

Big Lake Youth Wrestling Association
Constitution & By-Laws
Updated 2014

Constitution & By-Laws Big Lake Wrestling Association

Article I	2
Article II	2
The purpose of the Big Lake Youth Wrestling Association shall be to promote and foster the sport of wrestling on the youth level in the City of Big Lake, State of Minnesota	
Article III	2
The territory of this organization shall be the legal city boundaries of the City of Big Lake and / or Independent School District 727.....	2
Article IV	2
Article V	2
Article VI	2
Article VII	2
Article VIII	2
<i>Section 1 – Membership Area</i>	3
<i>Section 2 – Voting Membership</i>;	3
<i>Section 3 – Voting</i>	3
<i>Section 4 – Method of Voting</i>	3
Article IX	4
Article X	4
<i>Section 1 – Board duties</i>	4
<i>Section 2 – Quorum</i>	5
<i>Section 3 – Frequency of meetings</i>	5
<i>Section 4 – Special Meetings</i>	5
<i>Section 5 – Conflict of Interest</i>	5
Article XI	5
<i>Section 1 – Officers</i>	5
<i>Section 2 – Elections</i>	5
<i>Section 3 – Removal from Office</i>	6
<i>Section 4 – Vacancies</i>	6
<i>Section 5 – Duties of officers</i>	6
Article XII	8
Article XIII	8
Article XIV	8
Article XV	8
Article XVI	8

Code of Conduct

Below is a list of formalities that must be observed at a Board Meeting.

1. Attendance of all participants at the meeting.
2. The secretary must issue a notice of the meeting agenda to all the participants prior to the meeting confirming the time, place, and agenda.
3. The presence of the quorum is the most important part of the meeting's status. The meeting is official and authoritative only when it has the quorum. Otherwise, no decision taken in the meeting is binding. Quorum is defined as a simple majority, so long as the President and or Vice President are present.
4. To effectively facilitate a meeting in the allotted time. All officers shall be seated at the head of the meeting.
5. Discretion shall be used amongst all board members participating. If a sensitive issue arises the board shall then exercise its' right to form a committee to address a specific situation, in which confidentiality may be required.

Respect

Be respectful to all in attendance this includes body language and verbal communication.

President, or in absence of the president, then the Vice President to run the meeting; this person shall keep the meeting running according to the agenda. To speak must request to have the floor, to eliminate interruption. This will allow secretary to take notes and allow for accurate minutes, anything that needs to be noted verbatim needs to be repeated back.

Open forum, will be dictated by President or Vice President.

Agenda

Follow agenda; defer all new business until the end of the meeting.

Constitution & By-Laws

Article I

The legal name of this organization shall be Big Lake Youth Athletic Association and hereafter referred to as “BLYAA”, dually noted that Big Lake Youth Wrestling, A.K.A. Swarm are one in the same entity.

Article II

The purpose of the Big Lake Youth Wrestling Association shall be to promote and foster the sport of wrestling on the youth level in the City of Big Lake, State of Minnesota.

Article III

The territory of this organization shall be the legal city boundaries of the City of Big Lake and/or Independent School District 727 in the State of Minnesota. Enrollment is open to any youth in the state of Minnesota, as defined in Article I.

Article IV

The headquarters of this organization must be within the territory as defined above. The officers of this organization will determine the location of the headquarters. The registered address of Big Lake Youth Athletic Association is: PO Box 154, Big Lake, Minnesota 55309

Article V

The BLYAA is organized exclusively for charitable, religious, educational and scientific purposes, including , for such purposes, the making of distributions to the organizations that qualify as exempt organizations under section 501(c)(3) of the Internal revenue Code of 1954 (or corresponding provision of any future United States Internal Revenue law).

Article VI

No part of the net earnings of the organization shall insure to the benefit of , or be distributed to its members, trustees, officers or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article V hereof. No substantial part of the activities of the organization shall be carrying on propaganda, or otherwise attempting to influence, (including the publishing or distribution of statements) or any political campaign on behalf of any candidate of public office. Notwithstanding any other activities not permitted to be carried on (a) by an organization exempt from the federal Income Tax under section 501(c) (3) of the Internal revenue Code of 1954 (or corresponding provision of any future United States Internal Revenue law) or (b) by an organization of which are deductible under Section 170 (c) (ii) of the Internal Revenue Code of 1954(or the corresponding provision of any future United States Internal Revenue Law).

Article VII

Upon dissolution of the organization , the officers shall after paying or making provision for the payment of all liabilities of the organization, dispose of all of the assets of the organization exclusively for the purposes of the organization in such manner or to such organization or organizations organized and operated exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as an exempt organization under section 501(c)(3) of the Internal revenue Code of 1954 (or corresponding provision of any future United States Internal Revenue law), as the Officers shall determine. Any such assets not so disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the organization is located, exclusively for such purposes or to such an organization of organizations, as said Court shall determine which are organized and operated exclusively for such purposes.

Article VIII

Section 1 – Board Membership Area

Membership is open to all residents, 18 years and older, of the City of Big Lake, MN and those areas included in the boundaries of the Independent School District 727. Eligibility for membership requires active participation in the current wrestling season and an enrolled child, with the exception of any program coach. Exceptions may be made on a case by case basis by a majority of the board.

Section 2 - Voting Membership for board meeting

Voting Board members for the purpose of this association are those individuals who have been elected to the BLYAA board at the annual meeting.

Section 3 - Voting

Family units who meet the requirements of Article VIII, Section 1 and Article VIII, Section 2 and who have paid a registration fee for the season within the fiscal year between January 1 and December 31 will have one vote at the annual membership meeting and any other general membership meeting called by the board (not to include monthly board meetings). Each family unit will have one vote. Absentee voting and/or proxy votes will not be allowed under any circumstances at any general membership meeting.

Section 5 – Method of Voting

Voting procedures at the annual membership meeting or any other general membership meeting called by the BLYAA Board under the provisions outlined in Article XII, Section 4 shall be as follows: Motions properly made and seconded may be decided by voice vote with the presiding officer deciding whether or not the motion is adopted. If the outcome of the vote is uncertain, in the opinion of the presiding officer, the presiding officer may request a show of hands from each family represented at the meeting and who are present in the room at the time of the vote, following the preconditions outlined in Article VIII, Section 3. Robert's Rules of Order shall be followed.

Article IX

The BLYAA shall be governed by its Constitution and By-Laws as presently constituted or as these may from time to time be amended and/or altered.

Any member may propose amendments or changes to the Constitution & By-laws. Changes to Constitution and By-Laws of BLYAA must be approved by a vote of at least two-thirds of the voting board members present at either the Annual Meeting or at a special membership meeting outlined in Article X Section 4.

Article X

The Board of Directors manages the affairs and business of the BLYAA. The Board shall consist of the elected officers: President, Vice, President, Secretary and Treasurer.

Section 1 - Board Duties

The Board of Directors shall:

1. Transact all business or delegate authority to transact business.
2. Enforce the Constitution, By-Laws and other rules of the BLYAA.
3. Oversees club scholarships.
4. Make recommendations for amendments to the Constitution of the BLYAA.
5. Have complete jurisdiction over BLYAA's finances and have exclusive power to make or authorize appropriations.
6. Shall make a report of the BLYAA's activities during the preceding year at the annual membership meeting.

Section 2 - Quorum

A quorum of the Board of Directors shall consist of a simple majority of the elected Board members. The President or Vice President must be present to conduct official BLYAA business.

Section 3 - Frequency of Board Meeting

The regular meeting of the Board is intended to be held on the second Sunday of each month or on other days approved by the Board - at a time and location established by the Board. Each board member is expected to attend all meetings; they may be voted off anytime within the same year if missing 3 or more meetings (at the discretion of the board).

Section 4 - Special Meetings

A special Board meeting must be called by an officer, with at least 48 hours of advance notice provided all Board members are notified and a majority agrees that an emergency necessitates a special meeting. Such notification can be accomplished by phone or email. The President must be present at all special meetings.

Section 5 – Committees

The board appoints different committees, which officiate and take actions reserved for the board. Generally these executive committees consist of at least one of the elected officers. All Committees shall have a specific purpose, and all committee members shall be appointed during a regular board meeting. For any, special committee that is created during a wrestling season, the responsibilities will be dissolved at the end of that season.

Section 6 - Conflict of Interest

Any Board member that may have a conflict of interest regarding any matter - financial or otherwise - that is under consideration by the Board for approval may excuse himself or herself from voting on any motion without penalty or prejudice. Board member(s) who may be reimbursed or otherwise compensated for services directly related to the operation of the BLYAA shall abstain from voting on any relevant motion(s).

ARTICLE XI

Section 1 - Officers

The officers are the President, Vice President, Secretary and Treasurer.

Section 2 - Elections

Elections for all Board members will be held during the Annual meeting. Prior to the annual banquet open nominations will be held for board positions. The Nominating Committee will develop the slate of candidates. The President will serve as the chair of the Nominating Committee. Nominations from the floor will also be accepted. Election shall be by simple majority of the votes. The terms of office runs June through May.

All elected board members will serve a two-year term. An elected board member can serve more than one two-year term, but must be voted in for additional terms.

Officer position will be voted on at the first meeting proceeding the Annual meeting. The officers will be nominated and elected by the existing or exiting board. The officers shall be made up of those board members whom have already served a minimum of one term. If no existing board member is present then a motion may be made, second and voted on by the board to allow a new member to step into the position as officer. Once this motion has passed any new board member may then be nominated for the position. Once all officers have been elected for the new year the exiting board will then turn the meeting over to the new board.

Officer terms will not expire all in the same year – President and Secretary will come up for re-election during the same year, Vice President and Treasurer will come up for re-election during the alternating year. In the case of an unbalanced board the member terms may be rebalanced at the discretion of the board.

Section 3 - Removal from Office

An elected board member of this organization shall be removed from office by a two-thirds majority vote of the Board at a special emergency meeting convened pursuant to Article X, Section 4. An elected board member of this organization can also be removed by a simple majority of the voting members who may be convened at an annual meeting or a special meeting of the general membership pursuant to Article XII, Section 4.

Anyone who requests removal of an elected board member must provide a written report to the full Board prior to the beginning of the meeting outlining specific reason(s) for requesting removal from office. This report shall also be available to any BLYAA members upon request. The elected board member in question shall also be provided a copy of the report prior to the beginning of the meeting and shall have an opportunity to present his or her rebuttal prior to any vote to remove him or her from office.

Section 4 - Vacancies

In the event that a vacancy occurs in any office, the Board shall fill the vacancy within one month or as soon as reasonable. A Board meeting will be called to fill a vacancy. A simple majority vote of the Board is sufficient. The voting members at the next annual meeting must affirm the vacancy, if affirmed then board member fulfills the remainder of the vacated member's term.

Section 5 - Duties of Officers

President: The President shall preside at Board meetings and the Annual Meeting. The President shall designate standing committees and appoint members to these committees. The President shall enforce the regulations of the BLYAA. He/she also will have the power to call special Board meeting. Act as the primary liaison with the Community Education/ School District. The President is the deciding vote in the case of a tie.

Vice President: The Vice President shall perform all duties and exercise all the powers of the President during his/her absence or incapacity. The Vice President is responsible for ensuring each BLYAA meeting is run according to Robert's Rules of Order and maintain the BLYAA Constitution and By-Laws.

Secretary: The Secretary shall set the agenda and keep the minutes and provide a written report of the prior meeting for all Board meetings. He/she is responsible for the registration process for the in-house and traveling clubs including the collection of registration forms and fees. The Secretary will maintain a list of all wrestlers and their respective information. He/she will also prepare and update the BLYAA calendar. Shall create and present a report of the BLYAA's activities during the preceding year at the annual membership meeting.

Treasurer: The Treasurer shall be responsible for keeping the bank accounts of BLYAA in satisfactory order according to commonly accepted business practices and also be responsible for the disbursement of funds as authorized by the Board and/or the voting membership. The Treasurer shall furnish bank statements as requested by board and report the financial status of BLYAA to the Board at monthly Board meetings and upon request to the voting membership at the Annual Meeting. The Treasurer also will be responsible for a short and long range financial plan and forecast. Exceptions will be identified when establishing fund raising projects. Treasurer shall assist secretary with registration, forms and fees.

ARTICLE XII

The Annual meeting shall take place each year during the end of the year banquet at a time and place designated by the Board.

The Board will present a report outlining previous year's operations. The voting members will then have a chance to comment and make recommendations.

Board member voting shall take place by written ballot.

ARTICLE XIII

The Board prior to use must approve any logos and symbolic representations sold or used by BLYAA by any BLYAA team and/or member.

ARTICLE XIV

Any individual representing the Big Lake Youth Wrestling Association, its Board of Directors, or teams playing under the auspices of the BLYAA may solicit sponsorship or contributions from businesses or other organizations. The BLYAA may adopt operating guidelines that allow the Board to prohibit sponsorship and/or contributions that are deemed to be inappropriate. The BLYAA shall have the ultimate authority on all decisions regarding sponsorships and/or contributions.

ARTICLE XV

Members of the board whom are also on the checking account may only be the officers, the officers are allowed to make purchases of up to \$100.00 if so needed to be done before the next board meeting. All receipts for purchases must be kept and then turned into the Treasurer.

President/ Treasurer may also make purchases without board approval for HIVE.

ARTICLE XVI

HIVE is the booster club for BLYAA, they are in charge of fundraising and team building events. HIVE does not need board approval to spend fund; however all purchasing, fundraising and expenses must be approved and cleared by President. If HIVE and the President do not agree on any of the before mentioned, the issue must then be brought in front of the board and to a vote to proceed.

HIVE shall have at least one lead person in charge and that person will communicate with the President or Vice President in the Presidents absence.