

THE ALBERTA AMATEUR WRESTLING OFFICIALS ASSOCIATION

BYLAWS effective October 23, 2021

Article I

SECTION I- NAME

The name of this organization shall be The Alberta Amateur Wrestling Officials Association (AAWOA). The Association is to be an affiliated member of the Alberta Amateur Wrestling Association (AAWA) who is an affiliated member of Wrestling Canada Lutte (WCL).

SECTION II- DEFINITION

The AAWOA is the officials governing body for amateur wrestling. In response to the wishes of its members, AAWOA shall control the affairs of the provincial wrestling officials' program throughout Alberta. All members must comply with the Bylaws of the AAWOA as amended from time to time, and with any regulations and rulings made by or on behalf of the AAWOA.

SECTION III- AFFILIATION

The AAWOA is also affiliated with the Canadian Association of Wrestling Officials (CAWO) and shall be the sole representative of Alberta Amateur Wrestling Officials to this body, and all other bodies affiliated with, and recognized by, the CAWO.

SECTION IV- DEFINITIONS

AAWOA-	shall refer to the Alberta Amateur Wrestling Officials Association (AAWOA)
Executive-	shall refer to the Executive Committee of the AAWOA
CAWO-	shall refer to the Canadian Association of Wrestling Officials (CAWO)
UWW-	shall refer to United World Wrestling (UWW)
Member-	shall refer to a Member in Good Standing of the AAWOA
PSO/AAWA-	shall refer to the Alberta Amateur Wrestling Association
Member in Good Standing-	Shall refer to any member who complies with the Policies and procedures, Bylaws, and all rules and regulations of the AAWOA
Event	shall refer to a competition that is a minimum 2 hours in length any competition less than 2 hours will equal 1/3 of an event

Article II

SECTION I- MEMBERSHIP

_____ Membership in the Association shall include any individual:

1. Who is 14 years of age or older;
2. Who has attended an introductory clinic;
3. Who consents to abide by the provisions of the Bylaws, and the Policies and Procedures;
4. Who has paid all of the current AAWOA dues and fees
5. Is a member in good standing

to become a Voting member an individual must :

1. be a member of the Association
2. be 18 years or older; and
3. have worked a minimum of 5 events in the previous season

*****The Executive may adjust the status of voting and non-voting members due to extenuating circumstances of the member or the association.

SECTION II- HONORARY & ASSOCIATE MEMBERSHIP

The AAWOA may, from time to time, elect to Honorary Membership those whom it wishes to honour, observing any eligibility requirements and nominating procedures recommended by the Executive Committee and/or the governing body. The AAWOA shall keep a list of Honorary members and shall notify those members of their Honorary status. Honorary members shall not be charged a membership fee but are not permitted to sit as a member of the executive committee except for the Past President portfolio. They are permitted to attend the Annual General Meeting as an observer. If needed elected executive may appoint an Honorary Member to fulfill the past president duties

Associate members are considered to be members of our association through association through involvement with the sport of wrestling. Any individual may become an associate member at no cost but will have no voting privilege or allotted time to speak at the Annual General Meeting unless asked by the executive. Association members will not be eligible to sit as a member of the Executive committee. Associate members are permitted to attend the Annual General Meetings as observers.

SECTION III- REGISTRATION

All active Members shall register their names in the manner provided by the Executive.

SECTION IV- REMUNERATION

No officer, director, or member of the society shall receive any remuneration for his/her services.

SECTION V- DISSOLUTION

Should the AAWOA cease to function as an association towards the goals and aims listed above, a final meeting will be held with the members of the current executive or the general membership to distribute any remaining funds of the association to the non-profit or charitable organizations of their choice.

SECTION VI- REMOVAL OF MEMBERSHIP OR RESIGNATION

The following will be considered for the immediate removal of a member from the AAWOA general membership:

- A written request to be removed from membership.
- The election of a member to Honorary membership
- A member continues to be in not good standing for a period of three or more consecutive years
- The death of a member (Honorary Memberships need not be removed.)
- A 75% majority vote by the general membership at any annual general meeting in the case of gross misconduct that is against the overall good name and values of the AAWOA and its members.
- The incarceration of a member for illegal activities*.
- Where it is discovered that the person in question has been convicted in the past for a crime for which no pardon was granted

*Any member who receives an official pardon may be reinstated in some circumstances. Any requests to be reinstated shall be reviewed by the AAWOA executive committee and all discussions will be held "in camera."

Article III

SECTION I- OFFICERS

The officers of the AAWOA shall consist of:

President
Past President
VP International
VP National
VP Provincial
VP Ratings

Secretary/Treasurer
Member at Large (If needed)

These officers shall be known as the Executive Committee. The officers as set out above shall be responsible for conducting the affairs of the AAWOA as directed by the members.

Qualifications for Officers

any member in good standing who is 18 years and older and having met the necessary eligibility requirements listed below

PRESIDENT:

All candidates must be a current board member or a current member who has been on the board for a full term in the last five years.

VP INTERNATIONAL

All candidates must currently hold a rating of Canada A or higher

VP NATIONAL

All candidates must currently hold a rating of Canada C or higher

SECTION II- DUTY OF OFFICERS

PRESIDENT

1. The association shall have a President who shall be elected by the majority of the votes cast by the members present at the Annual General Meeting (AGM) of the AAWOA.
2. The newly elected President shall assume office after the adjournment of the meeting at which the election takes place.
3. The President shall serve a two-year term. The President may be re-elected as many times as the association deems acceptable.
4. The President shall preside at all meetings of the AAWOA. If the President is unable to preside, then the past President shall do so. Should the Past President be unavailable, the presiding duties will fall to the VP International then to the VP National.
5. The President shall be responsible for the affairs of the AAWOA and with the assistance of the Executive body shall administer and execute the policies established by the members.
6. The President shall coordinate the activities of the members of the Executive and work to implement the programs approved by the AAWOA.
7. In conjunction with the VP International, the President shall be responsible for the international operations, including but not limited to the activities of the international officials and correspondence with WCL, CAWO and UWW

8. In conjunction with the VP National, the President shall be responsible for national operations including, but not limited to the activity of the national officials and correspondence with the WCL and CAWO.
9. In conjunction with the VP Provincial, the President shall be responsible for provincial operation including, but not limited to the activity of the provincial officials and correspondence with the AAWA.
10. In conjunction with the Secretary/Treasurer, the President shall be responsible for the submission and allocation of all grants and budgets and shall sign all orders for the disbursements of the AAWOA's funds.
11. The President shall regularly hold meetings of the governing body to establish the policies of the AAWOA.
12. The President shall regularly evaluate the operations of the AAWOA and the performance of the Executive.
13. The President shall be responsible for the submission of all reports, briefs, budgets, and timetables as required by AAWA and shall attend, or have a designate attend, the AAWA meetings as the AAWOA representative.
14. The President shall prepare and submit a written report of the activity of the AAWOA fourteen (14) days prior to the AAWA AGM.
15. Upon completion of the term of office, the President shall assume the office of Past President unless elected to another position.

PAST PRESIDENT

1. The Past President shall assume office after the adjournment of the meeting at which the election took place.
2. The Past President shall assist the President and the VP's in their duties and shall provide advice and counsel to the Executive.
3. The Past President shall hold office until such time as a new Past President assumes office.
4. In the event that the President is unable to perform the duties of office, the Past President will assume those duties until such time as the President is able to resume said responsibilities or a new President is elected at either a special meeting or the annual general meeting.
5. In the event that the VP Provincial is unable to perform their duties of office, the Past President will assume those duties until such time as the VP Provincial is able to resume said responsibilities.

VP INTERNATIONAL

1. The AAWOA shall have a VP International who shall be elected by the majority of the votes cast by the members present at the AGM.
2. The newly elected VP International shall assume office after the adjournment of the meeting at which the election takes place.
3. The VP International shall serve a one-year term. The VP International may be re-elected.
4. In the event that the Past President is unable to perform the duties of office, the VP International will assume those duties until such time as the Past President is able to resume said responsibilities.

5. The VP International shall take responsibility for the international operations, shall assist in the recruitment and training of national and provincial officials and help coordinate the activities of these officials.
6. The VP International shall assist the President in executing and administering the policies of the AAWOA.
7. The VP International may be asked from time to time to report upon and evaluate the performance of the provincial, national and international AAWOA members and the international programs.
8. In special circumstances if the VP International is unable to perform their duties and their designated backup is unable to perform these duties, then the Executive may appoint an individual to fulfill these duties on an interim basis.
9. The VP International shall prepare and submit a written report of the activity of their office fourteen (14) days prior to the AAWOA AGM.

VP NATIONAL

1. The AAWOA shall have a VP National who shall be elected by the majority of the votes cast by the members present at the AGM.
2. The newly elected VP National shall assume office after the adjournment of the meeting at which the election takes place.
3. The VP National shall serve a one-year term. The VP National may be re-elected.
4. In the event that the VP International is unable to perform the duties of office, the VP National will assume those duties until such time as the VP International is able to resume such responsibilities.
5. The VP National shall take responsibility for the national operations, develop the necessary programs for the recruitment and training of national officials, and co-ordinate the activities of these officials, as well as aid in such with the provincial officials.
6. The VP National shall assist the President in executing and administering the policies of the AAWOA.
7. The VP National may be asked from time to time to report upon and evaluate the performance of provincial and national AAWOA members and the national programs.
8. In special circumstances if the VP National is unable to perform their duties and their designated backup is unable to perform these duties, then the Executive may appoint an individual to fulfill these duties on an interim basis.
9. The VP National shall prepare and submit a written report of the activity of their office fourteen (14) days prior to the AAWOA AGM.

VP PROVINCIAL

1. The AAWOA shall have a VP Provincial who shall be elected by the majority of the votes cast by the members present at the AGM.

2. The newly elected VP Provincial shall assume office after the adjournment of the meeting at which the election takes place.
3. The VP Provincial shall serve a one-year term. The VP Provincial may be re-elected.
4. The VP Provincial shall take responsibility for the provincial operations, develop the necessary programs for the recruitment and training of provincial officials and co-ordinate the activities of these officials
5. The VP Provincial shall work with the VP Ratings in organizing all provincial clinics and assign provincial clinicians to the provincial clinics. This includes clinic requests made the the clinic request form
6. The VP Provincial shall assist the President in executing and administering the policies of the AAWOA.
7. The VP Provincial may be asked from time to time to report upon and evaluate the performance of the provincial, national and international AAWOA members and the provincial programs.
8. In special circumstances if the VP Provincial is unable to perform their duties and their designated backup is unable to perform these duties, then the Executive may appoint an individual to fulfill these duties on an interim basis.
9. The VP Provincial shall prepare and submit a written report of the activity of their office fourteen (14) days prior to the AAWOA AGM

PAST PRESIDENT

1. The AAWOA shall have a VP Ratings who shall be elected by the majority of the votes cast by the members present at the AGM.
2. The newly elected VP Ratings shall assume office after the adjournment of the meeting at which the election takes place.³
3. The VP Ratings shall serve a one-year term. The VP Ratings may be re-elected.
4. The VP Ratings shall work with the VP Provincial in organizing all provincial clinics and assign provincial clinicians to the provincial clinics. This includes clinic requests made the the clinic request form.
5. The VP Ratings shall collect and compile rating form(s) from all events where there is at least one Provincial official and at least one Mentor Official and/or Clinician, for all members of the AAWOA.
6. The VP Ratings shall keep track of all ratings, Provincial, National, and International, for all members of the AAWOA
7. The VP Ratings may be asked from time to time to report upon and evaluate the programs, policies and procedures of the AAWOA.
8. In special circumstances if the VP Ratings is unable to perform their duties and their designated backup is unable to perform these duties, then the Executive may appoint an individual to fulfill these duties on an interim basis.
9. The VP Ratings shall prepare and submit a written report of the activity of their office fourteen (14) days prior to the AAWOA AGM.

SECRETARY/TREASURER

1. The AAWOA shall have a Secretary/Treasurer who shall be elected by the majority of the votes cast by the members present at the AGM.
2. The newly elected Secretary/Treasurer shall assume office after the adjournment of the meeting at which the election takes place.
3. The Secretary/Treasurer shall serve a one-year term. The Secretary/Treasurer may be re-elected.
4. The Secretary/Treasurer is responsible for any and all accounts receivable and payable within the AAWOA. This also includes the collection of membership dues and deductions for nationally and internationally ranked officials
5. The Secretary/Treasurer shall be responsible for an accurate record of the minutes of all meetings of the AAWOA and shall act as parliamentarian.
6. The Secretary/Treasurer shall keep an up-to-date record of names and addresses of all members of the AAWOA and is responsible for the filing of registration forms with the AAWA office and with Corporate Registries in Alberta
7. The Secretary/Treasurer shall be responsible for all monies of the AAWOA and any other financial matters delegated by the AAWOA. A financial statement shall be completed in full for the AAWOA AGM and at other times requested by the Executive.
8. The Secretary/Treasurer shall keep AAWOA records in such a manner that they are always readily available to members entitled to view said records.
9. The Secretary/Treasurer shall report to the Executive prior to the end of any fiscal period a proposed operating budget for the ensuing fiscal year, and more often if required.
10. The Secretary/Treasurer shall prepare revisions to the Bylaws for recommendation to the AAWOA Executive after the first year in office.
11. The Secretary/Treasurer will present the association with any and all financial statements after the annual year-end for the AAWOA. Any and all members will have full access to all financial statements as well as any reports provided by the auditors appointed at the Annual General Meeting.
12. In the case that the Secretary / Treasurer is unable to perform the duties of their office, the Executive will appoint a backup.
13. The Secretary/Treasurer shall prepare and submit a written report of the activity of their office fourteen (14) days prior to the AAWOA AGM.

MEMBER AT LARGE

1. The AAWOA may choose to elect a Member At Large. This is at the discretion of the AAWOA general membership. This may only occur if a member makes a motion to elect a member at large. If the motion is passed for that year the AAWOA may nominate and elect a member at large.

AUDITOR

1. The members will, at each AGM, appoint up to (2) two auditors to audit the accounts of the AAWOA. The auditors shall make a report within a specified time frame to the membership. This may be done by a duly qualified accountant or by two members of the society elected for that purpose at the Annual General Meeting. The remuneration of the auditor, if any, shall be fixed by the Executive Committee. The auditor may be a member of the AAWOA with experience in the financial or technical operations of the AAWOA. The members will, at each AGM, appoint an outside qualified person to audit the accounts of the AAWOA.

SECTION III- EXECUTIVE COMMITTEE

a) Executive Committee

The Executive Committee shall consist of the President, Past President, VP International, VP National, VP Provincial, VP Ratings/Ratings, Secretary/Treasurer, and if needed, Member(s) at Large.

b) Executive Committee Quorum

An Executive Committee shall exist when four of the seven (eight) elected members are present at a meeting.

c) Powers of the Executive Committee

The Executive shall possess and exercise all powers of the AAWOA except as specifically limited by the Bylaws of the AAWOA. The Executive Committee shall have the power to impose and enforce suspensions and/or penalties for any violation of the Bylaws and/or regulations or the edicts of the President. Such penalties must be agreed upon by a majority of the Executive Committee.

d) Disciplinary Action

When immediate disciplinary action is needed the Executive Committee may appoint a disciplinary committee. The disciplinary committee should include a minimum of any three AAWOA members as well as the VP Provincial, who shall chair the disciplinary committee and the President of the AAWOA, providing that no member is in a conflict of interest. If the VP Provincial is in conflict another AAWOA Executive member will replace him/her, and the President shall chair the disciplinary committee. If the President is found to be in conflict, he/she will remove his or herself from the process and the Executive will appoint a committee chairperson.

e) Roles and Responsibilities

The Executive Committee shall ensure that the roles and responsibilities of the Officers are clearly delineated, prepared and made available to all members of the AAWOA, in order that there may be no uncertainty in the minds of those aspiring to executive positions, and in order that accountability may be determined.

Article IV

SECTION I- FINANCIAL ARRANGEMENTS

- a) All plans, arrangements, programs, budgets, and like subjects affecting the welfare and policies of the AAWOA shall be prepared and actuated by the Executive Committee.
- b) Any and all expenditures shall be reflected in the financial statements and all members will have access at the Annual General Meeting as well as at any and all executive committee meetings.

Article V

SECTION I- GOVERNING BODY

The AAWOA shall have one governing body. All Members in Good Standing of the AAWOA are members and shall constitute this body.

- a) The governing body shall meet at least once per year, preferably to be held in October. Special meetings shall be called when requested in writing and approved by the majority of the Executive Committee. The annual meeting shall be scheduled at the time that is convenient for the membership. At the AGM prior to the meeting, the membership will be made aware of the place, date, and time of the meeting.
- b) Members in attendance during the AGM or other Special Meeting shall be the representation of the governing body; and shall constitute a quorum for the transaction of business.
- c) The President is authorized to conduct mail, email, or telephone polls of the membership. When the ballot is completed, the President shall be charged with counting the ballots and reporting the results to the membership by mail, telephone, or email.

- d) The membership may discuss any actions taken by the President or Executive Committee or any other member throughout the year in the course of conducting AAWOA related business. Should the governing body find that they are unable to support the actions taken, they then are responsible for deciding what further actions must be taken.
- e) The Executive shall ensure that all dues and monies are collected for the AAWOA to expand the same.
- f) Debentures may only be issued by special resolution of the members of the AAWOA. Debentures may only be issued if there is a great financial need to the association and must be issued at a special resolution.
- g) The Association will not keep a society seal.

SECTION II- OUTSIDE ORGANIZATIONS

- a) The AAWOA is responsible for training and providing officials for provincial, national, and international competitions. The program for training and certifying officials will be organized through the AAWOA within the guidelines approved by the AAWA.
- b) The AAWOA will work cooperatively with the AAWA, ASAA, WCL, CAWO and UWW.

Article VI

SECTION I- AMENDMENTS TO THE POLICY AND PROCEDURE MANUAL

- a) The Policy and Procedure Manual may be amended at any AGM or special meeting of the governing body by the majority of the votes of the members present.

SECTION II- AMENDMENTS TO THE BYLAWS

- a) The Bylaws may be amended at any AGM or Special Meeting of the governing body. Proposed amendments shall be submitted to the membership at least (30) thirty days prior to the meeting at which the amendments are to be considered. The President or Secretary/Treasurer shall provide an outline of the proposed amendments to the Bylaws (30) thirty days prior to the meeting.

Article VII

SECTION I- FEES

There shall be an initial membership fee payable to the AAWOA upon becoming a member of such, plus a fee to be paid each year thereafter. All outstanding dues for the current year must be paid in advance by the end of the fiscal year. Any special circumstances for membership requiring consideration after April 30th of the current year must be considered by the AAWOA executive committee, to be decided upon prior to the year-end AGM. Fees may be paid by an approved third party such as a local association, club, or outside organization. The AAWOA may choose to bill these organizations directly.

- a) Fees shall be paid to the Secretary/Treasurer by cheque, e-transfer, or by others means the AAWOA membership agrees to.
- b) Members in arrears at the end of the fiscal year shall not be permitted to vote at the AGM, nor be selected or sanctioned to officiate at any level for the remainder of the season unless restitution is made satisfactory to the Executive Committee.
- c) The fiscal year of the AAWOA shall end on April 30th of each year.

Article VIII

SECTION I- REGULATIONS

GRIEVANCES

- a) All grievances shall be forwarded to the President of the AAWOA in writing and shall be dealt with by the Executive Committee. Members concerned should attend these meetings. In the event of a grievance involving a third party whom is not a member of AAWOA, the third party must be informed of all proceedings including the initial charge. Should the third party be a member of the AAWOA, the member shall be invited to attend the meeting.

DISCLAIMER

- a) The AAWOA is not responsible or liable for any expenses incurred by any official, unless the President or Secretary/Treasurer of the AAWOA authorizes such expenses.

RECORDS

- a) Each officer shall, at the end of their term in office, hand over to the successor such records pertaining to that office.
- b) All records and correspondence will be reviewed by the Executive once a year, and those found to be of no value should be destroyed by majority vote

GENERAL

- a) The AAWOA meetings shall always be free of all political and theological discussions.

Article IX

SECTION I - **DISCIPLINARY PROCEDURES**

Based on violation of AAWA Procedures for Harassment, and Code of Conduct

Disciplinary Consequences as a result of Disciplinary Committee findings may be dealt with in one or more of, but are not limited to, the following areas of reprimand:

1. Reprimand by the Head Official or Senior Official of the tournament: and/or,
2. Suspension from completing the remainder of the event in question: and/or,
3. Reprimand by the President of the AAWOA: and/or,
4. Suspension from attending an event to be determined by the Executive Committee (Disciplinary Committee may submit recommendations): and/or,
5. Demotion of the referee to a lower category: and/or,
6. Fine – specifically related to the recovery of expenses incurred by the AAWOA in having the member attend an event: and/or,
7. Denial of funding for national or international events: and/or,
8. Suspension for a period of time may vary and are to be determined by the Executive Committee (the Disciplinary Committee may submit recommendations):
 - i) any determined length of time: and/or,
 - ii) for life

As a result of disciplinary action, the member shall, for the duration of the discipline, be deemed a member NOT in good standing unless specifically upheld by the Executive Committee.

Article X

SECTION I-

ANNUAL AND SPECIAL MEETINGS

- a) The Executive Committee shall decide the place and date of the AGM. Under normal circumstances the AGM shall preferably be held in October. The date for the AGM will be determined by the AAWOA President and at least 30 days' notice must be provided to the AAWOA general membership.
- b) All general meetings, including the AGM, shall be open to the public, but only Members in Good Standing of the AAWOA shall be entitled to take part in debates or address the meeting unless permission is granted by the chairperson. Only members in good standing are eligible to vote.
- c) Special meetings may be called by Mail, Fax, e-mail, SMS, Facebook notifications and by telephone. A minimum 30 days' notice must be given.
- d) The procedure of all meetings shall be conducted under the procedure laid down in the most recent edition of Robert's Rules of Order or "Call to Order", except where these are in conflict with the Bylaws or Policies and Procedures of the AAWOA.
- e) In the future the bylaws can only be changed by a special resolution of the members. All special resolutions must be provided to the general membership at least 30 days prior to any special or general meeting.
- f) Should the AAWOA close and become dissolved, the last remaining members of the executive committee must donate all remaining assets to a not-for-profit or charitable organization designated at a special meeting.

SECTION II-

QUORUM

- a) At any Annual General Meeting a meeting of five (5) or more members in good standing in addition to three (3) members of the executive committee will constitute quorum.
- b) For executive meetings there must be at least four (4) members of the AAWOA executive committee in order to constitute a quorum.

SECTION III-

VOTING

- a) At all general meetings of the AAWOA, voting shall be done by a show of hands. However, if one or more members should ask for a secret ballot, such a vote will be held without any further discussion of the process.
- b) A majority of members voting must vote in favor of the proposal in order to prevail.

- c) Matters of urgent concern may be voted on by the officers of the Executive Committee by telephone, e-mail or mail in a timely manner.
- d) Only Members who are recognized as voting members may vote

SECTION IV- ORDER OF BUSINESS AT THE ANNUAL GENERAL MEETING

The order shall be:

Roll Call

Reading of previous AGM minutes and correspondence

Business arising from the minutes

President's Report

VP International's Report

VP National's Report

VP Provincial's Report

VP Ratings Report

Secretary/Treasurer's Report

Old Business

Resolutions

New Business

Election of Officers

Adjournment

SECTION V - ORDER OF BUSINESS AT ALL OTHER MEETINGS

The order shall be:

Roll Call

Reading of minutes and correspondence

Business arising from the minutes

Secretary/Treasurer's Report

New Business

Adjournment