

# INTERCOLLEGIATE WRESTLING OFFICIALS ASSOCIATION BYLAWS

**Ratified December 2019**

## **CODE OF ETHICS**

It is the moral obligation of every collegiate wrestling official to conduct themselves in such a manner as to reflect positively upon themselves and the Association they represent. Specific competencies of all member officials are to include; thorough knowledge of the NCAA rules of wrestling, firm and fair enforcement of the rules and strict adherence to the recommended mechanics of officiating.

### **ARTICLE I**

InterCollegiate Wrestling Officials Association (ICWOA)

#### **MISSION**

TO PROMOTE & IMPROVE UPON THE HIGHEST LEVEL OF COLLEGIATE WRESTLING OFFICIATING AT COLLEGES AND UNIVERSITIES ACROSS THE COUNTRY. TO EDUCATE AND MENTOR ALL MEMBER OFFICIALS TO ENSURE THEY ARE PLACED IN A POSITON TO MATURE TO THEIR FULL POTENTIAL.

### **ARTICLE II**

#### **OBJECTIVES**

The objectives and services of this Association are:

1. Strive for excellence at all phases of collegiate wrestling officiating.
2. Recruit new collegiate wrestling officials and mentor their development at a pace they are able to be successful.
3. Provide commentary and demonstration on rule changes, officiating mechanics and interpretations at clinics and conference calls prior to and throughout the NCAA wrestling season.
4. Provide ICWOA (InterCollegiate Wrestling Officials Association) members with assistance in the assignment of events through the Assignor and/or Area Director.
5. Provide ICWOA member schools and conferences with qualified officials for their events throughout the regular and post seasons.
6. Strive for continuous improvement of active members by notifying officials of evaluations made during the season and suggesting opportunities to improve their skills.
7. Establish a positive working relationship with collegiate wrestling conferences and schools to provide event scheduling & rules interpretation; as well as a direct line of communication between member schools and conferences and the ICWOA Executive Board via the Conferences Liaison and Coaches Liaison.

### **ARTICLE III**

#### **MEMBERSHIP CLASSES**

There shall be five classes of membership in the Association:

1. Active Member: Any NCAA certified referee who is actively engaged in officiating collegiate wrestling and otherwise acceptable to the organization shall be eligible for membership. Anyone who desires to become an active member of the ICWOA must fulfill all of the membership obligations as outlined in Article IV. Each active member shall have the privilege of one vote on non-Executive Board matters pertaining to the business of the Association. Active members in good standing will be recommended for membership annually to the ICWOA general membership. Annual dues must be paid as required by all active members.

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2. Honorary Member: A person shall be voted to this status by a majority vote of all members present and voting for his or her contribution to amateur wrestling. Honorary members shall not have voting privileges or be subject to annual membership dues. Once an individual receives this status, they will maintain it without any annual renewal process; however, an individual may be removed from honorary member status by a unanimous vote of the ICWOA Executive Board at any time.

## **ARTICLE IV**

### **MEMBERSHIP ELIGIBILITY AND APPLICATION PROCEDURE**

1. Prospective members may be requested to submit up to two letters of recommendation after a review of their application is performed. One of these may be from active high school or college wrestling coach or referee and another from an active member of the ICWOA.
2. Applications for membership shall be submitted via the ICWOA.org website.
3. Prospective members must successfully register with the NCAA, pass the annual written test provided by the NCAA and meet all other NCAA requirements to become eligible for membership.
4. The Vice-President will recommend successful applicants (who are not active members from the previous year) to the general membership of the Association for a vote of approval. A majority vote by the active members present and voting is required for final initial acceptance into the organization.
5. Membership for the current NCAA season shall be established for all members prior to the official start of the current NCAA wrestling season.
6. Transfer: A person desiring to transfer into this Association from another recognized officials association or affiliate association must follow the same application process as a prospective member seeking active membership.

## **ARTICLE V**

### **EXAMINATION/TESTING PROCEDURE**

1. The Vice-President is the Chairman of the Examination/Testing Committee and shall be responsible for ensuring all Active members are approved NCAA wrestling officials per the NCAA wrestling officials list.
2. All Active Association members must successfully meet the NCAA's annual wrestling officials' registration, written exam and all other requirements to become eligible for membership.

## **ARTICLE VI**

### **MEMBERSHIP OBLIGATIONS**

1. Dues: The membership dues shall be annually established by the Executive Board. Dues for current members must be paid between June 1 and September 1 each year. New members may join at any time throughout the year. Failure to pay one's dues within the required timeframe may result in a \$10 surcharge being added to the member's financial obligation. A waiver may be approved by the Executive Board.
2. General Assessment: Should the financial condition of the Association require a general membership assessment, the Executive Board by a majority vote can assess each active member an amount necessary to correct the condition. Such assessment shall not exceed (5x) the annual Association member registration fee per member per year, and is due and payable as per the provisions of para. VI-1.
3. Annual Exam: Each year all active members are required to pass the NCAA examination based on the current NCAA Wrestling Rule Book.

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4. Annual Meeting: The Annual Meeting of the Association will be held at the date and site of the NCAA Wrestling Rules and Officiating Clinic, or a date and time established by the ICWOA Executive Board.. A written notice announcing the time, place and date of the meeting, including a written agenda, will be sent via e-mail to all members of the association and posted on the ICWOA.org website a minimum of three (3) weeks prior to the meeting date.
5. Attendance: All active members in the Association are encouraged to attend either in person or electronically the Annual Business Meeting and rules meetings. Failure to attend the Annual Business and rules meetings may cause the member to be suspended and potentially removed from the Association.
6. Rule Interpretation Clinics:
  - a. The “Official” rule interpretation clinic of the ICWOA and NCAA will follow the Annual Business Meeting. However, the ICWOA will plan to meet and discuss rules and mechanics at this meeting.
  - b. At the Annual Business Meeting and the “Official” rule interpretation clinic, the President will announce the time, place and dates of the rule interpretation clinic(s) that may be held at various locations during the season. Persons authorized to conduct these regional rule clinics are responsible for taking attendance and promptly sending the attendance report to the Secretary of the organization.
7. Assignments: All officiating assignments for NCAA, NAIA, NJCAA, and NCWA member institutions or conferences that have a contract with the ICWOA will be made through the duly authorized Assignor of the ICWOA. Member officials must comply with the procedure set forth by the ICWOA Assignor or affiliate organization regarding the distribution and confirmation of all assignments. Failure to do so may result in the loss of all meets and tournament assignments for the season. Any member official who accepts any officiating assignments (freelance) other than those from the duly authorized ICWOA Assignor or affiliate organization could be considered to be in violation of this article and may be suspended from this Association.
8. Membership Requirement: There is no membership requirement pertaining to physical location of residence of any official who is a member of the ICWOA

## ARTICLE VII

### OFFICERS AND DUTIES

1. Officers shall be elected only from the current ICWOA members in good standing, and are as follows:
  - a. President: The President shall preside over the Association meetings and serve as the official spokesperson of the Association. The President will serve as the Chairman for the Executive Board of the Association. The President shall be the liaison and ICWOA voting member to the National Wrestling Officials Association
  - b. Vice President: In the absence of the President, the Vice President shall preside over the Association meetings. The Vice President will serve as the Chairman of the Examination/Membership, Nomination & Rules Committees.
  - c. Secretary: The Secretary shall be responsible for Association correspondence, maintenance of the membership roster, recorder of meeting notes, and legal entity documents & minutes. In addition, the Secretary shall be responsible for the Association’s member correspondence. The Secretary shall serve as Chairman of the Legislation Committee.
  - d. Treasurer: The Treasurer shall maintain & preside over all financial matters of the Association. In addition, the Treasurer shall assist in the financial matters associated with conference scheduling proposals. The Treasurer will serve as the Chairman of the Financial Committee. They shall possess the minimum criteria: previous accounting and budgeting experience in the business world; a working knowledge or previous experience with commercial payment banks (preferably bonded or bondable in the financial industry). This is an appointed position by the ICWOA Executive Board to a two-year term with no term restrictions.
  - e. At-Large Member: With full voting rights be established for an initial term from January 1, 2020 – June 30, 2023; with all subsequent terms being two-years in length.

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- f. At-Large Member: With full voting rights established for an initial term from January 1, 2020 – June 30, 2022; with all subsequent terms being two-years in length.
  - g. Executive Director: Executive Committee shall appoint the Executive Director to a three-year term with full voting rights. The Executive Director shall have served for a member of one term elected Executive Board office(s).
  - h. Past President: The Past President shall assist the President and the Executive Board in providing guidance and advice in the overall management of the functions of the Association. This position will be held by the immediate past President of the Association and will serve in this role until a new President is elected. This is an appointed position.
  - i. Director of Assignments: The Director of Assignments will oversee all of the Association's assignments each season and work with each of the four regional assignors to insure ICWOA events are properly staffed by qualified ICWOA officials. All assignments must be approved by the Director of Assignments or their duly appointed representative. In addition, the Director of Assignments will work with the Executive Board to identify, promote and assist selected officials to gain exposure on the national level as to properly position these select officials to be considered for post-season work. This position will be appointed by the Executive Board with no pre-determined term limits.
2. The maximum number of consecutive terms of any elected position shall not exceed two (2) consecutive terms.
  3. The terms of all offices shall be two (2) years. Elections will be held in even years for the President & Secretary positions and odd years for the Vice-President and Treasurer positions.
  4. In the event of the resignation of the President, the Vice-President shall fill the role of the President immediately and a special election will be held at the next annual meeting to fill the vacant office(s).
  5. The ICWOA Executive Board may appoint an interim officer in the event a sitting Executive Board officer is removed, resigns, or vacates an Executive Board position prior to the expiration of their office term. Interim terms will expire upon the next Election Cycle for that specific office.

## **ARTICLE VIII**

### **EXECUTIVE BOARD**

1. The Executive Board shall consist of the elected officers of the Association elected May 15 each voting year for a two-year term.
2. The Executive Board shall have complete control and management of the Association's affairs, funds and property.
3. The President may call a meeting of the Executive Board when deemed necessary.
4. The Executive Board shall have full power to settle disputes during the season.
5. The President of the Association shall be as Chairman of the Executive Board and preside over its meetings.
6. It is recommended that the Executive Board meet not less than once prior to the annual business meeting for preparing a written agenda.

## **ARTICLE IX**

### **STANDING COMMITTEES**

1. Examination/Membership: This committee shall be responsible for the review of applications for new members. The Vice-President will service as Chairman of this Committee.
2. Rules Committee: This committee shall be responsible conducting rules interpretation clinics and conference calls. The appointed head clinician is responsible for taking attendance and sending a report of the same to the

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Secretary. The Vice President will serve as Chairman of this Committee.

3. Legislation Committee: This committee is responsible for recommending deletion, corrections or additions to the Constitution. The Secretary will serve as Chairman of this Committee.
4. Nomination Committee: The committee is responsible for recommending to the membership those members who are potential candidates for elected office in the Association. The Vice-President will serve as Chairman of this Committee.
5. Finance Committee: The committee is responsible for managing the Association's finances and budgeting. The Treasurer will serve as Chairman of this Committee.
6. Assignment Committee: The Director of Assignments shall have final approval for all assignments prior to any confirmation with individual officials on perspective events. The Committee shall assist the Director in this task. No contract by an ICWOA member shall be formally offered without prior approval. Once this is given, the Assignor will notify the official that they have been issued a contract(s) via Arbiter. The ICWOA official is responsible for accepting / denying the contract at that time.
7. Special Committee: the President, if deemed necessary, by the Executive Board with appropriate charge and function, will appoint these committees. Each committee Chairman is responsible for appointing three members to serve on this committee.
8. Wrestling Officials United: The committee will be responsible for overseeing and managing the overall day-to-day operations of the national charitable donations aspect of the Association. The committee will be comprised of a minimum of four (4) committee members that will be appointed by the Executive Board. This committee will operate with a separate business checking account, which will be separate and distinct from the Association's operating funds. The ICWOA Treasurer will serve as the Committee Chairperson. This committee will operate under the ICWOA corporate umbrella with a "doing business as" or "DBA". Due to the nature of this national endeavor, committee members may not be required to be ICWOA members. Committee member terms are left to the discretion of the Executive Board.

## **ARTICLE X**

### **NOMINATION AND ELECTION OF OFFICERS**

1. A slate of officers shall be prepared by the Nominating Committee and presented to the general membership at the annual business meeting. Members may make other nominations from the floor.
2. Following the nominations of candidates, the election will be held and the candidate for each office who receives the highest number of votes for said office shall be declared elected. All officers shall be elected a two (2) year term.

## **ARTICLE XI**

### **CONDUCT OF MEETINGS**

1. All meetings will be conducted in accordance with Robert's Rules of Order
2. Voting shall be a showing of hands. Voting may be conducted by a secret ballot if a majority of members present and voting so choose.
3. A quorum shall consist of one-third of the total active membership.
4. The usual order of business (agenda) for the annual meeting is:
  - a. Call to order
  - b. Roll call
  - c. Reading and acceptance of minutes of previous meeting(s)

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- d. Reports from the officers
  - i. President
  - ii. Vice-President
  - iii. Secretary
  - iv. Treasurer
  - v. At Large Member for External Affairs
  - vi. At Large Member for Planning
  - vii. Executive Director
  - viii. Director of Assignments

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- e. Committee report
- f. Old business
- g. New business
- h. Elections
- i. Adjournment

## **ARTICLE XII**

### **MEMBERSHIP CANCELLATION AND APPEALS**

1. **Recommendations:** any member of the Executive Board for just cause may recommend the termination of membership of any member. The membership of said member may be suspended by a two-thirds vote of the Executive Board.
2. **Appeals:** Each member considered for membership cancellation will be informed in writing that his membership may be canceled. Said member shall be allowed to appear before the Executive Board to present evidence to support his case for retention of his membership in the Association.
3. **Termination:** After hearing the presentation of the suspended member's case, the Executive Board shall vote a two-thirds (2/3) majority vote is needed for termination. If the Executive Board decides termination, this decision will be presented to the general membership of the Association at the Annual Meeting. The final decision on membership termination will be made by a majority vote of the general membership at the Annual Meeting.

## **ARTICLE XIII**

### **AMENDMENTS**

1. Any Active Member of the Association may propose changes to the Bylaws of the Association.
2. All purposed amendments to the Constitution shall be submitted in writing to the Chairman of the Legislation Committee.
3. Proposed amendments, together with the opinion of the Legislation Committee, shall be presented to the general membership at the Annual Meeting. A two-thirds (2/3) vote of the members present and shall be necessary for the adoption of all amendments. Proxy votes shall be submitted to the Secretary in advance of the Annual Meeting will be authorized and counted towards the two-thirds (2/3) vote.
4. Unless specified otherwise in the amendment, all adopted amendments to the Bylaws of the Association shall take effect immediately upon their adoption by the Active Members of the Association.

## **ARTICLE XIV**

### **NON-PROFIT NATURE**

1. **Non-Profit Nature:** InterCollegiate Wrestling Officials Association ("ICWOA") is organized exclusively for the charitable and educational purposes defined in the Association's by-laws including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under Section 501(c) 3 of the Internal Revenue Code, or corresponding section of any future federal tax code. No part of the net earnings of ICWOA shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the corporation 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 the purpose clause hereof.

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Notwithstanding any other provision of this document, the corporation shall not carry on any activities not permitted to be carried on a) by any organization exempt from federal income tax under Section 501(c)3 of the Internal Revenue Code, corresponding section of any future federal tax code; or b) by an organization, contributions to which are deductible under section 170(c)2 of the Internal Revenue Code, corresponding section of any future federal tax code.

ICWOA is not organized and shall not be operated for the private gain of any person. The property of the Association is irrevocably dedicated to its stated purposes. No part of the assets, receipts, or net earnings of the corporation shall inure to the benefit of, or be distributed to any individual. The corporation may, however, pay reasonable compensation for services rendered, and make other payments and distributions consistent with these articles.

2. Personal Liability: No officer or director of this corporation shall be personally liable for the debts or obligations of InterCollegiate Wrestling Officials Association of any nature whatsoever, nor shall any of the property or assets of the officers or directors be subject to the payment of the debts or obligations of this corporation.
3. Prohibited Activities: Notwithstanding any other provision of these Articles, the corporation shall not carry on any activities not permitted to be carried on a) by an Association exempt from federal income tax as an organization described by Section 501(c)3 of the Internal Revenue Code, or the corresponding section of any future federal tax code, or b) by an Association, contributions to which are deductible under Section 170(c)2 of the Internal Revenue Code, or the corresponding section of any future federal tax code.
4. Dissolution: Upon termination or dissolution of InterCollegiate Wrestling Officials Association, the board of directors shall, after paying and making provisions for the payment of all liabilities, distribute all the assets of the corporation to one or more qualifying organizations with similar charitable and/or educational purposes and which has been recognized as a 501(c)3 organization by the Internal Revenue Service.
5. Prohibited Distributions: No part of the net earnings, or properties of the Association, on dissolution or otherwise, shall inure to the benefit of, or be distributable to, its members, directors, officers or other private person or individual, except that the corporation 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 by the Association's bylaws.
6. Restricted Activities: No substantial part of the Association's activities shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Association shall not participate in, or intervene in any political campaign on behalf of or in opposition to any candidate for public office. ICWOA members shall refrain from negative, sexist, or derogatory social media activity towards athletes, officials, fans and administrators.