



***Westborough
Athletic
Booster
Association***

Committed to Athletic Excellence

www.wabarangers.org

**BYLAWS OF THE
WESTBOROUGH ATHLETIC BOOSTERS ASSOCIATIONS, INC.**

Article I: Name

The name of this organization shall be the Westborough Athletic Boosters Association, Incorporated.

Article II: Purpose

The purpose of the Association is exclusively charitable and is:

- To foster interest in, and support an enthusiasm of interscholastic sports teams in the Westborough Public Schools;
- To lend support to the Athletic Department and Director of Athletics;
- To develop the potential of Westborough High School and middle school athletes and athletic programs;
- To award scholarships to qualified graduating student athletes.

Article III: Membership and Registration

Section 1: Membership

The membership of the Association shall not be limited. Anyone interested in the progress and development of the athletic program of the Westborough Public Schools shall be eligible for membership.

Section 2: Registration and Dues

Registration shall be achieved by written completion of a membership form and payment of annual dues. Membership dues are renewed annually to coincide with the academic calendar. Membership forms and payment received after April 15 of an academic year will be deferred to the next academic year's membership.

Section 3: Resignation

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

Section 4: Removal

Recommendation for removal of a member or officer may be made by majority vote of the Executive Committee provided the member has received written notice stating the cause for such action and is given the opportunity to appear before the Executive Committee within 30 days of notice. After such hearing, a final determination will be made by majority vote of the Executive Committee.

Article IV: Officers, Election and Duties

Section 1: Personnel

- a. The officers shall consist of President, Vice President, Treasurer and Clerk.
- b. The Executive Committee shall consist of the officers and the Athletic Director.
- c. Committee chairpersons are individuals from the general membership who oversee independent committee activities.
- d. All other members constitute the general membership.

Section 2: Nomination

- a. The Executive Committee shall present a slate of one candidate for each office to be filled. Each candidate shall have been a member of the Association for a minimum of one year. The slate shall be presented at the April meeting of the general membership. Independent nominations may be made by any member from the floor at the April meeting and shall be announced with the Executive Committee's slate. All candidates must signify their willingness to serve, if elected, before they can be nominated.
- b. Prospective members of the Executive Committee may be nominated by any active member and shall be presented at the April meeting of the membership.

Section 3: Election and Term

Officers shall be elected by ballot at the May meeting of the Association. If there is but one candidate for an office, the Clerk may be instructed by unanimous consent to cast the ballot. In the event of any contested seat, a written shall be used. A secret ballot of the 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. All shall assume their duties at the August meeting, in the absence of a July meeting.

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 have the power to make decisions on behalf of the membership as deemed necessary. The Executive Committee shall confer prior to each monthly meeting of the general membership to review the agenda and any issues that may arise. Other meetings of the Executive Committee shall be held between scheduled monthly meetings at the discretion of the President. A report of any (meetings of the Executive Committee) will be made to the membership at its next meeting.

b. President

The President shall be the Executive officer of the Association, shall preside at all meetings of the Executive Committee and general membership, shall call special

meetings as necessary, and shall be a member ex-officio of all committees. The President shall, with the approval of the Executive Committee, hire an attorney to handle any legal issues as deemed necessary. The President shall appoint special committees not otherwise provided for, shall supervise the activities and welfare of the Association and shall keep members informed of all matters pertaining to the affairs of the Association. The President shall have the power to sign checks in the absence of the Treasurer. The President shall sign any and all legal documents as required by law; i.e. 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. The Vice President shall oversee the active committees on a monthly basis and shall report to the general membership on behalf of any committee chairperson(s) not present at any regular monthly meeting of the Association.

d. Clerk

The Clerk shall prepare and keep the minutes of all meetings and prepare and present necessary reports to the membership. The Clerk shall, as needed, obtain a roster of all active members compiled by the membership committee or Treasurer and shall maintain an attendance role, shall issue notification of all meetings of the Association unless the President elects to do so. The Clerk shall maintain a list of all committee chairpersons and their respective duties when and if applicable.

e. Treasurer

The Treasurer shall be custodian of the funds of the Association, shall receive all dues and monies and shall make all payments in accordance with the budget. The Treasurer shall be responsible for paying any and all bills upon receipt. The Treasurer shall balance the monthly bank statements. The Treasurer shall keep full and accurate accounts including names and contact information of current members, shall present financial reports and give a narrative thereof at the scheduled monthly meetings of the membership. The Treasurer shall turn over to his or her successor all books and financial records. The Treasurer shall be responsible for hiring independent auditors to review the finances as deemed necessary. The Treasurer shall serve as Chair of the Finance Committee and shall present an annual budget for approval at the August meeting of the membership. The Treasurer shall 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. The Treasurer shall be bonded.

f. Committee Chairpersons

Committee Chairpersons shall report to the Vice President, and shall preside over meetings of their committees, shall notify the Vice President of any meetings of their committees and shall give a report of those meetings to the membership at monthly meetings of the Association. A list of committees and their respective duties will be kept by the Clerk. Committee Chairpersons are expected to provide a written year-end recap at the conclusion of their committee's activities for the school year for reference in subsequent years.

Section 5: Vacancies

Vacancies among officers shall be filled by a majority vote of the remaining Executive Committee members and officers 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 V: 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 determined by the Executive Committee and/or before each scheduled meeting of the Association.

Section 3: Voting

A show of hands vote shall be required for any project of gift request recommended by the Finance Committee and brought to the membership involving a commitment of Association funds other than previously approved budget items. All requests for funding including projects or donations must be presented to the Finance Committee who in turn makes a recommendation to the membership.

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 VI: COMMITTEES

Section 1: Standing Committees

a. Membership Committee

The membership shall solicit registrations for membership to the Association, shall publicize registration deadlines as defined in Article III, Section 2 to the community and shall turn over all dues collected to the Treasurer, who shall maintain a database of member athlete families, past and present. The Treasurer shall provide the Scholarship Committee with this list when requested. The Membership Committee shall be responsible for distributing to new members a Mission Statement, Scholarship Qualification Guidelines and access to a copy of the bylaws.

b. Finance Committee

The Finance Committee shall advise the membership on all matters relating to the financing of the Association's administration. The committee shall review all requests for funding and shall make recommendations to the Executive Committee and membership according to the Association funding guidelines as defined in Article VII, Section 2. The Finance Committee shall be responsible for preparing the Annual budget to be presented at the August meeting of the membership. The Finance Committee shall be composed of the Athletic Director and Treasurer along with such other members as shall be designated by the Chair of President.

c. Scholarship Committee

The Scholarship Committee shall select student athletes to be recipients of the Association scholarships from the list of qualified students provided by the Guidance Department. The Committee shall abide by the rules set forth by the School Committee and the Westborough Scholarship Board to ensure that Association scholarships are awarded during the Westborough High School Graduation ceremony. The Scholarship Committee shall be composed of the Athletic Director, one of the Officers of the Association, one general member of the Association as selected by the Executive Committee, and no more than 3 members of the Westborough High School administration and/ or coaching staff. In the event that all officers are for any reason ineligible to serve on the Scholarship Committee, an additional member of the Association will be appointed by the Executive Committee to serve in their place. A committee member shall not be a parent of a Westborough High School senior, shall exercise objective judgment and shall make selections based on the guidelines specified in Article VII, Section 1. The Athletic Director shall serve as Chair of the Scholarship Committee and shall provide a roster of seniors participating in interscholastic athletics.

Section 2: Other Committees

Special or Project Committees shall be formed and dissolved by the Executive Committee 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 membership.

ARTICLE VII: GUIDELINES AND PROCEDURES FOR FUNDING

Section 1: Scholarships

- a. To be eligible for consideration, a student shall have applied for a Westborough High School scholarship, shall be a graduating senior and shall have been accepted to a post-graduate program or a post-secondary school. Recipients shall have been a member of four athletic teams during at least two of the four years of high school, excluding time lost due to injuries. An applicant must have at least one parent or guardian who has maintained membership in the Association for a minimum of three out of four years of the student's high school career. To qualify for scholarship consideration, membership dues shall have been paid by the deadline defined in Article III, Section 2. Exceptions in regard to membership requirements may be made for transfer students at the discretion of the Scholarship Committee. Criteria used

by the committee may include: a proven commitment to interscholastic sports as demonstrated by number of seasons played, quality of participation and number of sports pursued; character, sportsmanship and participation in the activities of the Association.

- b. A minimum of 50% of the net proceeds from the annual Scholarship golf tournament or an alternative fundraising event designated for scholarship shall be dedicated to funding scholarship awards.
- c. In a given year, if the numbers of athletes who meet the criteria stated in paragraph (a) exceed the funds allocated for that year, the Scholarship Committee may address the Executive and Finance Committees to request additional funds.
- d. If the Scholarship Committee is unable to award all of the funds allocated in a given year to deserving athletes following the criteria in (a) above, then special scholarship considerations may be made and awards may be granted by the Scholarship Committee.

Section 2: Projects and Donations

- a. The amount of funds available for the fiscal year shall be set on approval of the Annual budget.
- b. Projects and donations must promote the purpose of the Association.
- c. Proposals may be made throughout the fiscal year. The process for consideration of proposals shall be as follows:
 - 1) Written request by letter to the Athletic Director accompanied by a completed Request for Project Funding form to include a minimum of two quotes for all costs including equipment, materials, labor and shipping.
 - 2) Submission of the request to the Finance Committee by the Athletic Director no less than 15 days prior to the next scheduled monthly meeting of the membership;
 - 3) Recommendation by the Finance Committee to the members present at the next scheduled monthly meeting of the Association;
 - 4) Approval is made by majority vote of those present at that monthly meeting
- d. There shall be no restrictions on consecutive year funding
- e. Projects of donations will be evaluated on the basis of overall merit and need.
- f. Sports banquets are ineligible.
- g. Donations may be made to certain school activities or organizations not related to the purpose of the Association to show support for the Westborough School Community as a whole. If under \$100, contributions may be made by decision of the Executive Committee. If the amount of any contribution exceeds \$100, such contributions may be made only with approval by membership vote upon recommendation of the Executive Committee provided a quorum is present as defined in Article V, Section 2.

ARTICLE VIII: FISCAL POLICY

The fiscal year shall be from July 1 to June 30.

ARTICLE IX: AMENDMENTS

These bylaws may be amended by a two-thirds vote of the members of the Association present at any regular monthly meeting, provided those present constitute a quorum as defined in Article V, Section 2. Notice of amendment proposals must be distributed to members at least two weeks prior to the date of the meeting. A copy of said amendment proposal(s) shall be made available for review at the office of the Athletic Director or by contacting the Clerk.

ARTICLE X: DISSOLUTION OF ASSOCIATION

In the event of the dissolution of the Westborough Athletic Booster Association, all of its funds, properties, equipment and endowments shall revert immediately to Westborough High School for the WABA Ranger Athletics and Scholarship Fund. The endowment funds, and any money specifically designated in the WABA budget for scholarships, will only be used for scholarships. Use of the remaining funds will be determined by the Athletic Director and a committee selected by the Athletic Director.

Amended November , 2006