



## **BYLAWS OF THE WESTBOROUGH ATHLETIC BOOSTERS ASSOCIATION, INC.**

### **Article I: Name**

The name of this organization shall be the Westborough Athletic Boosters Association, Incorporated throughout this document. The organization will be a not for profit corporation under the provisions of Chapter 180 of the General Law of Massachusetts, Section 501 (c) (3) of the Internal Revenue Code.

### **Article II: Mission**

The Westborough Athletic Boosters Association, Inc. is a community led charitable, non-profit organization whose purpose is to encourage enthusiastic support and interest in Westborough High School and Middle School athletics; to contribute to the advancement and needs of athletic programs in those schools; to lend support to the Department of Athletics including the Director of Athletics, coaches, and athletes; to award scholarships; and generally to perform all duties and activities permitted to non-profit corporations.

### **Article III: Purpose**

The purpose of WESTBOROUGH ATHLETIC BOOSTERS ASSOCIATION is to:

- encourage excellence in athletic education and performance;
- foster student, parent and community participation in the athletic program;
- provide support and assistance to the Department of Athletics including the Director of Athletics, coaches, and athletes;
- contribute financial resources to the athletic program not covered by the Athletic Department's budget.

### **Article IV: Membership and Registration**

#### **Section 1: Membership**

The membership of the association shall not be limited. Anyone interested in supporting

the progress and development of the athletic programs of the Westborough Public Schools shall be eligible for membership.

**Section 2: Registration and Dues**

Registration shall be achieved by completion of a membership form and payment of annual dues. Membership shall be 1 year beginning July 1 and ending June 30. Dues will be set annually by the Executive Board.

**Section 3: Resignation of a Member**

Any member of the Association may resign in writing to the clerk at any time. Resignation shall not entitle such member to a refund of dues paid.

**Section 4: Removal of a Member or Officer**

Recommendation for removal of a member or officer may be made by a majority vote of the Executive Committee provided the member or officer has received written notice stating the cause for such action and is given the opportunity to appear before the Executive Committee within 15 days of receipt of the notice. After such a hearing, a final determination will be made by majority vote of members of the Executive Committee.

**Article V: Officers, Election, and Duties**

**Section 1: Personnel**

- The officers are all voting members and shall include President, Vice President, Treasurer, Clerk, and At-Large Member.
- The Executive Committee shall consist of the officers and the Athletic Director. The Athletic Director will be a non-voting ex-officio member.
- All other members constitute the general membership.

**Section 2: Nomination Process**

The Executive Committee shall seek nominations for each of the officer positions annually prior to or at the April meeting.

Each candidate shall have been a member of the Association for a minimum of one full year. At the April meeting, the Clerk shall announce the names and positions for which they were nominated of any and all candidates received. Independent nominations may be made by any member from the floor present at the April meeting and shall be included in the potential nominees for each of the Officer positions. The Clerk shall confirm that all candidates have signified their willingness to serve, if elected, before they can be officially noted as being formally nominated. Candidates nominated from the floor at the April meeting have 48 hours to confirm their willingness to serve.

Following the April meeting, the names of any duly nominated individuals and the seats for which they are seeking to serve will be published by the Clerk to all Members in good standing.

### **Section 3: Election and Term**

Officers shall be elected by the May meeting of the general membership. In the event of any contested seat, a written or electronic ballot shall be used. Only Members in good standing may vote in any election. A ballot of the current sitting Executive Committee shall resolve any election resulting in a tie. The term of office shall be one year beginning July 1 and ending June 30.

### **Section 4: Duties**

Officers and chairpersons are expected to attend all scheduled meetings of the Association. The powers and duties shall be as follows:

#### **A. Executive Committee**

The Executive Committee shall:

- confer as needed prior to each monthly meeting of the general membership to review the agenda and any issues that may arise;
- hold other meetings of the Executive Committee between scheduled monthly meetings at the discretion of the President;
- have the power to make decisions on behalf of the membership as deemed necessary.

#### **B. President**

The President shall:

- be the Executive officer of the Association;
- preside at all meetings of the Executive Committee and general membership;
- call special meetings as necessary;
- with the approval of the Executive Committee, hire an attorney to handle any legal issues as deemed necessary;
- appoint any temporary committees deemed necessary;
- supervise the activities and welfare of the Association;
- keep members informed of all matters pertaining to the affairs of the Association;
- have the power to sign checks in the absence of the Treasurer;
- sign any and all legal documents as required by law; e.g. tax return.

#### **C. Vice President**

The Vice President shall:

- in the absence of the President, perform all duties and assume all responsibilities of the President;
- oversee the active committees on a monthly basis, including creating job descriptions if necessary;
- report to the general membership on behalf of any committee chairperson(s) not present at any regular monthly meeting of the Association.
- in the case of executive member vacancies, perform those duties until the role can be filled.

#### **D. Clerk**

The Clerk shall:

- prepare and keep the minutes of all meetings, prepare and present necessary reports to the membership;
- issue notification of all meetings of the Association unless the President elects to do so;
- create and maintain a membership list;
- share the membership list with Executive Committee.

#### **E. Treasurer**

The Treasurer shall:

- be custodian of the funds of the Association;
- receive all dues and monies;
- make all payments in accordance with the budget;
- be responsible for paying any and all bills upon receipt;
- balance the monthly bank statements;
- present financial reports and give a narrative thereof at the scheduled monthly meetings of the Association;
- turn over to his or her successor all books and financial records;
- be responsible for hiring independent auditors to review the finances as deemed necessary;
- present an annual budget projection for approval at the first meeting of the Association of the school year;
- file an annual tax return to the IRS, an annual report to the Secretary of State, and other financial and administrative documents as required by law.

#### **g. At-Large Member**

The At-Large Member shall:

- assist the other Executive Board members with their duties where needed, and will be tasked with various oversight duties during the course of the year.

#### **Section 5: Vacancies among Officers**

Vacancies among officers shall be filled by a majority vote of the remaining Executive Committee members from a single slate submitted by the Executive Committee. Persons so elected shall serve until the expiration of the original term of the office.

### **Article VI: Meetings**

#### **Section 1: Regular and Special Meetings**

Regular meetings of the general membership shall be held monthly. The Clerk will publish the schedule of meetings as soon after the August meeting of the Association as possible. Exceptions may be made at the discretion of the President and Executive Committee. Special meetings may be called by the Executive Committee as deemed necessary.

#### **Section 2: Quorum**

A quorum of the Association shall be defined as three Executive Committee members. The

quorum of the Executive Committee shall be defined as three Executive Committee members.

### **Section 3: Voting**

Any matter that is raised for a vote will be recorded by the Clerk. Unless otherwise specified, all motions will pass with a majority vote.

### **Section 4: Attendance:**

Officers and Committee Chairpersons are expected to attend scheduled monthly meetings of the Association. In case of inability to attend, notice should be given to the Vice President with any report to be presented at the next meeting.

## **Article VII: COMMITTEES**

### **Section 1: Committees**

Special or Project Committees shall be formed and dissolved by the President in accordance with the needs of the Association in its current activities or projects. All work of these committees shall be presented to and approved by the members of the Association.

## **ARTICLE VIII: GUIDELINES AND PROCEDURES FOR FUNDING**

### **Section 1: Number of Scholarships and Amount**

The number, amount, and criteria of scholarships to be awarded shall be determined yearly by the Westborough Boosters membership in conjunction with the adoption of the Westborough Boosters annual budget. The scholarship recipient(s) will be selected by the Westborough High Scholarship committee.

### **Section 2: Projects and Donations**

- Funding decisions will be voted on by membership.
- The Executive Committee has the authority to approve funding any request up to and including an amount of \$250.00.
- Projects and donations must promote the purpose and mission of the Association and will be evaluated on the basis of overall merit and need.
- Sports banquets are ineligible to use Association funds.
- Requests may be made throughout the fiscal year.

## **ARTICLE VIII: FISCAL POLICY**

- The fiscal year shall start July 1 and end June 30.
- The Executive Committee has the authority to approve any unbudgeted expenditures up to and including an amount of \$250.00.
- If any unbudgeted expenditure exceeds \$250.00, such expenditure must be approved by a membership vote upon recommendation of the Executive Committee and provided a quorum is present as defined in Article V, Section 2.
- The Treasurer will present the annual budget for approval by a majority vote of the membership at the first meeting of the Association of the school year.

## **ARTICLE IX: AMENDMENTS**

Bylaws shall be reviewed annually by the clerk. These bylaws may be amended by a

two-thirds vote of the members of the Association present at any regular monthly meeting. Proposed bylaw amendments must be distributed to members by the Executive Committee at least one week prior to the date of the meeting.

**ARTICLE X: DISSOLUTION OF ASSOCIATION**

In the event of the dissolution of the Westborough Athletic Boosters Association, all of its funds, properties, equipment, and endowments shall revert immediately to the Westborough Public School Administration.

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**Updates and Revisions Since September 1, 2019**

By Laws Fully Amended and Adopted November 9, 2019  
Amendment To Article V Adopted at the April 2020 Meeting  
Amendment To Article V, S1/S2/S3 Adopted at the April 2021 Meeting