

**BY LAWS
OF
CUMBERLAND VALLEY YOUTH WRESTLING ASSOCIATION
A NON-PROFIT CORPORATION**

**ARTICLE ONE
INTRODUCTORY**

Definition of By Laws

- 1.01 These By Laws constitute the code of rules adopted by the Cumberland Valley Youth Wrestling Association, for the regulation and management of its affairs.

Powers

- 1.02 This Association will have the purpose or powers as may be stated in its Articles of Incorporation and such powers as are now or may be granted hereafter by the Non-Profit Corporation Laws of the Commonwealth of Pennsylvania.

Purpose

- 1.03 The primary purpose of this Association is to provide a community recreational wrestling program for all children who meet the eligibility requirements.

Objectives

- 1.04 The objectives of the Association are to teach the fundamentals of wrestling, promote the spirit of fair play, sportsmanship, citizenship, physical fitness, courteous competition, team effort, and cooperative enterprise by parents and their children. Most of all, the Association is a community project in which the community expresses its interest in and concern for its youth by working together to provide a recreational outlet for youthful energies.

**ARTICLE TWO
REGISTERED OFFICE**

Location of Registered Office

- 2.01 The location of the registered office of this Association is stated in the Articles. Such office will be continually maintained in the Commonwealth of Pennsylvania for the duration of this Association at the following address:

Penncorp Service Group
600 North Second Street
Harrisburg, PA 17101

**ARTICLE THREE
ELIGIBILITY**

Eligibility

- 3.01 In order to be eligible to participate in Association Activities, the children must be:
- (a) eligible to be enrolled as a student in the Cumberland Valley School District
 - (b) in grades one through six as of November 1 of the season of participation
 - (c) registered with any entry or registration fees paid
 - (d) willing to abide by the rules and regulations of the Association

ARTICLE FOUR
MEMBERSHIP

Definition of Membership

- 4.01 The Members of this Association are those having membership rights in accordance with provisions of these By Laws.

Classes of Members

- 4.02 This Association will have two classes of Members:
- (a) Members at Large (Parent/Guardian)
 - (b) Board Members

Membership

- 4.03 Membership in the Association shall be as follows:
- (a) Parents of the children participating in Association activities
 - (b) Officers and Board Members

New Members

- 4.04 New Board Members shall be voted in at any meeting by majority vote.

Dues

- 4.05 There shall be no monetary dues collected; rather each member shall discharge his or her dues by responding to the requests for assistance from the Association.

Place of Membership Meetings

- 4.06 Meetings of the Members shall be at the time and place designated by the Board.

Notice of Membership Meetings

- 4.07 Written notice, stating the place, day and hours of the meeting, and in case of a special meeting, the purpose for which the meeting is called, shall be given by, or at the direction of the Secretary to each Member of record entitled to vote at the meeting, at least (3) three days prior to the day named for the meeting. Written notice may be given to Members as follows:
- (a) By sending electronic mail
 - (b) Personally (in person or by telephone)

Conduct of Membership Meetings

- 4.08 All meetings shall be conducted in keeping with Roberts Rules of Order.

Voting Rights of Board Members

- 4.09 Each Officer and Board Member will be entitled to one vote on each matter submitted to a vote and must be present at the time of the meeting, except that a written and signed proxy may be mailed or hand delivered to another Board Member, if they absolutely cannot attend due to unforeseen circumstances.
- 4.10 To conduct a meeting where a vote must occur, the meeting must consist of at least fifty percent (50%) of the current Board Members, including at least two (2) Officers of the Board.

Voting Rights of Members-At-Large

- 4.11 Members-At-Large shall have no voting rights.

ARTICLE FIVE
OFFICERS

Definition of Board Members and Officers

- 5.01 The Board Members and Officers are that group of persons vested with the management of the business and affairs of the Association.

Qualification of Officers

- 5.02 The qualification for becoming an Officer of this Association is to be a Member of the Board at the time of election. The only exception is the position of Secretary.

Election of Officers

- 5.03 The Officer nominations shall be submitted at the Annual Election Meeting to be held after MAWAs and before Registration the following year. Each officer will be elected by a simple majority of the voting Board in attendance at the first official Board Meeting scheduled after the "Annual Election Meeting".

Number of Officers

- 5.04 There shall be four Officers of this Association which shall be:
- (1) President
 - (2) Vice President
 - (3) Secretary
 - (4) Treasurer

Term of Officers

- 5.05 The term of each Officer shall not be limited.

President

- 5.06 The President will be the Chief Executive Officer (CEO) of this Association and will supervise and control the affairs of the Association. The President will perform all duties incident to such office and such other duties as may be provided in these Bylaws, or as may be prescribed from time to time by the Board, including but not limited to as follows:
- (a) supervise all Officers and Board Members, and preside at all meetings of the Board;
 - (b) Represent the Association in contracts with governmental agencies or other organizations involving the affairs of the Association. The President may appoint a designee to fulfill this function;
 - (c) assure that the provisions of the Articles of Incorporation and Bylaws are adhered to at all times;
 - (d) oversee all positions within the Association;
 - (e) sign Association checks

Vice President

- 5.07 The Vice-President will perform all duties and exercise all powers of the President when the President is absent or is otherwise unable to act. The Vice-President will perform such other duties as may be prescribed in these Bylaws or as may be prescribed from time to time by the Board, including but not limited to, as follows:
- (a) assume such duties and accept such responsibilities in managing the affairs of the Association as the President may assign;
 - (b) manage meetings in absence of the President
 - (c) sign Association checks

Secretary

- 5.08 The Secretary will keep minutes of all meetings of the Board, will be the custodian of the Association's records, will give all notices as are required by law or by these Bylaws, and generally, will perform all duties incident to the office of Secretary and such other duties as may be required by law, by the Articles of Incorporation, or by these Bylaws, or which may be assigned from time to time by the Board, including, but not limited to, as follows:
- (a) conduct official correspondence on behalf of the Association
 - (b) record the minutes of each meeting of the Board
 - (c) notify Board Members of meetings
 - (d) manage meetings in the absence of the President and Vice-President
 - (e) sign Association checks

Treasurer

- 5.09 The Treasurer will have charge and custody of all funds of the Association, will deposit the funds as required by the Board, will keep and maintain adequate and correct accounts of the Association's properties and business transactions, will render reports and accountings to the Officers and to the Members as required by the Board or Members or by law, and will perform in general all duties incident to the office of Treasurer and such duties as may be required by law, by the Articles of the Association, or by these Bylaws, or which may be assigned from time to time by the Board, including but not limited to, as follows:
- (a) receive and act as custodian of all monies or other property paid or donated to the Association and to disburse said funds as and when directed by a majority of the Board;
 - (b) keep a true and accurate account of all receipts and expenditures and submit a written financial report at all regularly scheduled meetings;
 - (c) Prepare an annual report for the close of the fiscal year to be submitted to the Board showing all receipts and expenditures. Such report will be audited by the designated appointees of the President;
 - (d) maintain a petty cash fund not to exceed One Hundred (\$100.00) dollars;
 - (e) sign Association checks;
 - (f) require documentation for all reimbursements;
 - (g) manage meetings if they are the only Officer present

ARTICLE SIX
BOARD MEMBERS

Number of Board members

- 6.01 The number of Board Members shall not exceed twenty (20).

Vacancies on the Board

- 6.02 Any vacancy occurring on the Board will be filled by majority vote. The newly elected shall fill the vacancy for the unexpired term of their predecessor in office.

Authority of the Board

- 6.03 The business and affairs of the Association shall be managed by its Board or Officers which may exercise all such powers of the Association. In addition, the Board shall;
- (a) be the main enforcement body of the Association;
 - (b) be charged with but not limited to, the following duties:
 - 1. appoint head coaches;
 - 2. approve assistant coaches, score keepers, helpers, and other persons associated with teams, who are selected by head coaches;
 - 3. discharge head coaches and all other personnel listed in Paragraph (b) (2);
 - 4. handle the finances of the Association
 - 5. enforce the rules and regulations of the Association
 - 6. oversee the committees of the Board

Removal of Board Members

- 6.04 Board Members may be removed from office for any of the following:
- (a) Resignation; or
 - (b) Missing three (3) consecutive regularly scheduled meetings or a total of six (6) regularly scheduled meetings during a business year; or
 - (c) Upon the vote of three-fourths (3/4) of the Board to dismiss

Conduct of Board Meetings

- 6.05 All Board meetings shall be conducted in keeping with Roberts Rules of Order, and shall be open to all Members, unless declared closed upon a majority vote of the Board Members in attendance.

ARTICLE SEVEN **BOARD POSITIONS AND RESPONSIBILITIES**

Definition of Board Positions

- 7.01 Each Board Member will be responsible for a Board Position. The Board Positions are outlined in the "CVYWA BOARD POSITIONS/RESPONSIBILITIES" document. This document may be updated, at any time, by majority vote of the Board Members.

ARTICLE EIGHT **MATCHES**

Rules

- 8.01 The Association shall abide by the rules of competition of the tournaments, scrimmages, and matches where it competes.

Matches

- 8.02 The Association will endeavor to match wrestlers by age, weight, and experience subject to the availability of wrestlers, so that each child will have a positive experience.

Singlets

- 8.03 Each child must wear the Association's team singlet at all tournaments, matches, or scrimmages entered by the Association.

ARTICLE NINE **OPERATIONS**

Conduct

- 9.01 Before the beginning of the regular wrestling season, the board shall adopt a Code of Conduct by a majority vote. This code shall apply to Board Members, Coaches, wrestlers, helpers, parents, and spectators alike. The Code shall be distributed to each wrestler, fully explained, and sent home to the wrestler's parents. Certain rules, when violated, may be grounds for suspension or dismissal by the Board. Rules of this nature will be emphasized.

Parent Interference

- 9.02 Any parent, who interferes with the duties of the Coaches, Officers, Board Members, or Officials or the performance of the wrestlers through harassment, verbal abuse, or other displays of poor sportsmanship, shall be given a warning by any Board Member or Coach. If the interference continues, the parent or spectator will be asked to leave the premises.

Awards

- 9.03 The Board may grant awards at its discretion, with the goal of recognizing all wrestlers at some point during the year for their efforts.

Registration

- 9.04 At a time and place to be set by the Board, with advance notice to be provided, children will be afforded an adequate opportunity to register to participate in the Association's wrestling program. Registration shall be under the supervision of the Board.

Registration Fees

- 9.05 A registration fee shall be charged for participation in the Association's wrestling program. The amount of the fee shall be determined by the Board. The fee is payable upon registration; however, the fee may be waived on a case-by-case basis by the Board.

Compensation

- 9.06 This Association will not have or issue shares of stock. No dividend will be paid, and no part of the income of this Association will be distributed to its Members or Officers. The Association may pay compensation to Members, Officers, or Coaches for services rendered, upon approval by the Board. Board Members will not be permitted to vote on matters directly related to their payment or compensation.
- 9.07 Any disbursements over \$500.00 must be approved by the board.
- 9.08 At least 2 signatures are required on a check for disbursement.

ARTICLE TEN COACHES

Responsibilities

- 10.01 Coaches shall strive to instruct their wrestlers in the fundamentals of sportsmanship, wrestling, and fair play. They shall be responsible for:
- (a) supervising practices, matches, and other such team activities
 - (b) enforcing the Code of Conduct of the Association
 - (c) their team's equipment and other Association property in their keeping; and
 - (d) other duties as assigned by the Board
 - (e) assign duties as necessary to Assistant Coaches

ARTICLE ELEVEN AMENDMENT

Modification of Bylaws

- 11.01 The power to alter, amend, or repeal these Bylaws or to adopt new Bylaws, insofar as is allowed by law, is vested in the Board. All amendments to the Bylaws must be submitted to the Board in written form for discussion. Bylaw changes may not be voted upon at the same meeting at which they are presented for discussion. The Bylaws of the Association may be changed via amendment approved by Two-Thirds (2/3) of the Board Members in attendance.

ARTICLE TWELVE POLICIES, PROCEDURES, AND OTHER DOCUMENTS

- 12.01 The Board may adopt Policies, Procedures, and other documents as it deems necessary to conduct the business of the Association.