



**BYLAWS  
OF  
THE SAN DIEGO COUNTY WRESTLING OFFICIALS ASSOCIATION**

These bylaws of the San Diego County Wrestling Officials Association (herein after referred to as “SDCWOA”), as set forth below, is entered into on this 30th day of January 2023, after receiving the advice and consent of the governing board of the association and a majority vote of the current general membership of the SDCWOA.

**ARTICLE ONE  
Executive Board Meetings**

- Section 1. The Executive Board shall meet as needed or required during the regular wrestling season, and may meet at any interval deemed necessary by the Executive Board during the off-season. These meetings shall be at any location the President or designee chooses, but shall not be outside the borders of the County of San Diego. The Board shall operate under Roberts’ Rules of Order.
- Section 2. For any vote of the Executive Board to be valid and enforceable, a quorum of a simple majority of members must be present (in person or by electronic means), or accounted for by proxy.
- Section 3. Each member of the Executive Board shall have one vote. If there is a vacancy in the office of Past President and there is a tie vote pending in the Executive Board, then the Instructional Chairperson shall have the deciding vote. All votes shall be counted and recorded by the Secretary and a record shall be kept in the minutes of the Executive Board meeting.
- Section 4. Proxies may be utilized in the voting process only if the proxy is in writing, dated and signed by the absent member, and a copy of the proxy is presented to the President no later than 5 days prior to the date of the meeting.
- Section 5. All members of the Executive Board must attend personally or via proxy. Video conferencing platforms (i.e. Zoom, Skype, Google Meet) may also be utilized when deemed appropriate by the President or their designee.

- Section 6. Notice of an Executive Board meeting must be given in writing to each member of the Executive Board no less than 10 days prior to the meeting. An electronic email will be sufficient to give proper written notice of an Executive Board meeting. The notices shall come from the Secretary or their designee.
- Section 7. The President or a quorum of Executive Board members may call an Emergency Executive Board meeting to address issues where urgent action is required. Once called, the meeting may be held with a written or electronic notice of less than 10 days. The agenda of said meeting will be limited to the issue(s) specified in the written notice. Actions taken by an Emergency Executive Board meeting must be passed by a majority of the entire Executive Board. Proxy votes are not permitted at an Emergency Executive Board meeting. Video conferencing platforms (i.e. Zoom, Skype, Google Meet) may also be utilized when deemed appropriate by the President or their designee.

## **ARTICLE TWO**

### **General Membership Meetings**

- Section 1. General Membership meetings shall be held at regular intervals during the wrestling season, but shall not be less than four times during the wrestling season. The term “wrestling season” shall include the pre-season and post-season as well as the regular wrestling season.
- Section 2. For any vote of the general membership to be valid and enforceable a quorum of a simple majority of the current active membership must be in attendance, personally or via proxy. Video conferencing platforms (i.e. Zoom, Skype, Google Meet) may also be utilized when deemed appropriate by the President or their designee.
- Section 3. Each member of the SDCWOA shall have one vote in the general membership meeting. Proxies may be used only if the proxy is in writing, dated and signed by the absent member, and a copy of that proxy is sent to the President or designee no less than 5 days prior to the meeting. The proxy holder must have an original copy of the proxy present when making any vote for the absentee member.
- Section 4. Notice of the general membership meetings must be in writing and given no less than 10 days prior to the date of the meeting. An electronic email and/or scheduling software (i.e. Arbiter, RQ+) will be acceptable to provide adequate notice of the meeting. The notice shall be given by the Secretary or designee.
- Section 5. The general membership meeting shall be at any location that the President or designee may choose, but must be within the borders of San Diego County.

### **ARTICLE THREE**

#### **General Membership Veto**

The general membership of the SDCWOA may override the ruling of the Executive Board, except for the case of disciplinary action, through the following method:

- A. A petition, stating the action being presented and containing the signatures of at least fifty percent (50%) of the current active general membership in good standing, must be presented to the Executive Board. Once the Executive Board has received such a petition, the Executive Board cannot move forward with their challenged action, or must cease their challenged action until such time as there has been a special meeting called and a vote counted.
- B. Upon receipt of the petition and the verification of each of the signatures, the Executive Board shall call a special meeting of the general membership to discuss only the issue presented in the petition. The special meeting shall follow the rules enumerated below under Article Four.
- C. At the special meeting, the President (or designee if unavailable) shall preside. There shall be no less than one-half hour of discussion and debate allowed to present the issues addressed in the petition.
- D. After at least one-half hour of debate has been presented, the President (or designee if unavailable), at any time after that, may close the floor for debate and call for a vote of the general membership on the issues in the petition.
- E. All votes shall be in writing and counted by the Secretary, or designee if unavailable. Proxies may not be used in a special meeting for general membership veto. A two-thirds majority vote is required to veto the action of the Executive Board.
- F. The general membership has only veto power. The general membership may not use this procedure or any other procedure to affirmatively create policy. Notwithstanding the general membership veto power, it is the exclusive province of the Executive Board to create the policy of the SDCWOA. Further, the general membership veto may not be used for issues such as salary of the assignment secretary or appointments of members to committees.

### **ARTICLE FOUR**

#### **Special Meetings**

- Section 1. Special meetings may be called by no less than forty-nine percent (49%) of the general membership. The meeting may only be initiated if the calling group has submitted a petition containing the issues to be presented and the original signatures of the petitioning group sent to the Executive Board.

- Section 2. Once the petition is received by the Executive Board and the signatures are verified, the Executive Board shall call a special meeting of the general membership within 30 days.
- Section 3. The special meeting shall be in the County of San Diego, and at a location mandated by the President (or designee if unavailable). The issues to be discussed at the special meeting shall be only those presented on the petition.
- Section 4. A quorum of a simple majority of the general membership of the SDCWOA must be present for any vote at a special meeting to be valid and enforceable. The President(or designee if unavailable) shall preside over the special meeting. No proxies may be used at a special meeting.
- Section 5. Special meetings may not be used to discuss the salary of the assignment secretary or the appointment of members to committees. Special meetings may not be used to create policy for the SDCWOA by the general membership, but may be used by the Executive Board to acquire a general membership vote before the next regularly scheduled meeting.

## **ARTICLE FIVE**

### **Due Process**

- Section 1. A member may file a grievance with the Executive Board against another member, coach or school. The grievance must be submitted to the Executive Board in writing. An electronic email will be sufficient to fulfill the writing requirement.
- Section 2. The grounds for grievances are not limited to the following: Unethical conduct by an official, coach, wrestler, or spectator; Unethical conduct of an official and or member of the SDCWOA; Failure to cooperate with officers or a committee; Knowingly work with a suspended member; Failure to show for an assigned tournament or dual meet; Drinking or partaking of any intoxicants during the day of a scheduled tournament or dual meet prior to the completion of the assignment; or a violation of the SDCWOA Constitution or Bylaws or a violation of any State and federal laws and regulations.
- Section 3. Once the grievance is received by the Executive Board, they must address the grievance within 30 days with some action or resolution. The penalties for a grievance may include, but is not limited to, a warning, fine, suspension, or termination.
- Section 4. If the grievance is against a member of the SDCWOA, the Executive Board shall have a private hearing with the member involved. This hearing shall be before a majority of the members of the Executive Board.

- Section 5. The member shall be presented with the grievances complained of, afford the member a chance to admit, deny or defense of their actions, and the Executive Board shall make a ruling on which action is appropriate under the circumstance. The member may bring signed affidavits in their defense from first hand witnesses in their defense. Further, the Executive Board may make inquiries to percipient parties to ensure a just result.
- Section 6. The identity of the complaining person shall remain confidential. Further, the nature of the grievance shall remain confidential. The Executive Board members are under a duty of confidentiality regarding these matters, but may speak generally about the grievance issues to the general membership in order to prevent further similar grievances from being made against the SDCWOA or its members.

## **ARTICLE SIX**

### **Membership**

- Section 1. Member is defined as a natural person eighteen years old or older, who has the physical and mental capabilities to perform the requirements of a wrestling official; and who has completed the training necessary under the national standards and any additional standards required by the SDCWOA.
- Section 2. An active member is one who attends the required number of training meetings, has met the financial obligations imposed by the SDCWOA, has complied with all California State laws dealing with independent contractor status, and is in good standing.
- Section 3. A member in good standing is an active member who has not engaged in unprofessional conduct or acted in a manner detrimental to the welfare and purpose of the SDCWOA; has not had their membership suspended or terminated; has complied with any financial discipline within set parameters; and complies with all other requirements of the SDCWOA.
- Section 4. A membership may be suspended or terminated after the proper grievance procedural due process has been afforded to the member. Every member of the Executive Board must personally be in attendance when a member is to be terminated.
- Section 5. Any person who has previously made misrepresentations concerning the SDCWOA to another member or the California Interscholastic Federation shall not be allowed become a member of the SDCWOA. A member may be immediately suspended or terminated if that member misrepresents to the California Interscholastic Federation or another member concerning the SDCWOA.

- Section 6. A member may request a leave of absence by submitting a request in writing to the Executive Board. Once accepted, this leave will be honored for the remaining and/or subsequent wrestling season. The member may return with all previous benefits during this period, unless otherwise limited. A member has the right to resign at any time. The resignation must be submitted in writing to the Executive Board. If that member were to re-apply they would be treated as a new member.
- Section 7. The SDCWOA is committed to providing equal opportunity and equal access to all officials regardless of age, sex, race, color, religious creed, ancestry, national origin, handicap, disadvantage, political affiliation or belief in all activities in which it conducts itself. No person shall be subjected to any form of discrimination or sexual harassment.

## **ARTICLE SEVEN**

### **Committees**

- Section 1. Committees shall be appointed, from the general membership, by the Executive Board to perform a variety of functions and take on those duties as assigned. A chairperson shall be appointed by the Executive Board or elected by the committee and report all matters to the Executive Board.
- Section 2. Committees shall be appointed for all matters concerning SDCWOA treasury, other than normal budgeted items as approved by the Executive Board. Specifically, a committee chairperson shall be appointed for the review of (1) entertainment, such as the pre and post season parties or banquets; (2) Scholarship programs; and (3) Negotiation of all discussions involving fees for officiating with the coaches association or consortium.

## **ARTICLE EIGHT**

### **Training**

- Section 1. The SDCWOA requires its members to achieve a certain amount of training prior to the commencement of competition. Each member shall have completed no less than 18 hours of training at no less than one of the annual preseason training seminars and no less than one evaluation tournament per year. Each member will also be required to pass the officiating exam with a score of 70% or higher.
- Section 2. The Instructional Chairperson shall be in charge of the training curriculum and oversee and administer the officiating exam.

## **ARTICLE NINE**

### **Operations**

- Section 1. The Secretary shall maintain records for the SDCWOA.
- Section 2. The Treasurer maintains funds for the SDCWOA in a bank and reports on finances at each meeting. Member schools pay the SDCWOA officials directly for officiating services.
- Section 3. The SDCWOA is governed by its constitution and bylaws. The SDCWOA Executive Board is responsible for decision-making procedures and administration of the association. Each Board member can submit proposals for changes.
- Section 4. The Executive Board requires a majority vote to create a proposed constitutional amendment and a two-thirds majority vote of the general membership in good standing to approve and ratify the amendment. The Executive Board requires a majority vote to create a proposed amendment to the bylaws and a majority vote of the general membership in good standing to approve and ratify the amendment. Operational decisions are made by a majority vote of a quorum of the Executive Board.
- Section 5. Officers are nominated and elected for one-year terms at the final year's meeting. Prospective officers must be nominated either by themselves or their peers. A majority vote of a quorum of the general membership decides the election winners.

## **ARTICLE TEN**

### **Miscellaneous**

- Section 1. STATE MEET – A set of qualified officials shall be nominated and approved by the Executive Board prior to such date set by State CIF Office. The nominations shall be presented to the California Interscholastic Federation (CIF) and the California State Wrestling Committee via the CIF San Diego Section Office. The Instructional Chairperson shall provide a list of qualified officials and be confirmed by the Executive Board. It is recommended that this honor be bestowed to qualified officials who have not officiated at the state meet the previous year. The exception to this is an official who is invited back to officiate the state meet.

Those chosen to officiate at the state meet may receive an allotment from the treasury of the SDCWOA. This fee is intended to help offset any financial burden and shall be no more than two hundred dollars (\$200) for each official being sent to the state meet, if funds are available.

- Section 2. GROOMING - Anything, including but not limited to hair, jewelry, etc., which interferes with the official's ability to officiate a match is unacceptable. Members of the Professional Relations Committee shall enforce the grooming standards.
- Section 3. APPEARANCE - Uniforms must meet specifications as set forth in the National Federation Rules, and must be clean, presentable, and well maintained. Hair must meet the standards set forth by the National Federation Rules. Beards and or mustaches will be allowed.
- Section 4. ASSIGNMENTS - At each assignment meeting the Assignment Secretary shall publish and make available a list of assignments to the general membership. This may be in person or via electronic scheduling software (i.e. Arbiter, RQ+). Officials shall be assigned according to their ratings and availability. Post season assignments will be allocated to those officials in good standing within SDCWOA and who have demonstrated exceptional ability during the regular season. The Assignment Secretary shall assign the post season with input from the Executive Board, or the Training Committee and Evaluation Committee if formed during the regular season. At the direction of the President, the Assignment Secretary is to be evaluated at the end of the wrestling season.
- Section 5. EVALUATIONS – Officials evaluations are a tool to measure and assist in the development of officials. The primary goal is to help the official improve with a secondary function to rank officials. Evaluations shall only be conducted by members of the Training Committee, Evaluation Committee or their designees. Guidelines set forth by the National Federation of State High School Associations (NFHS) and National Collegiate Athletic Association (NCAA) shall be used to conducted such evaluations. In person reviews and/or video recordings can be utilized for evaluation purposes. Every effort will be made to perform at least two evaluations during the pre-season and/or regular season. Officials refusing to participate in the evaluation process shall not be assigned post-season events.
- Section 6. ATTENDANCE - Attendance at meetings and training sessions is mandatory at the recommendation of the Executive Board and the Instructional Chairperson. Unexcused absences shall result in forfeiture of future assignments. Officials are responsible for appearing at all scheduled assignments, unless other arrangements have been made with the Assignment Secretary. Unexcused failing to appear at an assignment will result in a fine of \$25.00 per incident, payable to the SDCWOA, and forfeiture of all schedule assignments during the remainder of the assignment period.
- Section 7. AMENDMENTS - Amendments to the bylaws of the SDCWOA shall only be made valid and enforceable when there has been (1) a majority vote in favor of the proposed bylaw amendment by the Executive Board



and (2) a majority vote in favor of the proposed bylaw amendment by a quorum of the current general membership of the SDCWOA.

- Section 8. INSURANCE – The SDCWOA requires all individual members to be in possession of liability insurance coverage. Individual members may obtain the required liability insurance coverage at their own expense (and provide proof to SDCWOA) or the SDCWOA may use the member’s dues to purchase required insurance giving each member \$1 million in general liability insurance coverage in addition to liability insurance coverage for other medical, fee loss, and liability coverage. The SDCWOA shall use member’s dues to purchase Directors’ and Officers’ Insurance to indemnify its officers for \$1 million in liability for any actions related to their duties to the association.
- Section 9. CONFLICTS OF INTEREST - A concerted effort is made by assignors to keep officials from officiating at schools where a conflict of interest may exist. Officials are requested to indicate potential conflicts to the Assignment Secretary prior to the assignments being made.