

Grand Rapids Area Wrestling

GRAWA By Laws

Revised September (2023)

Article I – Name:

The Club shall be known as the Grand Rapids Area Wrestling Association (GRAWA).

Article II – Purpose:

The purpose of GRAWA will be to promote and support amateur wrestling, for wrestlers who are enrolled and participate in the Grand Rapids Area Wrestling Programs.

GRAWA:

- Conducts and supports fundraising activities designed to provide revenue for GRAWA. All fundraising activities need to be approved by the Board to prevent overusing vendors.
- Provides financial support for:
 - Coaching staff funding for all District 318 wrestling programs
 - High School 7th through 12th Grade Wrestling
 - This should be the main focus of GRAWA. Care should be taken not to fund items in this program which should be funded by the school district. Funding will be considered from the Head Coach's proposed budget.
 - Grand Rapids Elementary School Program:
 - Funds are needed to supply quality equipment and coaching to this grade level. Coaches are maybe paid to maintain a certain amount of accountability. Funding for this will be budgeted by the Board with information and help from the Grade School Coordinator.
 - Grapplers Youth Wrestling program:
 - A registration fee is charged to help defray the cost of the program. Funding for this will be budgeted by the Board with information and help from the Grapplers Youth Wrestling Program Coordinator.
 - Grand Rapids Screaming Yeti's Freestyle/Greco Club:
Screaming Yeti's is a separate wrestling organization to support wrestlers in Freestyle/Greco. GRAWA may provide financial support through donations to the Screaming Yeti's organization upon request.

Article III – Principles:

1. The duration of GRAWA shall be perpetual
2. The Club's fiscal year shall be October 1 to September 30 of each year. Active members shall follow, in good faith, the obligations assumed by them in accordance with the Constitution and Bylaws of GRAWA
4. Active members shall be people interested in promoting the sport of wrestling and set a good example for the athletes at all levels and the community

Article IV – Membership:

1. Active Member - Any person of good character, 18 years of age or older, who subscribes to the purpose of this organization may, upon application with its bylaws, become an Active Member.
 - a. Active Members shall be a parent/legal guardian of an athlete who is enrolled and participate in the Grand Rapids Area Wrestling Programs Only one vote per Active Member per household-during general elections.
 - b. Only Active Members are eligible to hold office and vote in GRAWA elections.
2. Associate Member – Any person of good character, 18 years of age or older, who subscribes to the purpose of this organization, may, upon application with its bylaws, become an Associate Member. Associate Members must be nominated and approved by a two-thirds (2/3) vote of the Active Members at the September Board meeting or by special circumstance through a unanimous vote at a special or regular meeting of the BOD.
 - a. Associate Members are non-voting members in annual GRAWA elections, but are eligible to hold committee head positions upon nomination and appointment from the Board.

Expulsion of a Member for reasons other than not being in good standing, must be approved by a three-fourth (3/4) vote of Active Members at the Annual Meeting or by special circumstance through a two-thirds (2/3) vote at a meeting of the BOD.

- A. The membership will elect Officers of the Board of Directors in September.
- B. Active Members may be nominated & elected to serve on the Board of Directors.
- C. Active and Associate Members may serve on any GRAWA Committee.

Article V – Board of Directors:

GRAWA shall be supervised, governed, managed and controlled by an elected Board of Directors (BOD). The Board of Directors shall be the policy making body of GRAWA and shall administer all GRAWA activities including, but not limited to: a. Attend monthly meetings.

- a. The Board of Directors will consist of the President, Vice-President, Secretary, Treasurer, High School Wrestling head coach, and at least 2 At-Large Board Members.
- b. Conduct the general business of GRAWA.
- c. Actively work with various committees and bring new ideas to the Board.
- d. Appointing Coordinators/Coach for Sponsored Programs
 - i. Grappler's Youth Wrestling Program
 - ii. Grand Rapids Elementary School Program
- e. Act on new ideas brought forth from meetings.
- f. Set and approve an annual budget.
- g. Promote GRAWA.

- h. Participate in GRAWA activities
- i. Provide liability insurance for GRAWA sponsored activities as required.

GRAWA shall have a minimum of a seven member Board of Directors. Associate Members and Officers shall be nominated in August and are approved or elected at the September BOD meeting. The board of directors will be elected in a staggered format with the following schedule: President & Treasurer on odd years and Vice President & Secretary on even years. The Varsity Wrestling Head Coach will remain permanently a voting member unless there is a clear conflict of interest where the head coach should abstain from voting.

The At-Large board member(s) will be appointed by the board by majority vote annually or when a position becomes vacant. At-Large board members are nominated based on holding a chair committee head position. If a Board position becomes vacant during the term of service, the Board may call a special nomination and election meeting.

Duties of the Board of Directors:

2. Presidential Duties

- a. Call and attend monthly Board meetings, special, and general meetings
- b. Set agenda and email board members.
- c. Keep meetings running in an orderly and timely fashion
- d. Be the deciding vote on the Board
- e. Set up Committees for the year
- f. Require regular budgets (due at October meeting) and reports from Committee Heads and Program Coordinators.
- g. Call for election of officers for the Board of Directors at the last meeting of the fiscal year - (September)
- h. Sign signature card for the bank
- i. Have an annual inter Board audit conducted in May/June, consisting of the President, Treasurer and 2 Board members. Audit will be presented at the August Board Meeting.

3. Vice-Presidential Duties:

- a. Attend monthly Board meetings.
- b. Preside over meetings in the absence of the President.
- d. Assist all Board members when needed.

4. Secretarial Duties:

- a. Take roll call
- b. Attend monthly meetings and take complete and accurate minutes.
- c. Provide the Board with minutes of previous meetings.
- d. Maintain records of meetings and correspondence. Post meeting minutes on a website for public access.
- e. Attend club correspondence; thank you letters, notes, etc.
- f. Compile and keep a listing of name, address and phone numbers of coaches, Board members, athletes and families/guardians.

g. Provide copies of meeting minutes to the BOD and attendees.

5. Treasurer Duties:

- a. Attend monthly meetings.
- b. Provide the Board with complete and provide the Board with a report on the financial activities of the GRAWA.
- c. Keep all financial accounts current and accurate and will communicate with the Secretary regarding written correspondence needed.
- d. Take care of deposits and banking account statements.
- e. Pay Board approved and budgeted bills in a timely fashion.
- f. Be available to disburse funds for budgeted items.
- g. Invoice and bill accounts receivable for Yearbook and other accounts.
- h. Provide start-up monies for special events, concessions and tournaments.
- i. File all tax forms that need to be filed.
- j. Sign signature card for bank..
- k. Have an annual inter Board audit in May/June, consisting of President, Treasurer and 2 Board members.

6. Duties of the Head Coach to GRAWA:

- a. Provide a report on the team, upcoming events, and information relevant to the GRAWA, team and parents.
- b. Encourage and expect other coaches and coordinators to provide information to GRAWA:
 - i. Middle School Coaches
 - ii. Grade School Wrestling Program
 - iii. Grapplers Youth Wrestling Program
- c. Attend Board meetings and special meetings when requested by the Board.
- d. Present yearly budget to the Board for approval at the October meeting.
- e. Ask to be put on the Board's agenda to present information and requests for programs and new ideas, seeking Board's consideration and bring concerns to the board and committee heads for the sustainability of the high school program.

Article VI – Committees:

A group of committee heads will be selected by the Board to serve on the following committees and to coordinate activities for their respective program and to report to the Board of Directors at each meeting as needed.

Committees shall be supervised, governed, managed, and controlled by the BOD and bound by the Constitution and Bylaws of the GRAWA. All monies or budgets used for committee business must be approved by the BOD and be used solely for the business activity of the Committee.

The committees may be as follows:

1. Concession
2. Grappler Wrestling Program
3. Promotions/Fundraising/Advertising
4. Hospitality - Kick Off/End of the Year Banquet/Tournaments
5. Website/Social Media
6. Grade Rapids Elementary Program
7. Post Season Tournaments
8. Hall of Fame

The Board will work with the committee heads to develop fund raising activities and new ideas for promoting the GRAWA and the sport of wrestling.

Article VII – Financial Rules:

All financial information will be discussed at monthly Board meetings. However, per 501c3 rules, financial information must be shared with all Active Members upon written request.

The following financial rules are implemented as part of all GRAWA programs. These rules will allow more accurate bookkeeping and greater transparency of finances. **It is your responsibility to be aware of and follow these rules.**

1. All GRAWA programs will submit an annual itemized budget. Programs requiring a budget:

High School; Middle School; Concessions; Hospitality; Grapplers; Grand Rapids Elementary Program; GRAWA

Each budget must contain itemized expenses for the year. Budgets must be submitted to the GRAWA board for approval prior to expenditure. An approved budget constitutes approval for all estimated expenses. It is recognized that actual expenses may exceed the estimate to some degree.

2. Expenses of \$200 or less than are not part of an approved budget will be reimbursed at the discretion of the GRAWA treasurer.

3. Expenses of \$200 to \$2499 that are not part of an approved budget must be approved by the GRAWA board. A Fund Request Form must be completed and submitted to the President via email or in person. President will then submit the request to the board members for vote via email or at monthly meetings. Any party incurring expenses of \$200 or greater without board approval may be liable for the expenses.

- Any amount exceeding \$2500 must be presented at a monthly meeting for an in person..
- All Expense voting must meet a Quorum as stated in Article VIII.

4. All expenses require documentation with dated receipts. Receipts must be given to the GRAWA treasurer within 30 days of the expenditure.
5. Requests for personal reimbursement will be considered only after submission of a dated and itemized receipt. Absolutely no reimbursements will be made without proper documentation.
6. Personal reimbursements will only be made if 1) the expense is part of an approved budget; 2) if not part of a budget, it was a board- approved expenditure; or 3) it is less than \$200.
7. Reimbursements to individuals for GRAWA expenses will be made by GRAWA check only. Under no circumstances is cash (on hand at events) to be used for reimbursements.
8. Approved payments to vendors at events will be made with GRAWA checks only and not from cash on hand. On site check payments will require a dated and itemized receipt at the time of payment.
9. At all GRAWA-sponsored events, transfer of cash from one cash pool to another (e.g., registration to concessions) will be avoided. If it occurs, the transfer must be documented at both ends with a signed statement indicating how much was transferred, from where to where, and by whom.
10. Cash and checks collected by individuals will be given to the GRAWA treasurer for deposit within one week of collection, or be mailed to the GRAWA (PO Box 5063) within one week of collection, and will be documented with a signed and dated statement indicating what it is for. The treasurer will not accept cash or checks without documentation.
11. The Board of Directors has line item veto power.
12. MSHSL rules state that all camp or off season tournament entry fees must be paid by student or parents/guardians, not by an Association.

Article VIII – Meetings:

Meetings run August through June, unless a special meeting is noted. A quorum shall consist of at least 4 Members of the BOD for the transaction of club business.

Regular meetings of the BOD shall be scheduled at approximate one month intervals.

Special meetings may be called at as needed by the President.

Board Members may participate virtually at monthly meetings if necessary for Quorum.

Article IX

Bylaws shall be reviewed with possible amendments made at the June monthly meeting. The proposed amended Bylaws will be discussed at the September monthly meeting where all Active Membership members will be provided a copy. It shall then be voted upon at that meeting, unless at least one member requests that said vote be deferred to the next regular meeting. A two-thirds ($2/3$) vote of all Active Members in good standing at the meeting shall be required to pass an amendment.