



# **Vineland Wrestling Association**



## **By-Laws**

Adopted November 21, 2016

Amended August 6, 2018

Amended August 7, 2019

Amended August 17, 2020

Amended – April 11, 2022

Amended – October 8, 2026

### **Article I – Name and Location**

This organization shall be registered as Vineland Mini Wrestlers Booster Association. The organization will herein be referred to as the Vineland Wrestling Association. Its facilities are located at 121 S. Seventh Street, Vineland, NJ 08360 and other various public locations as directed and approved by the City of Vineland Recreation Commission.

### **Article II – Purpose**

The purpose of this organization shall be to promote youth wrestling along with good sportsmanship, physical fitness, teamwork, and good citizenship.

### **Article III – Fiscal Year**

This organization's fiscal year will run from April 1st through March 31st of each year.

### **Article IV – Government**

- 1) This Vineland Wrestling Association shall be organized and operated through a collaboration between the Head Coach and Board of Directors.
- 2) The Board of Directors shall ensure all By-Laws are followed and fulfill any designated duties described below.
- 3) The Executive Board shall have emergency decision making authority, by majority vote, over the operational state of the Vineland Wrestling Association at any time.
- 4) This organization is a sanctioned member of the City of Vineland Recreation Commission and is subject to the bylaws and authority of this Commission.

### **Article V – Membership**

#### **Section I – Membership Positions**

This organization has the following Memberships: General Membership, Honorary Membership, Coaching Membership, Board of Directors Membership.

#### **1) General Membership:**

- A) Any parent, guardian, or person legally responsible for a current registered wrestler within the organization.
- B) General Members may cast (1) vote during general meetings.
- C) General Membership shall expire once their child is no longer registered, active, or considered a part of Vineland Wrestling Association.



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### 2) Honorary General Membership:

- A) Any person who no longer holds a general membership because they no longer have a child registered within this organization or any person who was at one time registered as a wrestler within this organization.
- B) An Honorary Membership may be obtained by majority vote of the Board of Directors during any Board Meeting.
- C) An Honorary Member may hold office on the Board of Directors.
- D) An Honorary Member must be at least (18) years of age.

### 3) Coaching Membership:

- A) Any person who is able to Coach the sport of wrestling.
- B) Any person (18) years or older may be appointed to a coaching position.

### 4) Board of Director Membership:

- A) The Board of Directors shall consist of President, Vice President, Treasurer, Secretary, Chief Operations Officer, Chair Trustee, Trustee(s), Head Coach, Assistant Head Coach, Divisional Coaches, or any other position or title created by the Board of Directors.
- B) The Executive Board shall consist of President, Vice President, Treasurer, Secretary, Head Coach, and Assistant Head Coach.
- C) Any General Member of at least (1) season or Honorary Member in good standing, may be elected by the General Membership to serve as the President, Vice President, Treasurer, Secretary, Chief Operation Officer, or any other board seat created.
- D) Any General Member or Honorary Member in good standing, may be appointed as a Trustee.
- E) Any Coach appointed to be a Divisional Coach by the Head Coach, shall be a member of the Board of Directors.
- F) The Board of Directors may create or remove additional seats on the Board of Directors as needed.
- G) A majority vote by the Board of Directors will be required to create or remove an additional seat on the Board of Directors.

## Section II – Coaches

- 1) The Coaching Staff shall operate under a chain of command with the Head Coach overseeing all coaches and having final decision-making authority.

### Section II.A – Head Coach

- 1) The Head Coach may add or remove any person to the coaching staff to serve as an Assistant Coach, at his/ her discretion.
- 2) The Head Coach may appoint an Assistant Head Coach or Divisional Coaches as needed.
- 3) The Head Coach shall set the start date & end date of the official season, schedule all practices, matches, & tournaments, and have final decision-making authority over wrestling specific events and matters.



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- 4) The Head Coach position is a year-round commitment to Vineland Wrestling Association and is duly charged with its operational successes, therefore once appointed the Head Coach shall remain in their position until voluntarily stepping down or removal through these By-Laws.
- 5) When the Head Coach position is vacant, the Board of Directors shall appoint a new Head Coach by majority vote.
- 6) The Head Coach shall have a seat on the Executive Board.

### **Section II.B – Assistant Head Coach**

- 1) The Assistant Head Coach shall be appointed by the Head Coach and assist at his/ her discretion.
- 2) The Assistant Head Coach shall serve as Head Coach whenever the Head Coach is unavailable and shall have the same authority.
- 3) The Assistant Head Coach shall have a seat on the Executive Board.
- 4) If the Head Coach position becomes vacant, the Assistant Head Coach shall serve until the Board of Directors appoints a new Head Coach.
- 5) The appointment of the Assistant Head Coach shall expire at the conclusion of the season, however, may be re-appointed at any time.

### **Section II.C – Divisional Coach**

- 1) Divisional Coaches shall be appointed by the Head Coach and be responsible for a designated room, age group, division, experience level, or any group of wrestles.
- 2) Divisional Coaches shall be responsible to plan, organize, and conduct all wrestling practices in their respective groups.
- 3) Divisional Coaches shall be responsible for conducting matches and tournaments and may designate assistant coaches to specific mats during the events.
- 4) Divisional Coaches shall have a seat on the Board of Directors.
- 5) The appointment of the Divisional Coach shall expire at the conclusion of the season, however, may be re-appointed at any time.

### **Section II.D – Assistant Coach**

- 1) Assistant Coaches shall assist the Head/ Divisional Coaches with practices, matches, tournaments, and events.

### **Section III – Board of Directors**

Board Members shall be elected by general membership present at the annual Election meeting for said purpose for a term of one (1) year.

#### **Section III.A – President**

- 1) The President shall preside at all meetings open to the General Membership and all meetings closed to only the Board of Directors.
- 2) The President shall be one of four Executive Board Members to sign checks for the disbursement of funds for this organization.



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- 3) The President will cast a deciding vote where a stalemate may occur, during any open general membership meeting or closed board meeting.
- 4) The President has the duty to enforce all the bylaws and strict observance of the rules and regulations governing the association at ALL times.
- 5) The President is responsible for ensuring that all Coaches and Board of Directors are permitted to participate by clearing a City mandated background check.
- 6) The President shall procure all necessary insurance for the protection of its physical assets and its general membership and guests.
- 7) The President may designate any of his/ her responsibilities to another member of the Board of Directors at his/ her discretion.

### **Section III.B – Vice President**

- 1) The Vice President shall assume the position of President, during any term, which the President resigns or is unable to complete the term of service.
- 2) The Vice President shall assume the responsibilities and duties of the President during any absence unless a specific responsibility is specifically designated to another member.
- 3) The Vice President shall assist the President in the operation and enforcement of Vineland Wrestling Association rules, regulations, and bylaws.
- 4) The Vice President shall be one of four Executive Board Members authorized to sign checks for the disbursement of funds for this organization.

### **Section III.C – Treasurer**

- 1) The Treasurer shall make and keep records of all financial transactions of the association.
- 2) The Treasurer shall be responsible for the receipt of all monies due to association and deposit them in bank accounts or other places of deposit approved by the Board of Directors.
- 3) The Treasurer shall keep a membership book showing the names and addresses of the membership of the association, including a complete record of payments in full or on account thereof.
- 4) The Treasurer shall be one of four Executive Board Members authorized to sign checks for the disbursement of funds for this organization.
- 5) The Treasurer shall give financial reports to the condition of finances of this organization at all Board Meetings. This report shall be provided to the Secretary to be included with the monthly minutes.
- 6) The Treasurer shall compile an annual financial statement to be distributed to the Board of Directors one (1) week prior to the General Membership Meeting. The report shall then be available for distribution at the General Membership Meeting for those in attendance to review.

### **Section III.D – Secretary**

- 1) The Secretary shall make and keep all minutes of all Board Meetings.
- 2) The Secretary shall be one of four Executive Board Members authorized signors of checks for the disbursement of funds for the organization.
- 3) The Secretary shall issue all calls for meetings.



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- 4) The Secretary shall maintain a membership record, including names and addresses and other data concerning membership as required by the Board of Trustees.
- 5) The Secretary shall maintain a book containing all previous minutes for the past twenty-four (24) meetings.
- 6) The Secretary shall be responsible for maintaining records, of any injuries to a wrestler occurring during any practice, match, tournament, or events, a wrestler may sustain in performance of this organization.
- 7) The Secretary shall be responsible for maintaining records of any illness requiring an extended leave from practice.
- 8) The Secretary shall be responsible for maintaining any doctor's notes for clearance to return.

### **Section III.E – Chair Trustee**

- 1) The Executive Board shall appoint all Chair Trustee.
- 2) The Chair Trustee shall oversee all trustees and ensure all duties of the Trustee are carried out.
- 3) The Chair Trustee shall be responsible for auditing all financials, clothing, equipment, or other similar tasks.

### **Section III.F - Trustee**

- 1) The Executive Board may appoint up to four Trustees and designate one as the Chair Trustee, by majority vote.
- 2) Trustees shall serve from appointment until the end of the official season and may be appointed at any time as needed.
- 3) Trustees shall audit the organizations financial earnings and expenses at the discretion and/ or direction of the Head Coach, President, Chair Trustee, or Trustee.
- 4) Trustees shall audit/ issue all clothing, singlets, equipment, or merchandise owned by this organization.

### **Section III.G- Chief Operations Officer**

- 1) The Chief Operations Officer shall be responsible for overseeing building maintenance, equipment, trailers, sheds, and ensuring the building remains operational.
- 2) The Chief Operations Officer will ensure all equipment needed for matches and events is operational and readily available when needed, including transportation of required materials.

### **Section IV – Requirements**

- 1) All Coaches and Board of Directors shall submit to a required Background Check. The member will submit to fingerprints and provide a receipt to the Treasurer.
- 2) Fingerprints are required every 3 years.
- 3) Any volunteer who fails a background check may appeal the result to the City of Vineland Recreation Commission, Superintendent of Recreation.



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- 4) The Board of Directors may fill any vacancies occurring on the Board of Directors as soon as possible, by majority vote.
- 5) If the vacancies cannot be filled, due to lack of interest or other reason; responsibilities of the vacancies shall be distributed equally and fairly to the remaining Board of Directors.
- 6) All Coaches and Board of Directors, MUST, upon expiration of service, return all keys and other property belonging to the organization within two weeks of separation. Failure to do so will result in being summoned to the City of Vineland Recreation Commission.
- 7) Coaches may only serve as President, Vice President, Treasurer, Secretary, or Trustee, when no one else is interested or available, and with approval of the Head Coach.

## **Article VI – Board Meetings**

### **Section I – Board Meetings**

- 1) Board Meeting shall serve as a forum for Coaches, Board of Directors, and/ or General Members to come together, share ideas, discuss ways to improve the organization.
- 2) If the purpose of the meeting is to discuss disciplinary action, the member in question shall not be permitted to attend.
- 3) Board Meetings shall consist of various types; Open or closed to the General Membership.
  - A) Election Meeting (Open)
  - B) General Membership Meeting (Open)
  - C) Board of Directors Meeting (Closed)
  - D) Executive Board of Directors Meeting (Closed)

### **Section I.A – Election Meeting**

- 1) The Election Meeting shall take place during the month of April. If for any unforeseen reason the meeting cannot be held in April, the meeting shall be held as soon as possible, anytime thereafter.
- 2) The Election Meeting shall hold elections for applicable positions.
- 3) All new appointments will take effect immediately upon the end of the meeting.

### **Section I.B – General Membership Meeting**

- 1) A General Membership Meeting can be held at any time needed for the benefit of the organization.
- 2) The Head Coach or President may call for a General Membership Meeting.
- 3) A General Membership Meeting, should be called at minimum two week in advance, however may be called for with three days' notice.
- 4) An Emergency General Meeting may be called within (24) hours' notice, in circumstances deemed an emergency by the Board of Directors.

### **Section I.C – Closed Board Meeting**

- 1) A Closed Executive Board Meeting shall only have the Executive Board of Directors in attendance.
- 2) A Closed Board of Directors Meeting shall consist of the full Board of Directors.



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- 3) Voting may take place in person or through any digital means, however all members must be included in the digital communication.

### **Section II – Quorums**

A quorum at a board meeting shall be comprised of at least (3) Board Members. Failure of a minimum of (3) Board Members to meet shall result in the rescheduling of the board meeting within one week or if the meeting is needed to distribute information, then no voting shall be allowed during the meeting and should be considered un-official.

## **Article VII – Income and Expenses**

### **Section I – Income and Expenses**

- 1) The Executive Board shall be responsible for all income and expenses.
- 2) The Executive Board shall set all fees and prices for Vineland Wrestling Association.
- 3) The Executive Board may waive any registration fee for any family who may have a hardship.
- 4) The Executive Board or their designee shall make any purchase needed to maintain the operational success of this organization.
- 5) Any purchase over \$1,000.00 requires a majority vote by the Executive Board.

## **Article VIII – Committees**

### **Section I – Committee**

- 1) The Executive Board may create and disband a committee for various events or purposes at their discretion.
- 2) The Executive Board shall appoint a Committee Chair for any committee's created.
- 3) The Committee Chair shall appoint their own committee members and may have any number of members apart of the committee at his/ her discretion.
- 4) The Committee Chair shall make a report of all progress to the Executive Board, whenever requested.
- 5) Any purchase shall be authorized by the Executive Board of Directors; however the Executive Board of Directors may give pre-authorization for future purchases, limited to the scope of the committee.

## **Article IX – Conduct**

### **Section I – Violations**

- 1) The Code of Conduct shall be used for the issuance of violations within this organization; **See code of conduct, attachment #1.**
- 2) The Executive Board shall designate one of the Board of Director members to investigative any complaints or violations of the code of conduct..
- 3) Any Board of Director member who may be the subject of the complaint, shall not be involved in the process of investigating or determining penalties.
- 4) Upon completion of the investigation, the Executive Board render a verdict by majority vote, if a violation occurred, and what penalties shall be issued.
- 5) The member in violation shall be given a written report completed by this organization.



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- 6) Any member of the Executive Board may remove any non-member from a Vineland Wrestling Association Event anytime without cause.
- 7) During any event, if a member violates the code of conduct or their conduct is cause for concern, they may be removed for the remainder of the event, at the discretion of any executive board member.

### Section II – Penalties

- 1) Whenever appropriate, a violation should first be addressed through counseling, corrective instruction, verbal warning, a written warning, or an agreed resolution.
- 2) A violation does not require formal disciplinary action when the concern is corrected and resolved.
- 3) A formal review may be conducted for serious misconduct, repeated or unresolved violations, safety concerns, financial or property concerns, or conduct that may result in suspension, removal, or expulsion.
- 4) Disciplinary action may include no action, counseling, a verbal or written warning, corrective conditions, restriction from one or more events, temporary suspension, suspension for the remainder of the season, removal from a position, or expulsion from the organization.
- 5) Should the member not be satisfied, the member may file an appeal with the City of Vineland Recreation Commission, as per the City of Vineland Recreation Commission Bylaws.

### Section III – Removal for Cause

- 1) Any Executive Board Member, Board Member, Coach, or any other volunteer is subject to removal for cause.
- 2) Any member is subject to removal for cause; if they fail to perform their required duties; fail to follow established rules, by-laws or chain of command; has repeated absences; lack of participation; negatively impact this organization; fails to comply with requirements; or an inability to perform their position.
- 3) Removal of an Executive Board Member will require a majority vote of the General Membership.
- 4) Removal of Chief Operations Officer, Trustees, or Division Coach will require a majority vote of the Board of Directors.
- 5) Assistant Coaches may be removed at the discretion of the Head Coach.
- 6) Committee members or any other volunteer may be removed at the discretion of the Executive Board.

### Section IV - Amendments to By-Laws

- 1) Amendments to these By-Laws or any portion thereof may be made during any properly posted General Membership Meeting.
- 2) Any General Member, Honorary Member, Board of Directors Member or Coach Member may propose an amendment to the President or Secretary in writing and a copy of the proposed amendment should be distributed to the General Membership at least ten (10) days prior to any General Membership Meeting.



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- 3) All amendments shall require a majority vote of the General Membership in attendance of the Board Meeting for its passage.

### Article X – Disbandment of Association

- 1) In the event of a disbandment of this organization, after payments of all debts and liquidation of all liabilities, the assets of the association shall be disposed of as follows.
- 2) The Executive Board Members of this organization shall hold all monies and properties accumulated by the organization for a period of at least one (1) year. If the organization is not reorganized within this time, all monies and property shall be distributed as follows.
- 3) As required by laws governing non-profit organizations, any and all assets of the organization shall be turned over to another tax exempt organization or shall be turned over to the City of Vineland Recreation Commission.
- 4) Absolutely no part of the net earnings of this organization shall be to the benefit of, or be distributable to its members, trustees, directors, officers, or other private persons unless authorized by the laws governing Section 501 (c) (3) of the Internal Revenue Code.

### Article XI – Parliamentary Reference

All meetings shall be conducted in accordance with Robert's Rules of Order.

Original Date of Adoption - November 21, 2016

Amendment Date - August 6, 2018

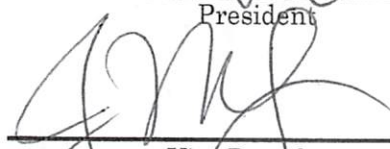
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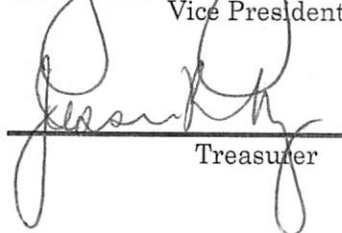
Amendment Date - August 17, 2020

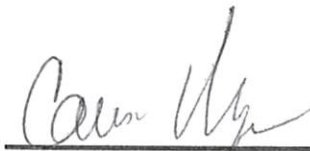
Amendment Date - April 11, 2022

Amendment Date - October 8, 2026

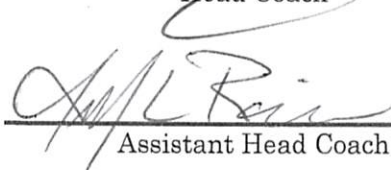
  
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President

  
\_\_\_\_\_  
Vice President

  
\_\_\_\_\_  
Treasurer

  
\_\_\_\_\_  
Secretary

  
\_\_\_\_\_  
Head Coach

  
\_\_\_\_\_  
Assistant Head Coach



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### Code of Conduct

#### Attachment #1

The term "Member" applies to any Board Member, Trustee, General Member, Honorary Member, Coach, Parent, Wrestler, or any person associated within this organizations who assists or participates in some form.

1. No member will engage in unsportsmanlike conduct with any coach, parent, player, participant, official or any other attendee.
2. No member will engage in any behavior which would endanger the health, safety or well-being of any coach, parent, player, participant, official or any other attendee.
3. No member will use profanity towards any coach, parent, player, participant, official or any other attendee.
4. Members will not harass, threaten, or make any communication about any coach, parent, player, participant, official or any other attendee with the purpose to demean, insult, embarrass or otherwise cause alarm or concern.
5. Members will not use any social media platform to mis-represent, demean, insult, or communicate anything which negatively impacts any coach, parent, player, participant, official, any other attendee, or this organization.
6. Any member who purposely goes against a Coach or Board of Director and deliberately does an act which a Coach or Board of Director instructed, informed, advised, or told not to do shall be a violation.
7. No member will consume drugs or alcohol while at any practice, match, or tournament.
8. No members will do any negative act against a coach, parent, player, participant, official or any other attendee based on race, creed, color, national origin, sex, sexual orientation or ability.
9. Members will not initiate a fight, scuffle, or assault against any coach, parent, player, participant, official or any other attendee.
10. Members will not commit any act which constitutes a crime or offense under New Jersey Law, Title 2C, while in any facility owned or used by this organization or while associated with or representing this organization.