member.

Section 10: Special Meetings. Special Meetings of the Executive Board shall be called upon the request of the President or one-third of the Executive Board. Notice of special meetings shall be sent out ten (10) days in advance or by email ten (10) days in advance.

Article VI – Rules Interpreter

Section 1: The President shall select within two weeks of the commencement of his term a Rules Interpreter.

Section 2: The Rules Interpreter will be appointed by the President for a two (2) year term and shall be the sole intermediary between the National Federation Rules Interpreter and the NHWOA.

Section 3: All interpretations shall be of the National Federation and not of the Rules Interpreter. The Rules Interpreter shall conduct Rules and Mechanic meetings at least twice each year, however, additional clinics are encouraged.

Article VII – Elections:

Section 1: Elections for the position of President and Secretary/ Treasurer shall be conducted after the season of even years.

Section 2: Elections for the Vice-President and Member at Large shall be conducted after the season on odd years.

Section 3: Election for the Commissioner/Assignor shall be conducted every four (4) years.

Article VIII – Committees

Section 1: The Executive Board may form Committees as needed, such as fundraising, assisting Executive Board members, etc. The President appoints all committee Chairs.

Section 2: The Five Officers serve as members of the Executive Board. Except for the power to amend the Articles of Incorporation and Bylaws, the Executive Board shall have all the powers and authority of the NHWOA Membership in the intervals between meetings of the NHWOA.

Article IX - Conflict of Interest Policy

Any possible conflict of interest on the part of any member of the board, officer, or employee of the association, shall be disclosed in writing to the board and made a matter of record through an annual procedure and also when the interest involves a specific issue before the board. Where the transaction involving a board member, trustee or officer exceeds five hundred dollars (\$500) but is less than five thousand dollars (\$5,000) in a fiscal year, a two-thirds vote of the disinterested directors is required.

Where the transaction involved exceeds five thousand dollars (\$5,000) in a fiscal year, then a two-thirds vote of the disinterested directors and publication in the required newspaper is required. The minutes of the meeting shall reflect that a disclosure was made, the abstention from voting, and the actual vote itself. Every new member of the board will be advised of this policy upon entering the duties of his or her office, and shall sign a statement acknowledging, understanding of and agreement to this policy. The board will comply with all requirements of New Hampshire law in this area and the New Hampshire requirements are incorporated into and made a part of this policy statement.

Section 1: Article X - Amendments

Section 1: These Bylaws may be amended when necessary by a two-thirds majority of the entire NHWOA membership.

These Bylaws were approved at a meeting of the NHWOA on Monday March 13, 2023.

Signature and Printed Names of Executive Board Members;
