

**FOOTHILL WRESTLING OFFICIALS**  
**ASSOCIATION**



**CONSTITUTION**  
**AND**  
**BYLAWS**

## **ARTICLE 1 Name**

This organization shall be known as the Foothill Wrestling Officials Association (FWOA).

## **ARTICLE 2 Purpose**

The primary purposes of this association are for the general betterment of officiating high school wrestling events in the geographic area as defined by the California Interscholastic Federation (CIF), for clarification and interpretation of the rules thereof; the training, evaluation, rating of persons for the specialized work in cooperation with the CIF, for the improvement of the coach-official relationship, for the public image of the official, and the general welfare of its members.

## **ARTICLE 3 Membership**

### **Section 1 Eligibility**

Any person eighteen (18) years of age or older of honorable reputation and good moral character associated with and interested in high school wrestling is eligible for membership in this association. Every member is responsible for the protection of assets and integrity of this association. FWOA membership must be renewed each year.

### **Section 2 Membership Classifications**

A. **Probationary Member** – A new member shall be placed on probation for a period of not less than the time to complete the first and second year training classes. A transfer official shall be a probationary member for at least one wrestling season. During the probationary period, a member shall participate in academic and practical training as established by the Association's Instructional Chairperson and his/her performance as an official shall be observed and evaluated by a mentor program.

**B. Member** – A member is a person who has paid an annual membership fee, takes an approved wrestling rules test annually, and is eligible to officiate high school wrestling in California.

1. To be a member in good standing in the Foothill Wrestling Official's Association, you must do the following;
  - a. Attend all meetings. (*A Minimum of Two*)
  - b. Take and pass the certification test.
  - c. Pay your dues on time.
  - d. Work all accepted assignments (accept and/or decline in a timely manner).

As a member in good standing, you should be prepared to:

- e. Arrive at least 30 minutes before the scheduled start time.
- f. Conduct all proper pre-match duties (review and sign weigh-in sheet and complete groom checks).
- g. Talk to the coaches, timekeeper and score keeper before the contest begins.
- h. Be in proper uniform with whistle, arm bands, flip disc, and ankle straps.
- i. Use proper signals and mechanics.
- j. Report any problems to the appropriate association board member or assigner.
- k. Reflect professional conduct

Failure to follow these association rules and expectations will result in Board action.

**C. Non-Qualified Member** – A non-qualified member is one who does not meet the requirements set forth for qualified membership. The Board shall determine whether a member has failed to meet all the requirements for qualified membership. The Board shall, upon findings, designate a member to be non-qualified, the person shall be immediately notified of the areas of deficiency. Within thirty (30) days of notification, a non-qualified member may petition the Board for reinstatement to qualified membership status. The non-qualified

member must present satisfactory proof that he/she has or is in the process of fulfilling all the requirements of a qualified member.

All association members shall abide by this Constitution and By-Laws. All members must be required to sign a Waiver and Release of Liability, an agreement to provide proof of liability insurance from the National Federation of State High School Association (NFHS) and/or National Association of Sports Officials (NASO), and have no felony convictions form with each yearly renewal.

## **ARTICLE 4      Government**

### **Section 1 – Board of Directors**

The business, affairs, and property of the Association shall be managed, conducted, and controlled by the Board of Directors (The Board). The Board shall have the right and power to negotiate, mediate, and contract for on behalf of its membership with any organization approved for such purpose by the Board.

### **Section 2 – Elections**

Members of the Board shall be elected for two-year terms. No more than half shall be elected in a single year. Elections shall be held at or before the last meeting the group holds prior to the start of the wrestling season. All members who will be considered for election must be a fulltime member in good standing for a minimum of three years. The member must also be ranked at a 200 level or higher to be elected. The elected representatives shall take their places on the Board at the July meeting following their election. Newly elected Board members are encouraged to attend all Board meetings held between the date of their election and the following July meeting. Associate Members are ineligible to vote on FWOA affairs.

### **Section 3 – Change in Membership**

The number and qualifications of members of the Board may be altered by a majority vote of the Board.

### **Section 4 – Meetings**

The Board shall meet not less than Four (4) times per calendar year. Meetings of the Board shall be announced during the first month of the calendar year but may be subject to change with advance notice through the association's web page or other means of media. All Board meetings are open to FWOA members. Notice of meetings shall be provided to all Board Members by mail, telephone, e-mail, or personally by the Secretary at least ten (10) days prior to any meeting. In emergency, unexpected or unforeseen circumstances, notices will be sent out as soon as possible.

### **Section 5 – Special Meetings**

Special meetings of the Board may be called by the President upon ten (10) days' notice to each Board Member either by mail, telephone, e-mail, or personally by the Secretary. Special meetings may be held by teleconference, electronically, or e-mail.

### **Section 6 – Quorum**

A majority of members of the Board shall constitute a quorum for the transaction of any business. If a quorum is not present, a lesser number may adjourn to a later date, not more than thirty (30) days later.

### **Section 7 - Vacancy**

Whenever a vacancy occurs on the Board by death, resignation, or otherwise, a member meeting the participation requirements may be appointed for the remaining term without undue delay by a majority vote of the remaining members of the Board at a regular or special meeting.

## **Section 8 – Removal**

Any one or more of the members of the Board may be removed for cause at any time by a vote of two thirds of the Board Members at a regular or special meeting called for that purpose. Any member not registered with the California Interscholastic Federation (CIF) as a wrestling official by October 1<sup>st</sup> of each year or who is suspended or removed as an official by the CIF shall be automatically suspended as a member of the Board. If such member is not registered or reinstated by the CIF within thirty (30) days, he/she shall automatically be removed from the Board and a replacement member shall be appointed by the Board.

- A. The term “cause” for the purpose of the By-Laws shall include, but not be limited to failure to fulfill the requirements of the office by non-participation in meetings and functions of the FWOA which includes, but not limited to, two (2) or more successive absences at board meetings or three (3) unexcused absences during any year and/or any act or omission which, by its nature, constitutes a breach of requirements of membership of the association, or is judged to bring disrepute on the association, its members, or officiating. Written notice, specifying all charges and allegations justifying removal, shall be provided to the member being suspended and that member shall have twenty (20) days from the date of such notice, to request a hearing before the Board. Such hearing shall take place within thirty (30) days of the date of the notice, at which time the respondent may present his/her case before the Board. Upon completion of such meeting, or non-reply to the written notice, the vote of the Board shall be taken, and the Board’s decision is final.

## **ARTICLE 5      Officers**

### **Section 1 – Number**

The Board for FWOA shall be the President, Vice-President, Secretary/Treasurer, Immediate Past President, and three (3) at-large members elected from those association members qualified to vote. Associate members are not qualified to vote on FWOA matters. The members at large may or may not be the Assigner or Instructional Chair.

The Instructional Chair and Assigner are appointed by the Board and may or may not be voting members. The Assigner shall not be the President or Vice-President.

## **Section 2 – Election**

The membership shall elect all board members for a term of two (2) years except for provisions outlined for President succession.

## **Section 3 – Quorum**

A majority of the quorum present shall be necessary to elect officers. Elections shall be held at or before the last meeting the group holds prior to the start of the wrestling season. All officers shall take their places at the first board meeting after the wrestling season.

## **Section 4 – President Term Limit**

The term for the office of the President shall be six consecutive years: two (2) years as Vice President, two (2) years as President, and two (2) years as Past President. After holding the office of President for this commitment, the member shall not hold that office for at least two (2) years. The two (2) years may be the two (2) years as Past President.

## **Section 5 - Duties**

A. **President** – the President shall preside over all meetings of the association as the Chairperson of the Board. He/she shall be the Chief Executive Officer of the association and see that all orders and resolutions of the Board are carried into effect. He/she shall have the general power and duties of supervision and management usually vested in the office of the President of a non-profit organization. He/she must be one of the board members with the Secretary/Treasurer who co-signs checks for the association. He/she shall represent FWOA at the Southern California Wrestling Officials Association (SCWOA) and/or designate a representative in their absence or in accompaniment.

- B. Vice President** – The Vice President shall, in the event of the absence of the President or inability to exercise their office become Acting President of the association with all the rights, privileges and powers of the President. Upon completion of a two (2) year term as Vice President, they will assume duties as President. In the event that the Vice President replaces the President on a permanent basis, the Vice President position shall be appointed by the Board and at the next general meeting of the association, a replacement for that position shall be voted on and immediately filled. The Past President will assume the duties of the Vice President until the next election.
- C. Secretary/Treasurer** – The Secretary/Treasurer shall keep the minutes and records of FWOA and see that they are published and available to the membership. He/she shall be the official custodian of the records of the association and shall give all notices to members of the association, including membership status. He/she shall provide a separate list of Associate Members. He/she shall exercise all duties of the office and shall oversee the care and custody of all monies of the association. He/she must be one of the board members, along with the President, who co-signs checks for the association. He/she shall give reports of the financial affairs of the association to the Board at each meeting. He/she shall exercise all duties pertaining to the office of the Treasurer.
- D. Immediate Past President** – The Immediate Past President shall investigate, at the request of the Board, complaints against members and shall present to the Board all evidence he/she may obtain, He/she shall perform other duties as may be assigned by the President of the Board.

All officers shall by virtue of their office are members of the Board. No officer by reason of their office be entitled to receive any salary or compensation except for the Assigner. The payment for the Assigner is established at \$1,200.00 per season or \$3.00 per slot whichever is greater.



## **ARTICLE 6 Resignations and Suspensions**

### **Section 1 - Resignation**

Resignation of members shall be made in writing to the President who shall turn the document over to the Board with a statement of such member's account. No member who has resigned shall be reinstated until he/she has paid all indebtedness, if owed, to the association.

### **Section 2 – Suspension**

Any member shall be automatically suspended for non-payment of dues.

## **ARTICLE 7 Committees**

### **Section 1 – Executive Committee**

The Executive Committee shall act as a liaison between FWOA, SCWOA, and CIF, the news media, schools, and other associations. The committee shall meet as required with SCWOA, to make recommendations to CIF. The committee shall have other such meetings as may from time-to-time be determined by a resolution of the Committee.

### **Section 2 – Other Committees**

When necessary, other committees may be formed, and members appointed by the President on special needs identified during regular or special meeting business.

## **Article 8 Dues**

### **Section 1 – Dues**

Annual dues shall be fixed by the Board and shall be due and payable on or before the first general meeting of the association of each year/wrestling season.

## **Section 2 – Delinquency**

The failure to pay dues by any member on or before the due date shall result in a suspension of the member from the association.

## **Section 3 – Reinstatement**

Any member suspended for non-payment of dues shall automatically be reinstated as a member upon payment of dues owed by the individual.

## **Section 4 – List of Suspensions**

At the first board meeting after the time set for payment of dues, the Secretary/Treasurer shall publish a list of all suspended members to the Board.

## **ARTICLE 9      Uniforms**

All members of FWOA shall wear the uniform approved by the Board (grey/black pinstripes) and may optionally wear uniform shirts outlined by the CIF/NFHS if alternate shirts are required.

## **ARTICLE 10     Order of Business**

Unless otherwise covered in the Constitution and By-Laws, the *Roberts Rules of Order* shall govern all meetings.

## **ARTICLE 11     Amendments**

The By-Laws may be amended or repealed and new By-Laws may be adopted in whole or in part by a two thirds (2/3) vote of the Board or by a majority vote of the entire membership of the FWOA, provided the proposal is stated in the notice of such meetings.