

Bylaws

Lansing Wrestling Officials Association

Article 1: Name

The name of this organization shall be designated and known as:
Lansing Wrestling Officials Association (herein referred to as the LWOA). The LWOA is an Association approved by the Michigan High School Athletic Association (MHSAA).

In 1969, the LWOA was founded with the purpose of developing outstanding officials. These officials would be trained to be consistent, competent and have a deep understanding of the rules governing the sport of wrestling

Article 2: Goals

LWOA goals include:

1. Improve the officiating skills of all members.
2. Build consistency of officiating by members through informational meetings, which involve the membership in general discussions.
3. Gain respect from peers, area coaches and Athletic Directors.
4. Enroll new members, either registered officials or individuals who would like to become officials.
5. Keep the association in the highest standing with the M.H.S.A.A., and maintain the status as an Approved Association.
6. Consistently apply all rules and regulations of the M.H.S.A.A. and National Federation of State High School Associations (N FHSA).

Article 3: Membership

A. All members shall:

1. Be registered with the M.H.S.A.A. no later than the 1st scheduled meeting of each year.
2. Pay dues on a yearly basis no later than the 1st scheduled meeting of each year.
3. Attend meetings/or events required by the LWOA.
4. Be entitled to vote on Association business and hold office.
5. Be entitled to voting on matters pertaining to the Association.

B. To be a **member in good standing** a member shall:

1. Abide by all decisions rendered by the Association.
2. Be involved in setting the policy of the Association.
3. Follow the rules of conduct for officials outlined in the MHSAA Officials Guidebook.
4. Maintain professionalism in all matters involving the LWOA.
5. Work to improve their officiating skills and rules knowledge.
6. Pay Dues as required. (you are not required to pay dues to multiple associations to be a member in good standing in any one association)
7. Attend one more point value over half of the meetings and events.
 - a. Point Value of Meeting and Events.
 1. General Meeting is worth 1 point.
 2. Working the LWOA Scrimmage is worth 1 point.
8. Attendance documented by another MHSAA approved association will count toward your LWOA member in good standing status.
9. Fulfill obligations of officiating contracts

C. New Members

1. Will be granted member in good standing status unless the member violates one of the conditions set forth to be a member in good standing or is suspended by another high school wrestling association.

Article 4: Organizational Structure

The Association will consist of the general membership, assignors, and trainers and the following officers: President, Vice President (2), Secretary, and Treasurer.

Article 5: Duties and Responsibilities of Officers

A. The President shall:

1. Be the Association's representative at all meetings involving Athletic Directors, School Administrators, the Michigan High School Athletic Association (MHSAA) and the National Federation of High School Associations (NFHS).
2. Act as lead negotiator on all fees for official services.
3. Act as liaison to resolve payment and other administrative issues between the general membership and the schools that the LWOA services.
4. Coordinate assignments, as needed, between the general membership, the assignors, and the schools to assure that all wrestling contest dates are covered with appropriate level official(s).
5. Hold an initial meeting at the beginning of the season with the assignors to schedule all available contest dates.

Adopted October 2007

6. Schedule and chair Association meetings.

B. The Vice President(s) shall:

1. Prepare, in conjunction with the President, an agenda outlining topics to be discussed prior to each Association Meeting.
2. Make available the agenda to the general membership prior to the scheduled Association meeting.
3. Lead discussions during the meeting.
4. Perform the above mentioned duties of the President when the President is absent or when delegated by the President.
5. Keep meetings on task in accordance with scheduled agenda items.

C. The Secretary shall:

1. Record member attendance at all Association meetings.
2. Record and distribute minutes outlining all decisions made by the membership during all association meetings; past and present.
3. Maintain names, addresses, e-mail addresses and current phone numbers of the membership.

D. The Treasurer shall:

1. Be responsible for a financial report to the Association Members twice a year, once at the beginning of the season and once at the end. This report shall be made available to all members.
2. Collect dues.
3. Pay all approved expenditures of the Association.
4. Approve, with the approval of the officers, all expenditures under \$100.00. Expenditures over this amount shall be approved by the general membership.

E. Duties of the Assignor:

1. The assignor shall be appointed by the President of the LWOA. This appointment shall be made yearly no later than June 1 of the upcoming wrestling year.
2. The assignor reports to and is responsible to the President. Any and all concerns about the assignor's duties including disputes about scheduling, officials pay, and other issues will be addressed by the President. The President's decision will be final and binding to the assignor and membership.
3. The assignor will sign a written contract with any league to fill contracts with that league. The assignor will be paid fees for providing these services to leagues. These fees belong to the Assignor for services rendered and not included in reimbursement to the LWOA.

4. All contracts from leagues or individuals schools belong to the LWOA and may be assigned, reassigned, cancelled or moved depending on the needs of the LWOA and the Assignor.
5. The assignor shall have exclusive rights to assign Officials to any and all contracts. All assignments handled by the LWOA will be assigned by the Assignor. The President shall review the final schedule before assignments are published. Any contracts obtained outside the scope of the LWOA belong to that official and therefore their responsibility to fill those contracts. The Assignor may help other assignor's, leagues, and officials with filling contracts not covered by LWOA contracts. The assignor shall fill all contractual obligations with LWOA officials and leagues before assisting outside leagues, assignors and individual officials.
6. The assignor shall remain in good standing with MHSAA and shall attend training at their discretion. The assignor's fee for membership and training with MHSAA shall be paid by the LWOA.
7. The assignor shall meet with league Athletic Directors at any time to discuss any concerns and issues about membership and the LWOA. These concerns shall be shared with the President and also board members when it is deemed necessary.

Article 6: Resignation

Any member who asks to resign their membership from the LWOA will be granted immediate release.

Article 7: Disciplinary Action

- A. Any member shall be subject to disciplinary action if that member:
 1. Violates the Code of Conduct for Officials as set forth in the MHSAA official's guidebook.
 2. Fails to pay or defaults upon their dues.
 3. Fails to attend the required number of Association meetings.
 4. Fails to fulfill their contract obligations.
 5. Acts unprofessionally while under contract- such as, but not limited to:
 - a. Refusing to work exhibition or JV matches at assigned contests.
 - b. Leaving early or arriving late to a contest.
 - c. Refusing to work or delaying the scheduled contest while attempting to re-negotiate a contract.
- B. Disciplinary Action will be progressive in nature and can result in suspension and/or dismissal from the Association and forfeiture of assigned contests.
- C. The Officers or a designated committee will be responsible for deciding upon the

appropriate disciplinary action by a majority vote.

Article 8: Suspension + Dismissal

- A. Any member who fails to meet the requirements of the Association, including but not limited to default of dues or fails to meet the requirements to be a “member in good standing” may be subject to suspension and/or dismissal.
- B. Any member who violates the MHSAA Code of Conduct for Officials shall be considered for suspension and/or dismissal from the LWOA.
- C. An official who fails to fulfill the obligation of a contract may be subject to suspension and/or membership revocation from the LWOA.
- D. Reinstatement shall be considered after the individual remedies the cause of any suspension.
- E. Suspensions and Dismissals from the LWOA will be voted on by all members present at the meeting of the discussed suspension and/or dismissal. A decision will be reached by a majority vote.
- F. Reinstatement
 - 1. Procedure for Reinstatement
 - a. Letter to President asking for reinstatement after suspension time has ended
 - b. Vote by executive board to determine when member can present case at meeting
 - c. Presentation to membership
 - d. Membership vote by ballot, majority vote allows member back into the LWOA
 - 2. Conditions of Reinstatement
 - a. Member will be placed on probation for AT LEAST one year (length determined by the executive board)
 - b. Member will not become a member in good standing until after a year of meeting the requirements set forth to become a member in good standing)
 - c. Fix the wrongdoing that the member was originally suspended for, if possible, and this needs to be done prior to getting member in good standing status. (Executive board will assist in this matter)
- G. Any official who is under current or past suspension/revocation from another association shall be required to submit to a vote of the Association for admittance into the LWOA.

Article 9: Elections

- A. Candidates for an officer position are nominated for a three (3) year term and voted on by the general membership at the January association meeting at the conclusion of the third year calendar year.
- B. An individual can hold only one officer position during their term.
- C. Voting can be by secret or open ballot ~~or~~ and the vote shall be determined by a majority.
- D. Special elections can take place when necessary and brought to the members for a majority vote.
- E. During the elected officer's term, the general membership can, at any time vote the officer out. It requires a 2/3 vote of the membership in good standing to relieve an existing officer from their currently held position. Nominations for the now vacant position will be then be put forth and a vote will be taken as soon after the position becomes vacant, but no later than the next scheduled monthly meeting

Article 10: Meetings

- A. There will normally be four meetings, one in each month October to January.
- B. The meeting dates will be determined by the President and e-mailed to members in September. Meetings shall be subject to change if a majority of members have a conflict due to a wrestling schedule. A new date shall be voted on by all members present at the meeting.
- C. Besides four general meetings, there shall be, at least, one instructional meeting and one official's mechanics classroom discussion seminar.
- D. Veteran officials will aid in the development of new officials through observation, teaching and modeling expected behaviors

Article 11: Amendment of Bylaws

Adoption, Amendment + Repeal The members of the association may amend or repeal the bylaws or adopt new by-laws so long as the by-laws, as amended or adopted, are not inconsistent with the articles of association or with the law. Any bylaws adopted by the members may not be altered or repealed by the Officers. These bylaws have been adopted as the bylaws of the association by a validly and separately convened meeting of the board of directors and the members.

Inspection of Records by Members All books, records, and lists of members of the

association shall be open to inspection and examination upon reasonable request for all proper purposes by any member of the association.

Quorum A quorum at any meeting shall exist when 51% of the “members in good standing” are present.

Article 12: Acquiring Varsity Status

- A. Varsity Official
 - a. Definition of varsity official – a person who may officiate primarily varsity and some sub varsity matches.
 - b. How to acquire varsity status:
 - i. Officiate sub varsity matches and meets
 - ii. Attend at least one MHSAA Training session
 - iii. Earn a varsity rating from the LWOA evaluator (required by MHSAA)
 - iv. Be a member in good standing
- B. Sub Varsity Official
 - a. Definition of sub varsity official –persons who officiate sub varsity matches only which include Middle School and Junior Varsity matches and meets.
- C. Any official that is considered a Varsity official from another Association may or may not gain status depending on executive board ruling.

Article 13: Contracts and Membership Responsibilities:

- A. All contracts will be assigned electronically by the Assignor. These contracts are legal and binding and replace any written contracts issued by leagues, or individual's schools. No contracts shall be reassigned unless approved by the assignor.
- B. The LWOA will choose which web service to use for electronic scheduling. Any fees incurred for these services shall be reimbursed by the LWOA.
- C. All members of LWOA shall have an e-mail address on file with the LWOA. Membership shall use this e-mail address when communicating with assignor, Board members, Athletic Directors and other officials for the purpose of communicating with the LWOA.
- D. All members shall use the chosen web site by LWOA to accept, decline and communicate with Athletic Directors about the status or contractual obligations.
- E. Members shall keep open and or closed dates electronically updated through the website. This shall be done on a regular basis during the wrestling season.
- F. Members shall accept electronically all assigned contracts within 7 calendar days of the assignment or the contract may be reassigned to another official.
- G. Members shall honor all accepted contracts.
- H. Members shall contact the Athletic Director(s) of assigned schools by e-mail no earlier than 7 days and no later than 48 hours prior to the accepted contest. The e-mail must

advise the Athletic Director(s) of your intent to work the accepted contest. You are to include information on how you can be reached, time of your anticipated arrival and any other pertinent information to promote effective communication.

I. Members shall copy the Assignor on the e-mail sent to Athletic Director(s).

J. Penalties for failing to meet membership's responsibilities:

1. **Failing to keep calendar updated.** 1st offense written: e-mail warning by assignor. 2nd offense: forfeiture of next accepted contest. 3rd offense: forfeiture of the next three accepted contests. 4th offense: forfeiture of remaining accepted contests.

2. **Failing to notify Athletic Directors at least 48 hours prior to scheduled event:** 1st offense written: e-mail warning by assignor. 2nd offense, forfeiture of next accepted contest. 3rd offense, forfeiture of the next three accepted contests. 4th offense, forfeiture of remaining accepted contests.

3. **Failure to honor accepted contract:** Forfeiture of next accepted contest. 2nd offense, forfeiture of all remaining accepted dates.

4. The President of the LWOA has the right to review and deviate from the above schedule on a case by case basis. The President's decision is binding and final.

Amended December 2015