

SINGLE CONSTITUTION for ENGLISH REGIONS

Regional Constitution

1. Name

Each Regional Association shall be called the [ENGLISH REGION] WRESTLING ASSOCIATION (hereinafter referred to as "the Region") and shall be affiliated to the British Wrestling Association Limited (hereinafter referred to as "the BWA").

The English Regions shall consist of three separate associations England (North), England (Midlands) and England (South) each representing the affiliated Clubs under their respective jurisdictions. The Board of the BWA following consultation with the English Committee from time to time shall delineate the boundaries of the English Regional Associations.

The English Regions shall be autonomous and shall each form a separate Regional Committee i.e. Northern Region, Midland Region and Southern Region in accordance with this constitution.

The BWA will form an England Committee made up of members of the Regions' Executive Committees as well as skills-based members.

2. Aims and objectives

The aims and objectives of each Association shall be to:

- 2.1 Develop, promote and control all styles of wrestling within each English Region of the BWA, working with clubs to promote participation and membership of the BWA.
- 2.2 Facilitate a Regional Training Squad and promote engagement of the Region's promising wrestling talent in the National Talent Pathway.



- 2.3 Provide coaching, officials and competitive opportunities in wrestling.
- 2.4 Ensure that all members of the region receive fair and equal treatment. irrespective of social status, age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation.
- 2.5 Represent the interests of the clubs and members of the Region at national level.
- 2.6 Provide constructive feedback on BWA strategies and ensure that all policies adopted by the Board of the BWA including, but not limited to, anti-doping, equity, disciplinary, health and safety, safeguarding and protection of children, code of ethics and conduct are fully recognised and the principles and responsibilities contained therein are adhered to by all clubs and members in the region.

3. Membership

- 3.1 Membership shall consist of Officers of the Region and Senior Members of the BWA resident in that Region who has personally paid in full any membership fee due.
- 3.2 All members shall be subject to the regulations of this constitution and shall be deemed to accept the regulations and codes of conduct that the Region has adopted.

4. Address

The place of address for all communications correspondence and service of notices shall be that of the Secretary of the respective English Region.

5. Regional Executive Officers

- 5.1 The Executive Officers of the Region shall be:
 - Chair



- Vice-Chair
- Secretary
- Treasurer

who shall form a Regional Executive Committee.

5.2 Executive Officers shall be elected at an Annual General Meeting ("AGM") of the Association by a majority vote.

5.3 At each AGM after 2012, each Executive Officer shall retire from office in the years described below: -

Chair – 2015 then every fourth year thereafter

Vice-Chair – 2013 then every fourth year thereafter

Secretary – 2015 then every fourth year thereafter

Treasurer – 2013 then every fourth year thereafter

5.4 All Executive Officers shall be eligible for re-election once, provided no Executive Officer shall serve in office for more than eight consecutive years.

5.5 All Executive Officers must be a senior member of the BWA, resident in the Region and have been a senior member of the BWA for a continuous period of 12 months or more

5.6 No club shall have more than two members of the Regional Executive Committee

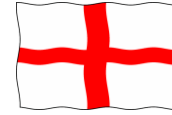
6. Specific Powers of the Regional Executive Committee

6.1 The Regional Executive Committee shall hold the following powers:

6.1.1 the power to carry out the administration and duties of the Region and control and supervise the activity of the Region between meetings of the Regional Committee.

6.1.2 the power to appoint non-voting members to the Regional Executive Committee and consult advisors.

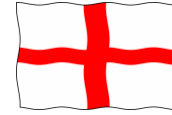
6.2 The Secretary shall record all Regional Executive Committee meetings in the minutes of such meetings and these shall be circulated to all members of the Executive, Regional Committee and Regional Clubs.



- 6.3 In the case of an equality of votes, the Chair of the meeting shall not be entitled to a second or casting vote and the resolution will not pass.
- 6.4 The Regional Executive Committee shall meet whenever convened by the Chair, or at the request of half of its members.
- 6.5 The Regional Executive Committee shall appoint from the Executive representative(s) to the Nation & Regions Committee and the England Committee.

7. Rights and duties of Executive Officer

- 7.1 The Regional Executive Committee may make interim rulings on behalf of the Region. All such actions are to be recorded and reported to the next meeting of the Regional Committee.
- 7.2 The Secretary shall have ultimate responsibility for maintaining all records and documents of the Region, receiving and acknowledging all correspondence of the Region, summoning and giving notice of all meetings of the Regional Executive Committee and Regional Committee recording these meetings fully and circulating copies of the proceedings as appropriate to the Regional Committee, Regional Clubs and the BWA Board. In addition, the Secretary is to carry into effect all decisions and recommendations of the Region, including the Regional Executive Committee and Regional Committee. Furthermore, the Secretary must prepare an Annual Report of the affairs of the Region and surrender all, records and documents of the Region, as and when required by the Regional Committee.
- 7.3 The Treasurer shall have ultimate responsibility for taking charge of all funds of the Region, receiving and acknowledging all monies on behalf of the Region, banking all monies of the Region and maintaining a record of all incomes and expenditure, paying all demands as authorised by the Regional Committee, preparing every year a statement of income and expenditure and submitting a copy to the BWA, surrendering all funds, records and account books of the Region,



as and when required by the Regional Committee.

7.4 The Executive Officers at all times should show commitment to the work of the BWA as well as a need to act in the best interests of it's Region.

8. Regional Committee

8.1 The Region shall be managed through a Regional Committee consisting of:

8.1.1 The Executive Officers

8.1.2 Non-Executive Officers

8.1.3 One BWA registered (Senior Member) representative from each BWA affiliated club (see clause 14.1) within that Region.

8.1.4 One Athlete (Senior Member) Representative

8.2 The Regional Committee shall be the ultimate authority concerning all disputes and issues affecting the Region and shall be responsible for:

8.2.1 planning the development of wrestling in the region

8.2.2 organising competitions and coaching

8.2.3 adopting and implementing policy and strategy, codes of conduct and rules that affect the organisation of the Region

8.3 The agenda of the Regional Committee shall have a standing item for the Region's Athlete Representative.

8.4 The Regional Committee minutes shall include :

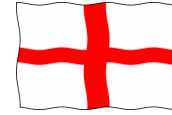
8.4.1 of all appointments of members of the Regional Committee

8.4.2 of the names of the members of the Regional Committee present at each meeting of the Regional Committee

8.4.3 of all resolutions and proceedings of all meetings of the Region and of any Committee thereof.

8.5 An Officer or Committee Member shall cease to be such if he or she ceases to be a senior member of the BWA or resigns by written notice

8.6 If the post of any Officer shall fall vacant the Regional Executive Committee shall have the power to fill the vacancy until the next AGM.



8.7 Only one member from any one club within the Region shall be entitled to be represented as a Non-Executive Officer on the Committee.

8.8 Membership of the Regional Committee will be open to all Senior Members of the BWA resident in that Region who has personally paid in full any membership fee due.

9. Proceedings at Regional Committee Meetings

9.1 The Committee shall meet together for the despatch of business (not less than twice per year) and shall adjourn and otherwise regulate their meetings in such manner as they may think fit. Any matters or resolution arising at any meeting shall be decided by a majority of votes.

9.2 The Chair shall take the chair at meetings of the Committee provided that if the Chair is not present the Vice-Chair will take the chair. In the event that the Vice-Chair is not present the other members of the Committee attending the meeting may appoint one of their number to take the chair.

9.3 The quorum necessary for the transaction of the business of the Committee shall be 33% of clubs in the Region. If such a quorum is not present within half an hour of the time appointed for the meeting of the Committee, then such meeting shall be adjourned.

9.4 A person entitled to be present at a meeting shall be deemed to be present for all purposes if he or she is able (directly or by electronic means) to speak to and be heard by all those present or deemed to be present simultaneously. A person so deemed to be present shall be entitled to vote and be counted in a quorum accordingly.

9.5 Fourteen clear days' notice of every meeting of the Committee shall be given by the Secretary by post fax or electronic mail specifying the place, day and hour of the meeting, provided always that the Chair shall have the power at any time in his discretion to convene a meeting in case of emergency at no less than 48 hours' notice and may adjourn



the meeting from time to time.

9.6 At every meeting of the Committee, a resolution put to the vote of the meeting shall be decided on a show of hands. Every member of the Committee shall have one vote. In the case of an equality of votes the Chair of the meeting shall not be entitled to a second or casting vote and the resolution will not pass.

9.7 An eligible BWA affiliated club can appoint a proxy to vote on their behalf. A proxy form must be in writing and signed by the secretary of the club in question. A scanned, signed document via e-mail to the Secretary would also be sufficient.

9.8 A meeting of the Committee, at which a quorum is present, shall be competent to exercise all or any of the authorities, powers and discretions or the time being vested in or exercisable by the Committee generally.

9.9 AOB may be discussed at a meeting but any matters or resolution may not necessarily be answered at the time and not voted on.

9.10 The continuing members of the Committee may act notwithstanding any vacancy in their body, but, if and so long as their number is reduced below the number fixed as the necessary quorum of members of the Committee, the continuing members of the Committee may act for the purpose of increasing the number of members of the Committee to that number, or of summoning a General Meeting of the Region but for no other purpose.

9.11 Minutes of all Committee Meetings shall be kept and circulated to those present, Regional Clubs with a copy to the BWA Board.

10. Finance

10.1 All Regional monies shall be banked in an account held in the name of the Region.

10.2 The Treasurer shall be responsible for the finances of the Region.

10.3 The financial year of the Region shall end on 31st March.



10.4 A certified account detailing income and expenditure for the financial year shall be presented by the Treasurer at the Annual General Meeting and copy sent to the BWA.

10.5 Any cheques drawn against Regional funds shall hold the signatures of the Treasurer and at least one other Executive Officer.

11. Annual General Meetings

11.1 Notice of the AGM shall be given by the Secretary and shall take place by 30th June in every year.

11.2 Not less than 21 clear days' notice shall be given to every BWA affiliated club of the Region entitled to vote.

11.3 No business shall be conducted unless notice thereof is contained in the Agenda to be prepared by the Secretary. Notice of any matter for inclusion in the Agenda must be given to the Secretary not less than 14 days prior to the meeting. However, with the approval of the Chair a matter may be raised without such notice. The agenda and reports shall be circulated, together with list of nominations for Executive Officers no later than 7 days prior to the meeting.

11.4 The AGM shall receive a report from Officers of the Regional Executive Committee, an account of income and expenditure and deal with other relevant business.

11.5 Nominations for Officers of the Regional Executive Committee shall be sent to the Regional Secretary not less than 14 days prior to the AGM and circulated to the members of the Region not less than 7 days prior to the AGM. These nominations shall be signed by the Secretary of the club putting forward the nomination or by any other senior member of the Region.

11.6 Election of Officers shall take place at an AGM.

11.7 The appointment to the figurehead position of Vice-President for a initial 4-year period may take place at an AGM. With the agreement of the Vice President re-appointment of the post will take place



thereafter at 4-year intervals.

11.8 The post-holders will not have any voting rights on the AGM unless they are also the delegate of their club.

11.9 The quorum for AGMs shall be 33% of clubs in the Region.

11.10 Every resolution shall be decided by a simple majority of the votes cast either by anonymous ballot or a show of hands. In the case of an equality of votes the Chair of the meeting shall not be entitled to a second or casting vote and the resolution will not pass.

11.11 AOB may be discussed at an General Meeting but any matters or resolution may not necessarily be answered at the time and not voted on.

11.12 An eligible BWA affiliated club can appoint a proxy to vote on their behalf. A proxy form must be in writing and signed by the Secretary of the club in question. A scanned, signed document via e-mail to the secretary would also be sufficient.

11.13 Minutes of General Meetings shall be kept and circulated to those present with a copy to the BWA.

12. Extraordinary General Meetings

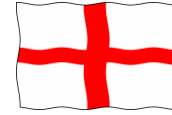
12.1 The Regional Executive Committee has the right to call Extraordinary General Meetings (EGMs) outside the AGM by simple majority of its members.

12.2 An EGM may also be called by an application in writing to the Secretary supported by no less than 25% of clubs in the Region.

12.3 Procedures for EGMs shall be the same as for the AGM.

13. Adjournment of General (Annual or Extraordinary) Meetings

13.1 If the persons attending a general meeting within half an hour of the time at which the meeting was due to start do not constitute a quorum, or if during a meeting a quorum ceases to be present, the Chair of the meeting must adjourn it.



13.2 The Chair of the meeting may adjourn a general meeting at which a quorum is present if:

- i) the meeting consents to an adjournment, or
- ii) it appears to the Chair of the meeting that an adjournment is necessary to protect the safety of any person attending the meeting or ensure that the business of the meeting is conducted in an orderly manner.

13.3 The Chair of the meeting must adjourn a general meeting if directed to do so by the meeting.

13.4 When adjourning a general meeting, the Chair of the meeting must:

- i) either specify the time and place to which it is adjourned or state that it is to continue at a time and place to be fixed by the Executive, and
- ii) have regard to any directions as to the time and place of any adjournment, which have been given by the meeting.

13.5 If the continuation of an adjourned meeting is to take place more than 14 days after it was adjourned, the Region must give at least 7 clear days' notice of it (that is, excluding the day of the adjourned meeting and the day on which the notice is given:

- i) to the same persons to whom notice of the general meetings is required to be given, and
- ii) containing the same information, which such notice is required to contain.

13.6 No business may be transacted at an adjourned general meeting, which could not properly have been transacted at the meeting if the adjournment had not taken place.

14. Voting

14.1 Only BWA affiliated clubs with affiliation to the BWA for a continuous period of 6 months or more shall have the right to vote at any meetings



14.2 The voting at any meetings shall be 1 vote for each Club affiliated to the BWA

14.3 Any BWA affiliated club whose club affiliation has lapsed at the time of meeting shall not have the right to vote at any meeting until 3 months after the date of re-registration

14.4 If a club's affiliation to the BWA has lapsed for more than 12 months then that club will be treated as if they are a new club and they will not be allowed to vote until 6 months has elapsed from the date of re-registration

15. Discipline and appeals

15.1 Disciplinary matters will be dealt with under the prevailing disciplinary policy of the BWA.

16. Dissolution

16.1 A resolution to dissolve the Region can only be passed at an AGM or EGM through a two-thirds majority vote of BWA affiliated clubs present and entitled to vote.

16.2 In the event of dissolution, any assets of the Region that remain shall become the property of the BWA or some other organisation with similar objectives.

17. Amendments to the constitution

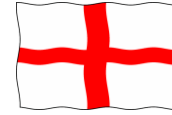
17.1 The constitution shall only be changed by the Board of the BWA following consultation with the English Committee from time to time

18. Interpretation

Any question as to the interpretation of the constitution for the time being in



**English Region
Constitution**
12 November 2013



force shall be referred for determination to the England Committee whose decision shall be final.

19. Declaration

This constitution was adopted and accepted at the AGM/EGM of the Region held at:..... on:

Signed:

Role:



Appendix: Roles and Responsibilities of Executive Committee Members:

Role of Chair

Overall responsibility for the smooth running of the Region, providing strong leadership and direction to the Executive Committee and Region members.

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| Essential Attributes: | <ul style="list-style-type: none"> • Display a positive attitude & be a good role model for the Region • Act with discretion • Act with tact & diplomacy • Be able to deal with conflict • be a good communicator (spoken & written) • Be forward thinking and committed to meeting the overall goals of the BWA and Region | <ul style="list-style-type: none"> • Exercise independent judgement • IT Literate i.e. e-mail, word processing • Apply attention to detail • Can confidently <ul style="list-style-type: none"> ○ Manage time ○ Motivate others ○ Plan and organise |
| Desirable Attributes: | <ul style="list-style-type: none"> • Knowledge of <ul style="list-style-type: none"> ○ BWA Policies and Procedures ○ BWA and Region's Constitutions ○ Region's documentation ○ External contacts for Region • be a good listener and attuned to the interests of members and other interest groups, developing good relationships internally and externally whilst ensuring that activities committed to are delivered • understand the rules of wrestling and the needs of athletes, coaches, officials and volunteers | <ul style="list-style-type: none"> • Be able to encourage harmonious decision making, working collaboratively with other Committee Members, whilst exercising independent judgement • Experience of chairing meetings and committee work |
| Safeguarding | | |
| <ul style="list-style-type: none"> • DBS (Disclosure and Baring Service) required | | |

Specific duties include but are not limited to:

- Maintain a strategic overview of the Region's direction, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets
- Chair/manage all Region, Committee and AGM meetings, ensuring they are held in accordance with the Region's constitution
- Work with the Vice-Chair, Secretary and Treasurer to perform the function of the Executive Committee, ensuring that responsibilities delegated to the Committee or others are communicated, understood and followed through
- Ensure that all Region members respect and abide by the Code of Conduct and Constitution, overseeing any disciplinary action taken against Region members
- Ensure that the management of the Region remains positive and progressive and that the aims and objectives of the Region are respected



and observed

- Communicate regularly and systematically with the members of the Region and with the BWA, keeping all well informed of BWA and Region activities and able to provide oversight
- Regularly focus the Committee's attention on matters of Region governance that relate to its own structure, role and relationship to BWA, through having a good working knowledge of the BWA Articles, Region Constitution, rules and duties of office bearers
- Ensure the necessary skills are represented on the Committee and that a succession plan is in place to help find new Committee members when required
- Assist in the development of partnerships with sponsors, funding agencies, local authorities, shared facility users and organisations that are relevant to the goals of the Region.
- Follow the Code of Conduct and Constitution at all times and ensure that other members do the same

Role of Vice-Chair

The role of the Vice-Chair is to shadow the Chair in providing leadership and responsibility for the Region and the Committee and to deputise for the Chair where needed.

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| Essential Attributes: | <ul style="list-style-type: none"> • Display a positive attitude & be a good role model for the Region • Act with discretion • Act with tact & diplomacy • Be able to deal with conflict • be a good communicator (spoken & written) • Be forward thinking and committed to meeting the overall goals of the BWA and Region | <ul style="list-style-type: none"> • Exercise independent judgement • IT Literate i.e. e-mail, word processing • Apply attention to detail • Can confidently <ul style="list-style-type: none"> ○ Manage time ○ Motivate others ○ Plan and organise |
| Desirable Attributes: | <ul style="list-style-type: none"> • Knowledge of <ul style="list-style-type: none"> ○ BWA Policies and Procedures ○ BWA and Region's Constitutions ○ Region's documentation ○ External contacts for Region • be a good listener and attuned to the interests of members and other interest groups, developing good relationships internally and externally whilst ensuring that activities committed to are delivered | <ul style="list-style-type: none"> • Be able to encourage harmonious decision making, working collaboratively with other Committee Members, whilst exercising independent judgement • Experience of chairing meetings and committee work |
| Safeguarding | <ul style="list-style-type: none"> • DBS (Disclosure and Baring Service) required | |

Specific duties include but are not limited to:

Specific duties include but are not limited to:



- In the event of the Chair being unable to fulfil his/her duties, to deputise
- In the absence of the Chair, chair/manage all Region, Committee and AGM meetings, ensuring they are held in accordance with the Region's constitution
- Assist the Chair in deciding which matters are dealt with by the Executive, the full Committee and delegated to Committees
- Coordinate Regional planning to ensure appropriate plans are developed, presented to and reviewed by the Committee, and enacted as required
- Represent the Region at meetings and forums as agreed with by the Chair
- Other duties as nominated by the Chair
- Follow the Code of Conduct and Constitution at all times and ensure that other members do the same

Role Description –Secretary

The role of the Secretary is to maintain relationships with the BWA, other relevant external organizations and for ensuring that the Region complies with the rules that govern the sport and the rules and constitution of the Region

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| Essential Attributes: | <ul style="list-style-type: none"> • Act with discretion, keeping confidential matters confidential • Act with tact & diplomacy • Apply attention to detail • Communicate well (spoken & written) | <ul style="list-style-type: none"> • IT Literate i.e. e-mail, spreadsheets, word processing • Be able to manage time, plan and organise |
| Desirable Attributes: | <ul style="list-style-type: none"> • Knowledge of <ul style="list-style-type: none"> ○ BWA Policies and Procedures ○ BWA and Region's Constitutions ○ Region's documentation ○ External contacts for Region | <ul style="list-style-type: none"> • Meetings procedures and minute taking |
| Safeguarding | <ul style="list-style-type: none"> • No specific requirement – depends on contact with children | |

Specific duties include but are not limited to:

- Work with the Chair, Vice-Chair and Treasurer to perform the function of the Executive Committee
- Provide an open communications link and systematic communication between the Management Committee, any active sub-committees, members, BWA other Regions and any other relevant stakeholders
- Keep up-to-date with the future strategic direction of the Region



- With the Region Chair, prepare agendas, reports and papers for all meetings, and distribution prior to the meeting
- Maintain all Region records (for a minimum of 3 years,) financial records, minutes, etc. to meet legal requirements and distribute as required. These records may include founding documents, lists of Committee members, Committee meeting Minutes, financial reports, and other official records. These records should be available when required for reports, elections, referenda, other votes, etc.
- Manage Minutes of Committee meetings, and ensuring minutes are distributed to members shortly after each meeting and no later than 7 days with a summary for distribution to all members of the Region
- Provide an up-to-date copy of the Constitution and bylaws at all meetings
- Ensure that proper notification is given of Committee and Region meetings as specified in the constitution
- Manage the general correspondence of the Committee except for such correspondence assigned to others
- The Secretary may also be the nominated person to receive and file relevant Police Check records or Working with Children documentation.
- Follow the Code of Conduct and Constitution at all times and ensure that other members do the same

Role Description – Treasurer

The role of the Treasurer is to be responsible for the management of the Region's accounts and its financial dealings.

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| Essential Attributes: | <ul style="list-style-type: none"> • Act with discretion, keeping confidential matters confidential • Analyse figures and apply numerical principles • Apply attention to detail • Present information in a clear and | <ul style="list-style-type: none"> • Think logically • IT Literate i.e. e-mail, spreadsheets, word processing • Be able to manage time, plan and organise |
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| | concise manner <ul style="list-style-type: none"> • Experience of producing written accounts, budgets and financial statements | <ul style="list-style-type: none"> • Work as one of the team • Honest/Trustworthy |
| Desirable Attributes: | <ul style="list-style-type: none"> • Knowledge of <ul style="list-style-type: none"> ○ BWA Policies and Procedures ○ BWA and Region's Constitutions ○ Region's documentation | <ul style="list-style-type: none"> • Good Organisational Skills • Ability to maintain accurate records • Communicate well (spoken & written) |
| Safeguarding | <ul style="list-style-type: none"> • No specific requirement | |

Specific duties include but are not limited to:

- Maintain records of the Region's financial transactions and an awareness of the Region's financial position at all times
- Work with the Chair, Vice-Chair and Secretary to perform the function of the Senior Management Team
- Keep the Executive Committee informed of the Region's financial status, drawing attention to areas of concern
- Present a financial report at each Executive Committee meeting
- Produce an annual budget process and detailed financial report for the AGM
- Be a signatory on Region bank account and one of the two signatories on all Region cheques
- Ensure that Region members do not handle, deposit, pay out, or otherwise deal with the Region's funds without the Treasurer's knowledge
- Receipt all incoming monies/ Bank all monies received / Pay all accounts
- Ensure that all receipts and payments concur with bank deposits and withdrawals
- Follow the Code of Conduct and Constitution at all times and ensure that other members do the same