

CAWOA
CANADIAN AMATEUR WRESTLING OFFICIALS
ASSOCIATION

Constitution

Section 18.1

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Chapter 1 – CONSTITUTION

Article 1

1.1 NAME

The organisation name shall be the Canadian Amateur Wrestling Officials Association (CAWOA). The Association is to be an affiliated member of the Canadian Amateur Wrestling Association (CAWA).

1.2 DEFINITION

CAWOA is the amateur wrestling officials' Governing Body in Canada. In response to the wishes of its members, CAWOA shall control the affairs of the national wrestling officials' program throughout Canada.

Article 2

2.1 INSIGNIA

This Association shall have such official insignia as the Governing Body may decide.

2.2 COLOUR

The colours of this Association are red and white.

Article 3

3.1 PURPOSE

This is a non-profit organisation designed to foster the development of amateur wrestling officials at the provincial, national and international levels. Members work for the advancement of amateur wrestling. CAWOA exists to provide officials with an opportunity to contribute to that advancement. These purposes are to be fulfilled through the implementation of the Policies and Procedures approved by the Executive Committee and Governing Body.

3.2 AIMS AND OBJECTIVES

- To improve the skill and technical knowledge of officials in CAWOA;
- To stimulate people's interest in becoming officials in the CAWOA;
- To unify and co-ordinate the efforts of all provinces and regions interested in promoting officiating and to permit them a voice in the development of an official's Association in Canada;

- To create and maintain projects that will benefit all parties interested in officiating by updating officiating techniques,
- To provide a clearing house for the distribution of officiating literature, files, research materials and rules,
- To give prompt attention to valid suggestions on how to improve wrestling officiating in Canada,
- To establish national and regional wrestling officials' clinic,
- To train and certify competent officials nationally and internationally, and
- To supply and recommend officials for national and international competitions to the CAWA.

Article 4

4.1 REGULAR MEMBER

Membership in the Association shall include any individual (referee/judge or pairing master) who has successfully participated in a national up-grading clinic and who has been recommended/rated by a National Clinician, is a member in good standing with their provincial or regional officials' Association, and has paid their current CAWOA Membership fee.

4.2 HONORARY MEMBER

Any individual who had previously been a Regular Member of the Association for fifteen (15) years or greater, had attain the highest level in the Association (Can AE/PM-A), as well as a Tier I Clinician, and having been nominated and accepted by the Governing Body, in recognition of their exceptional work and dedication to the sport and the CAWOA. Honorary members shall be entitled to all the benefits the Association has to offer its members except for the privilege of active officiating. No membership fee will be assessed for any Honorary Members.

Article 5

5.1 OFFICERS

The officers of this Association shall consist of:

- President
- Past President
- VP International
- VP National
- Secretary/Treasurer

5.2 DUTY OF OFFICERS

5.2.1 President

- i. The Association shall have a President elected by the majority of the votes cast by the delegates present at the Biennial meeting of the Association.
- ii. The newly elected President shall assume office after the completion of the "Election of Officers."
- iii. The President shall serve a two-year term from the moment of the meeting at which the election takes place and may be re-elected to one additional consecutive two- year term.
- iv. The President or his representative shall preside at all meetings of the Association.
- v. The President shall be responsible for the affairs of the Association and with the assistance of the Executive Committee shall execute and administer the policies established by the Governing Body.
- vi. The President shall co-ordinate the activity of the members of the executive and work to implement the program approved by Governing Body.
- vii. In conjunction with the VP International, the President shall be responsible for international operations, including but not limited to the activity of the international officials and correspondence with the Federation Internationale des Luttes Associées (FILA).
- viii. 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 CAWA.
- ix. In conjunction with the Secretary/Treasurer, the President shall be responsible for the submission and allocation of all grants and budgets.
- x. The President shall regularly evaluate the operations of the Association and the performance of its members.
- xi. It shall also be the President's duty to ensure that the other officers of the Association perform their duties strictly in accordance with the constitution.

5.2.2 VP International

- xii. The Association shall have a VP International elected by the majority of the votes cast by delegates present at the Biennial annual meeting of the Association.
- xiii. The newly elected VP International shall assume office after the completion of the "Election of Officers."
- xiv. The VP International shall serve a two-year term from the moment of the meeting at which the election takes place and may be re-elected to one additional consecutive two-year term.
- xv. In the event that the President is unable to perform the duties of office, the VP International will assume the duties until such time as the President is able to resume these responsibilities.
- xvi. The VP International shall have the responsibility for international operations, develop the necessary programs for the recruitment and training of international

- officials and co-ordinate the activity of these officials (under the President's supervision).
- xvii. The VP International shall assist the President in executing and administering the policies of the Associations.
 - xviii. The VP International shall regularly report upon and evaluate the performance of the international officials and the international programs.

5.2.3 VP National

- i. The Association shall have a VP National elected by the majority of the votes cast by the delegates present at the Biennial meeting of the Association.
- ii. The newly elected VP National shall assume office after the completion of the "Election of Officers."
- iii. The VP National shall serve a two year term from the moment of the meeting at which the election takes place and may be re-elected to one additional consecutive two year term.
- iv. In the event that the President and VP International are unable to perform their duties, the VP National shall assume their duties until such time as the President and the VP International are able to assume their responsibilities.
- v. The VP National shall assist the President in executing and administering the policies of the Association.
- vi. The VP National shall have the responsibility for national operations, develop the necessary national programs for the recruitment and training of national officials and co-ordinate the activity of these officials (under the President's supervision).
- vii. The VP National shall regularly report upon and evaluate the performance of the national officials and the national programs.

5.2.4 Secretary/Treasurer

- i. The Association shall have a Secretary/Treasurer elected by the majority of the votes cast by the delegates present at the Biennial meeting of the Association.
- ii. The newly elected Secretary/Treasurer shall assume office after the completion of the "Election of Officers."
- iii. The Secretary/Treasurer shall serve a two-year term from the moment of the meeting at which the election takes place and may be re-elected to one additional consecutive two-year term.
- iv. The Secretary/Treasurer shall be responsible for all moneys of the Association and any other financial matters delegated by the Association. A financial statement shall be completed in full for the Biennial meeting, annually, and at other times as requested.
- v. The Secretary/Treasurer must be able to give on demand a general analysis of the Associations financial standing.
- vi. The Secretary/Treasurer shall present at the Biennial Meeting/Executive Meeting 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.
- vii. The Secretary/Treasurer shall be responsible for the preparation of all operating budgets as required by Sport Canada.

- viii. The Secretary/Treasurer shall keep an inventory of the equipment/materials necessary for the members' use.
- ix. The Secretary/Treasurer shall collect all fees and dues as required of the members.
- x. The Secretary/Treasurer shall keep an up to date record of names and addresses of all members of the Association and shall make them available at all times to members entitled to view these records.
- xi. The Secretary/Treasurer shall prepare revisions to the constitution for recommendation to the CAWOA Governing Body as needed.
- xii. The Secretary/Treasurer shall be responsible for the minutes of all meetings of the Association and forward a copy to each member of the Executive and Governing Body.

5.2.5 Past President

- i. The Association shall have a Past President, who shall be the person who held the position of President immediately prior to the Election of the President at the Biennial meeting.
- ii. The President shall assume the office after the completion of the “Election of Officers.”
- iii. The Past President shall have the responsibility for the administration of the awards of the Association (under the President's supervision). The awards include, but are not limited to, the following: Honorary Memberships, CAWOA Bursaries, nomination to the CAWA Hall of Fame and for other external awards which the CAWOA may nominate one of its members.
- iv. The Past President shall serve a two-year term and may serve an additional two-year term based on the president serving a second two-year term.

The Past President shall have the duty of advising the Executive Committee of the history of the Association and shall take on such duties as requested by the President.

5.3 AUDITOR

The Executive Committee, shall each year appoint a member to audit the accounts of the Association. No member will serve in the capacity of auditor for more than one year consecutively. The auditor shall review the financial records of the Association and conduct whatever tests necessary to satisfy himself/herself that the financial statements of the Association accurately and materially reflect the financial transactions and affairs of the Association, and make a report to the Executive Committee and Governing Body annually. These tests shall not create any financial cost to the Association.

5.4 EXECUTIVE COMMITTEE

5.4.1 Executive Committee

The executive committee shall consist of the President, the Past President, the VP International, the VP National and the Secretary/Treasurer. The Executive Committee shall meet at least annually. Other meetings shall be called when requested. The Executive Committee is responsible to the national membership of the Association, and may exercise all such powers on behalf of the CAWOA, including: acting upon existing bylaws, recommending new bylaws, creating and implementing Policies and Procedures required to be exercised in order to manage and direct the affairs of the Association.

Where a member of the Executive Committee resigns prior to the Biennial General Meeting, the Executive Committee shall have the discretion to replace the Committee Member. In General, where the position is to be filled, it should be from the General Membership, based on nominations from the Governing Body (30 days notice), which will then be voted upon by the Governing Body (by Mail).

5.4.2 Executive Committee Quorum

An Executive Committee quorum shall exist when three of the five executive members are present at a meeting.

5.4.3 Powers of the Executive Committee

The Executive Committee shall have the power to impose and enforce suspensions and/or penalties for any violation of the constitution, by-laws and/or regulations or the edicts of the President. Such penalties must be agreed upon by a majority of the executive committee.

5.5 DISCIPLINARY ACTION

When immediate disciplinary action is needed the President shall appoint a disciplinary committee. The Disciplinary Committee should include a minimum of any five CAWOA members. The Committee will normally be the Executive Committee unless there is a conflict of interest. The Disciplinary Committee shall act within requirements of the Association's Policies and Procedures.

Article 6

6.1 BIENNIAL AND SPECIAL MEETINGS

The place and date of Biennial meetings of the Association shall be decided by the Executive Committee. It shall under normal circumstance be held in conjunction with the Senior National Championships. At all meetings of the Association, voting shall be done by a show

of hands. However, should a member ask for a secret ballot, such a vote will be held without any further discussion of the process. Executive Committee meetings may be held as deemed necessary. These meetings are open to the Governing Body, as observers.

6.2 ARRANGEMENTS

All plans, arrangements, programs, budgets and like subjects affecting the welfare and policies of the Association shall be prepared and actuated by the Executive Committee.

Article 7

7.1 GOVERNING BODY

The Association shall have one Governing Body. One elected representative from each province/territory (in good standing) and the elected President of the CAWOA shall constitute this body. Each of the provincial or territorial branch memberships shall nominate or elect a member in good standing from their provincial body to be a member to the Governing Body, not later than thirty days prior to the Biennial meeting. The Governing Body shall meet at least every two years, Special meetings shall be called when requested in writing and approved by a 2/3 majority of the Governing Body membership. The cost of special meetings shall be born by the Branches attending the meeting. The Biennial meeting shall be scheduled at the time that is convenient for the membership. Thirty days prior to the meeting, the President shall notify the membership of the place, date and time of the meeting. Representation by 2/3's of the Governing Body shall constitute a quorum for the transaction of business. The President is authorised to conduct mail, telegraphic, telephonic, fax, and in some instances, e-mail polls of the Governing Body. When balloting is completed, the President shall be charged with counting the votes and reporting the results to the Governing Body members by mail, telephone or telegraph. The Governing Body must discuss upon written request of the individual, disciplinary actions taken by Disciplinary Committee. Should the Governing Body find that they are unable to support the actions taken, then they are responsible for deciding what further actions must be taken. The Governing Body shall ensure that all dues and moneys are collected for the Association to expend the same.

7.2 OUTSIDE ORGANIZATIONS

The Association is responsible for training and providing officials for national and international competitions. The program for training and certifying officials will be organised through this Association within the guidelines approved by CAWA. The Association will work co-operatively with CAWA and FILA.

Article 8

8.1 AMENDMENTS TO CONSTITUTION

The constitution may be amended, at any Biennial annual meeting of the Governing Body, by two-thirds of the votes of the delegates present and voting following the latest edition of Wainberg's Society Meetings Including Rules of Order, or by special unanimous resolution of the Governing Body. Proposed amendments shall be submitted to the President and the Secretary - Treasurer at least forty-five days prior to the meeting at which the amendments are to be considered. The President shall mail a copy of any proposed amendments to the membership of the Governing Body, no later than thirty (30) days preceding any such meeting.

8.2 AMENDMENTS TO THE POLICIES AND PROCEDURES

The POLICIES AND PROCEDURES may be amended at a Biennial meeting, a special meeting of the Governing Body or by the Executive Committee in alternate years to the Biennial Meeting . Voting is by a majority of votes of those members present and voting. In the case of a policy change by the Executive Committee, the change shall be circulated immediately to the Governing Body.

Article 9

9.1 FEES

There shall be an initial membership fee payable to become a member of the Association, plus a fee to be paid each year thereafter. The annual membership year is January 1st to December 31st. All dues must be paid in accordance with the policies of the CAWOA. Fees shall be paid to the Secretary/Treasurer by cheque or money order. The fiscal year of the Association shall end on the 31st day of March.

Article 10

10.1 GRIEVANCES

All grievances shall be forwarded to the President of the Association in writing and shall be dealt with by the Executive Committee. Members concerned should attend these meetings. In the event of a grievance from a third party who is not a member of CAWOA, the third party must be informed by carbon copy of all proceedings including the initial charge. Should the third party be a member of this Association, the member shall be invited to attend the meeting and shall be informed in writing of the proceedings.

10.2 DISCLAIMER

This Association is not responsible or liable for any expenses incurred by any official, unless same is authorised by the President or Secretary/Treasurer of the CAWOA.

10.3 RECORDS

Each officer shall, at the end of their term of office, hand over to the successor such records pertaining to that office. All records and correspondence shall be reviewed once a year and those found to be of no value shall be destroyed by two-thirds (2/3's) majority vote of the Governing Body of the Association.

10.4 GENERAL

The Association meetings shall at all times be free of all political and theological discussions.

Certified to be a true copy of the revised by-laws of the Canadian Amateur Wrestling Officials Association duly enacted by the Association at its Annual General Meeting held in the City of Renfrew , on the 12th day of May, 2005.

Signed: _____

John Dawson, President, CAWOA

Kelly Delanoy Secty/Treas, CAWOA

APPENDICES

APPENDIX 1: ORDER OF BUSINESS AT THE BIENNIAL MEETING Shall be:

Roll call
Acceptance of agenda
Acceptance of minutes and reading of correspondence
Business arising from minutes and correspondence
President's Report
VP International Report
VP National Report
Secretary/Treasurer's Report
Past President's Report
Resolutions
Election of officers
General and new business
Closure of the meeting

APPENDIX 2: ORDER OF BUSINESS AT ALL OTHER MEETINGS shall be:

Roll call
Acceptance of the agenda
Acceptance of minutes and reading of correspondence
Business arising from the minutes and correspondence
Secretary/Treasurer Report
Payment of bills
New business
Closure of the meeting

APPENDIX 3: PARLIAMENTARY PROCEDURE FOR A MAIN MOTION

DEFINITION: Proposition for the members of the membership to have the Governing Body consider.

REQUIREMENTS:

- 1) It must be in order; it must be made at a time when no other business is before the meeting and in the proper order of the business; and it must be made by the member who has the floor,
- 2) It must be seconded,
- 3) It must be stated by the President,
- 4) It may always be discussed,
- 5) It must be disposed of in any way acceptable to the members present, and;

6) Discussion is not in order until after motion is seconded and after it has been stated by the President.

NB: (All meetings shall be conducted under the procedure laid down in the most recent edition of Wainberg's Society Meetings Including Rules of Orders, except where these are in conflict with the Constitution).

APPENDIX 4: The sequence of Executive elections will be as follows:

President

VP International

VP National

Secretary-Treasurer

Sequential rounds of voting will take place until one candidate has an absolute majority of eligible votes for each respective position.