



Quebec Wrestling Officials Association Constitution

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Constitution

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Article 1 **General**

1.1 Name

The name of the organization shall be the Quebec Wrestling Officials Association.

1.2 Affiliation

The organization shall be affiliated with the ** Fédération de Lutte Olympique du Québec ++ and the Canadian Amateur Wrestling Officials Association.

1.3 Definition

The Quebec Wrestling Officials Association is the representative body of wrestling officials within the Province of Quebec and conducts affairs on their behalf. The Quebec Wrestling Officials Association also responds to the wishes of its members and represents their interests at the associations to which it is affiliated.

Article 2 **Identification**

2.1 Insignia

This association shall have such official insignia depicting a wrestling referee officiating two wrestlers on a mat.

2.2 Colours

The colours of the association shall be yellow, grey, red and blue.

Article 3 **Q.W.O.A. Mission**

3.1 Mission Statement

To develop honest and competent officials and provide the same for tournaments in order to ensure a safe and fair environment for all participants in amateur wrestling in the Province of Quebec.

3.2 Purpose

This organization is structured to develop competent officials at the provincial and national levels. In order to fulfill this role the executive committee implements policies and procedures to accomplish its purpose.

3.3 Goals and Objectives

- 1) To improve official=s understanding and skill in implementing the rules of wrestling.
- 2) To give attention to good suggestions on how to conduct the business of the Q.W.O.A..
- 3) To create and maintain projects and policies of the Q.W.O.A. so as to benefit the amateur wrestling community within the Province of Quebec.
- 4) To develop officials for national level competitions.
- 5) To recruit new officials for the Q.W.O.A..
- 6) To ensure the safety of all members at sanctioned events.

Article 4 Membership

4.1 Regular Membership

4.1.1 Definition

Any individual who has paid their membership fee and participated in a clinic offered by the Q.W.O.A..

4.1.2 Obligations of Members

To remain a member in good standing of the association an official must follow the policies and procedures of the Q.W.O.A. and the C.A.W.O.A. and uphold the rules of wrestling as determined on an annual basis by the C.A.W.A..

4.1.3 Disciplinary Action

Members deemed to be not in good standing as outlined in article 4.1.2 may be subject to disciplinary action at the discretion of the Executive Committee. Such disciplinary action may take the form of reprimand, suspension, monetary fine or expulsion from the association. The Governing Board shall act as the appeal committee for any disciplinary action taken against members.

4.2 Honorary Membership

4.2.1 Definition

Any individual who is nominated by the executive committee at a General Meeting of the association in recognition of exemplary service to the association and the sport of wrestling. 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 Member.

Article 5 Governing Board

5.1 Composition

The governing board of the association shall consist of all members in good standing of the association. This board shall meet at least once per year. Representation by 20% of the membership shall constitute quorum for any meeting of the board.

Article 6 General Meetings

6.1 Annual General Meetings

The Executive Committee shall decide the place and date of the Annual General Meeting. This meeting shall be held between 15 May and 15 October of each year. Notice for said

meeting must be mailed to the last known address of all members 21 (twenty-one) days prior to the date of the meeting.

6.2 Special General Meetings

Special General Meetings may be called at the request of a majority of the Executive Committee or by a written request to the Executive Committee by two thirds of the membership. Such meetings must take place at a location to be determined by the Executive Committee within 30 (thirty) days of any such request. Notice for the Special General Meeting must be sent to the last known address of all members at least 14 (fourteen) days prior to the date of the meeting and must include the specific issue(s) to be addressed at the meeting. Only those issue(s) on the agenda mailed to members may be treated at the Special General Meeting.

6.3 Voting

Voting at all general meetings of the association shall be done by show of hands unless one member requests a secret ballot. Simple majority of the members present at the meeting shall pass all matters other than constitutional amendments.

6.4 Procedures for Meetings

All meetings of the association shall be held under the procedures laid down in the most recent edition of ** Robert-s Rules of Order ++, except where these are in conflict with the present constitution.

Article 7 **The Executive Committee**

7.1 Members of the Executive Committee

The voting members of the executive committee shall consist of the president; vice-president internal affairs; assistant to vice president of internal affairs; vice-president development; the secretary-treasurer and the assistant to the secretary treasurer. The immediate past president of the Executive Committee shall remain as an ex-officio member of the present committee.

7.2 Election of Members of the Executive Committee

Members of the Executive Committee shall be elected at the Annual General Meeting of the association.

7.3 Mandates of the Executive Committee Members

Each member of the Executive Committee shall be elected for a mandate of two years. The President and the vice-president internal affairs shall be elected in even numbered years and the vice-president development and the secretary-treasurer shall be elected in odd numbered years.

7.4 Duties of the Members of the Executive Committee

7.4.1 *President*

The newly elected president shall assume office after the completion of the ** Election of Officers ++ at the Annual General Meeting. Should the president require a representative, said representative must be an existing member of the executive and be the main spokesperson of the association until the next general meeting. The president of the association shall be responsible for the affairs of the association and, with the assistance of the rest of the Executive Committee, shall execute and administer the policies of the association. It is the president-s responsibility to ensure that all other members of the Executive Committee perform their duties and this strictly in accordance with the constitution.

7.4.2 *Vice-president Internal Affairs & Assistant*

The vice-president Internal Affairs and their assistant is responsible for assigning officials to provincial level tournaments; requesting bids from qualified officials for national level tournaments and then making assignments to same; distributing rule modifications to the membership in the most expedient manner possible; distributing a schedule of tournaments to the membership in the most expedient manner possible, making recommendations to the executive committee for the National Award Program (as outlined in the C.A.W.O.A. policy manual) and recruitment as well as any other responsibilities assigned to them from time to time.

7.4.3 *Vice-president Development*

The vice-president development is responsible for assigning clinicians and head officials to all provincial level tournaments; providing the appropriate paperwork to these same people and then collecting same from them at the end of each tournament; developing a program to evaluate and improve the abilities of all Quebec wrestling officials and having received the assessments under this program, providing feedback and grades to all members of the association as well as any other responsibilities assigned to them from time to time.

7.4.4 *Secretary-Treasurer & Assistant*

The secretary-treasurer and their assistant is responsible for all monies coming into and going out from the association. They will invoice all tournaments for services rendered, collect all membership fees from the members and transmit same to the appropriate affiliate bodies; distribute cheques to pay all amounts owing upon approval of the executive committee; draw up an agenda for all meetings of the association at the request of the president and submit the minutes of the previous meeting of the association executive for approval at said meeting. They will also be responsible for maintaining up to date records of the membership. Each year at the Annual General Meeting the secretary-treasurer must submit a financial report for the approval of the governing board. They will also assume any other duties and responsibilities assigned to them from time to time.

7.5 Filling Vacancies on the Executive Committee

In the event that a position on the Executive Committee is vacant between general meetings, it shall be the responsibility of the remaining members of the committee to fill the vacancy until the next general meeting of the association.

7.6 Attendance

Failure to attend three consecutive meetings of the Executive Committee results in the position of the absentee member being declared vacant.

7.7 Meetings

7.7.1 *Convocation*

The Executive Committee shall meet at least once per year. The secretary-treasurer at the request of the president or any two other Executive Committee members shall call meetings. Notice, with time and place must be given to all members not less than 7 (seven) days prior to the meeting.

7.7.2 *Quorum*

Quorum for the Executive Committee meetings shall be set at a simple majority of the members.

Article 8 **Constitutional Amendments**

8.1 Procedure

The constitution may only be amended at a General Meeting of the association. Proposed amendments to the constitution must be proposed and seconded by members in good standing of the association and submitted in writing to the Executive Committee not less than 21 (twenty-one) days prior to the General Meeting at which they are to be discussed. Said amendments must be published in writing to the membership not less than 14 (fourteen) days prior to the meeting. Motions made by any executive member must be seconded by a member outside the executive.

8.2 Voting on Amendments

Changes to the constitution must be accepted by a two-thirds majority of the eligible voters present at the General Meeting at which the changes are considered.