

## Oliver Ames Field Hockey Booster Bylaws 2019

### Article I: Organization

This organization shall be a voluntary, non-profit organization, known as the Oliver Ames Field Hockey Boosters (hereinafter referred to, and also known as the "OAFH Boosters")

School Name: Oliver Ames High School

Street Address: 100 Lothrop Street, North Easton, MA 02356

Website: oafieldhockey.com

Email: oahsfieldhockey@gmail.com

### Article II: Purpose

The OAFH booster club exists for the purpose of broadening the involvement of students, and student families, through the support of all Oliver Ames field hockey ("OAFH") programs at Oliver Ames High School ("OAHS"). These bylaws apply to all teams - Freshmen, Junior Varsity and Varsity, if applicable. It is intended that the efforts of the booster club benefit all OAFH teams and student participants. The booster club works to achieve its goals through the active participation of as many parents as possible in its booster club programs in support of OAFH, working closely with the coaches, Athletic Director and the Principal of the school.

The OAFH Booster Club shall operate in full support of Oliver Ames High School, its administrators, the Athletic Director, the athletic department, and the coaches. At no time shall the booster club make recommendations or become directly involved in the day to day operations of the school field hockey program. The booster club serves only to support and facilitate the OAFH program and has no role in deciding the direction of policy established by the Athletic Director and Principal.

The organization shall operate in accordance with all Easton Public School (EPS) District and Massachusetts Interscholastic Athletic Association (MIAA) policies, rules and regulations, which take precedence over these bylaws.

The objectives of the OAFH Booster Club are:

- To support, promote, and maintain a high standard of integrity and good sportsmanship in the OAFH program;
- To foster and promote good will, respect, communication, and cooperation between parents, students, coaches, school administration, and the community;
- To promote quality and excellence in the OAFH program, and enhance the field hockey experience of OAFH players;

- .To promote and encourage attendance at OAFH games by parents and friends of athletes, the students, school faculty, administration, and the community;
- To promote and encourage students to become involved in OA field hockey; and
- To raise funds to supplement the OAFH Program. Funds raised by the boosters club are not to substitute for funding that rightfully should be provided in the Athletic Budget.

The OAFH Booster Club will not:

- Leverage funding in order to control the hiring or firing of a coach;
- Conduct a performance review of any coach, or create a petition drive to hire or fire a coach;
- Attempt to influence a player's or group's playing time;
- Create inequities in violation of Title IX; and
- Fund any out-of-season activities.

### Article III: Membership

Membership categories include Executive Board Members, Executive Board Members-at-Large, General Membership, Oliver Ames School Field Hockey Coaches, Special Committee Members, and Other Volunteers.

All Members must actively support the stated purpose and commitments of the OAFH Boosters. Annual membership in OAFH Boosters will begin September 1, and will automatically be terminated on August 31. Membership may also be terminated at any time via written resignation by the Member, and may be subject to termination by action of the Executive Board (see Special Hearings).

The Executive Board has the right to increase or decrease the number of Members and programs as needed.

#### Section 1 - General Membership

Parents and legal guardians ("parents") of current Oliver Ames field hockey players are eligible to become members of the OAFH Boosters. The membership is encouraged to attend Booster Board meetings and propose ideas, activities, and programs in support of the purposes of the booster club in order to keep the booster club actively involved with the OAFH program.

#### Section 2 - Special Committee Members and Other Volunteers

Special Committees may be created by the Executive Board, as necessary. The President shall appoint a chairperson of each committee. The activities of the Special Committee will be supervised by the Executive Board.

Other Volunteers will serve in specific administrative roles configured and assigned by the Executive Board and will be supervised by the Executive Board.

### Section 3 - Other Members

The head coach, the Principal, and the Athletic Director shall automatically be considered non-voting, ex-officio members of the boosters. They shall provide guidance and leadership to the boosters and shall report pertinent information to the booster club.

### Section 4 - Dues

There will be yearly membership dues of \$100 per student athlete for parent membership in the boosters. Dues shall be payable at the beginning of the field hockey season, typically by the first practice. Dues fees must be voted on annually, prior to the start of tryouts. The amount due may be increased or decreased by the Executive Board and a majority vote of the general membership present during the meeting. Boosters dues are membership fees and not money paid in exchange for student athlete supplies, such as gear bags or athletic apparel. The inability to pay will not preclude any parent from being a member.

## Article IV: Governance, Election of Officers

### Section 1 - Executive Board: Officers

The governance of the OAFH boosters shall be a Executive Board elected from the membership and shall include the President, Vice-President, Treasurer, and Secretary. The boosters shall also have at least two Executive Members-at-Large on the Board.

### Section 2 - Term

Officials shall serve for one year and not for more that two years, consecutively, in the same office. A vacancy occurring in any office may be filled by appointment by the Executive Board from the membership, or left vacant at the discretion of the Board. No member of the Executive Board shall hold more that one Executive Board Office at a time.

### Section 3 - Election of Officers and Executive Members-At-Large

Election of Officers and Executive Members-at-Large shall take place at the first regularly scheduled meeting ("Election Meeting") of the OAFH boosters following the end of the regular field hockey season, typically at the end of November, or as near thereto as possible. All voting members in good standing are eligible to serve on the Executive Board. The slate of proposed Booster Board Officers should be presented to the membership at least seven days prior to the Election Meeting. The full slate shall be voted upon at the Election Meeting.

#### Section 4 - Voting of Officers

The election of the officers shall be by a show of hands when the candidate is running unopposed. Voting shall be by secret ballot, organized by those current officers not seeking re-election, if two or more candidates seek the same office. The current President may forego the secret balloting and call for election by a show of hands if the current President determines that the voting members are clearly in favor of such a procedure.

#### Section 5 - Installation

Installation of officers shall be at the Annual Meeting, to be held prior to the first of January, or as near thereto as possible, at which time the new officers shall take over the duties in all matters affecting the subsequent school year.

#### Section 6 - Removal

A Executive Board Officer may be removed at any time for good cause. "Good cause" for removal of an officer or board member includes, but is not limited to: unexcused absences from three consecutive meetings; willful neglect of duties; fraud; misuse of booster club funds; accepting compensation or other things of value based upon their Executive Board position; conflicts of interest not approved by the Executive Board; or other appearances of impropriety that are determined by the Executive Board to reflect negatively on the OAFH Booster Club.

Executive Board member status may be terminated or suspended by action of the Executive Board in a Special Hearing. The individual charged will be notified in writing by certified mail within ten (10) days of the date, time, and location of the hearing. The meeting notice shall state that the removal of the Executive Board member is on the agenda. At the meeting, the board shall consider all possible arrangements for resolving the issue that are of mutual interest to the Executive Board and the Executive Board member subject to removal. If the matter is not

resolved in this manner, the Booster Board may refer the matter to the Athletic Director or building Principal. Upon termination of duties, the terminated member of the Executive Board shall return all official papers, records, and materials to the OAFH Boosters within three (3) business days of termination.

If the individual charged cannot attend the hearing due to a valid reason, then the individual must notify the Executive Board in writing within forty-eight (48) hours in advance of the scheduled meeting. If the Executive Board approves the postponement, then a new hearing date, time, and location will be set. There will be only one postponement. Failure to notify the Executive Board of the inability to attend the hearing will result in the hearing proceeding as scheduled.

#### Section 7 - Compensation, reimbursement of expenses

Booster club members and officers may not receive any compensation or anything of value for their services as booster club members or as an officer. Booster club members may receive reimbursement for expenses incurred on behalf of the OAFH program in accordance with the procedures set forth in these bylaws.

No member of the Executive Board shall use the name of OAFH for any business or promotion outside of OAFH interests.

Membership in the booster club shall not vest any of the members with any title, property rights, or rights having monetary value of any kind whatsoever, including, but not limited to, property rights in the school, the school name and logos, or in the booster club.

No booster club member or officer has the authority to commit the booster club to any financial obligation outside of the budget, except upon prior vote and approval of the Executive Board members.

No member of the Executive Board make purchases or commit OAFH funds in excess of \$500 (five hundred dollars) without prior approval of the Executive Board.

### Article V: Definitions of Membership and Duties

#### Section 1 - General Membership

The membership is encouraged to attend Booster Board meetings and propose ideas, activities, and programs in support of the purposes of the booster club in order to keep the booster club actively involved with the OAFH program.

## Section 2 - Executive Board

The OAFH Booster President, Vice-President, Treasurer, Secretary, and Executive Board Members-at-Large are considered members of the Executive Board and are charged with transacting the necessary business and be involved with activities in support of the purpose of the boosters club and on behalf of the booster club general membership.

## Section 3 - President

- Prepares agendas and shall preside at all booster club meetings.
- Ensure that all decisions of the Booster Board are put into effect.
- Appoints committee chairs of all committees formed
- Shall be an ex-officio member of all committees
- Serves as liaison between the OAFH Booster Club and the coaches, OAHS administration, and EPS administration.
- Represents the OAFH Boosters at town/recreation meetings, when necessary, or send an authorized agent.
- Signs all contracts and requests subject to the ratification of the Executive Board.
- May authorize the disbursement of funds as necessary with the approval of one other Board Member and has the the right to co-sign with the Treasurer on all financial transactions.
- Has administrative access to the OAFH website, and other social media outlets.
- Has overall leadership and management responsibility for the organization.
- Shall inform media of upcoming events, as necessary.
- Is responsible for arranging game film with Easton Cable TV (ECAT).

## Section 4 - Vice President

- Performs duties assigned by the President
- Performs the duties of the President, if the President is unavailable.
- In the event that the President is incapacitated, the Vice-President will serve as President, unless the Executive Board elects to fill the vacancy.
- Supervises the selection, disbursement, collection, and maintenance of equipment, supplies, and uniforms.
- Schedules all meeting rooms, as necessary

- Shall be present for the reconciliation of OAFH Boosters monies. Oversees fundraising as delineated under Article IV.

#### Section 5 - Secretary

- Maintain accurate attendance and voting records.
- Records, releases and maintains the minutes of all meetings
- Provides a copy of all released minutes to be posted on the OAFH Website.
- Maintains an accurate Membership roster
- Maintains all official papers and documents, including a copy of the by-laws
- Has administrative access to the OAFH website, and other social media outlets.

#### Section 6 - Treasurer

- Prepares the annual budget which shall be approved by a majority vote of the Executive Board and presented to the general membership.
- Keeps an accurate record of all financial affairs, and is responsible for the booster club bank accounts.
- Shall receive all monies due to the booster club and promptly deposit these funds in a financial institution approved by the Board and within the policies of the Easton Public Schools.
- Shall disburse funds of the booster club only for the purposes approved by the Executive Board of the booster club.
- May reimburse pre-approved expenditures made by booster club members subject to the receipt of actual proof of such expenditures.
- Presents a statement of account and profit and loss statement at all regular meetings and at other times as requested by the President or Executive Board.
- Will notify the Executive Board of any delinquent payments or financial discrepancies
- Files and maintains all required Federal, State and local tax forms.
- Reports, prepares and files the end of year statement.
- Prepares a full written financial report for presentation at the Annual Meeting.

The President and the Treasurer shall be signatories on all booster bank accounts. The authorized signatories may sign checks or disburse funds individually up to \$500 in the aggregate for approved budget items and for items in support of the purposes of the booster organization. The President, Vice-President, and the Treasurer shall have access to a joint credit card to be used solely for the purpose of booster club activities. All books and records of

the booster club may be inspected for any proper purpose at a reasonable time upon the request of any booster club member.

#### Section 7 - Executive Board Members-at-Large:

- Have voting rights at executive meetings and are involved in the decision making necessary to execute the business of the organization, but are not officers and do not have specific standing duties. The number and need for Executive Board Members-at-Large will be determined on a year to year basis depending on the size of the OA Field Hockey Boosters membership as a whole.

#### Section 8 - Communications Officer:

- Has administrative access to, and is the keeper of, the OAFH website.
- Has administrative access to, and is responsible for the management of, all social media outlets utilized by the booster club, either managing them directly or via a Special Committee.
  - Members of such a Special Committee shall report to the Communications Officer.
  - The Executive Committee shall decide prior to the beginning of the field hockey season which social media outlets to maintain and how they are to be used.
- Is responsible for posting, as requested by members of the Executive Board, announcements, schedules, and other important information.
  - Notice of meetings shall be provided at least seven days in advance by via means generally understood by the booster club membership to be a source of information pertaining to OAFH business (i.e. Twitter, OAFH website).
  - Posts approved meeting minutes on the OAFH Website.

#### Article VI - Fundraising

Fundraising projects shall be conducted within the policies of the Easton Public Schools. All offers of financial or equipment donations for the benefit of the OAFH program from companies, families, or individuals must be made directly to the Executive Board.



All potential conflicts of interest, including a member transaction with the booster club, or the payment for services by the booster club to anyone that is a member, shall be immediately brought to the attention of the Executive Board with a full disclosure of all relevant facts. The Executive Board, upon a majority vote (excluding the vote of any person involved in the potential conflict) will determine how to handle the potential conflict of interest. If deemed necessary, an Executive Board member can decide to bring the situation to the attention of the Athletic Director or High School Principal.

## Article VII - Meetings

### Section 1 - Annual Meeting

The Annual Meeting of the booster club shall be the first meeting following the Election Meeting (Election Meeting defined in Article IV, Section 3). This meeting shall occur in December, or as soon after as is feasible. Members shall be provided with at least seven days written or electronic notice of the Annual Meeting. Notice may be provided via electronic or social media generally understood by the booster club membership to be a source of information pertaining to OAFH business (Twitter, OAFH website). At the Annual Meeting, the new Executive Board and the departing Executive Board shall meet to discuss the status of affairs and transition matters. All relevant documents and materials shall be transferred at this time to the incoming board members. The retiring officers transfer all books and papers belonging to the booster club to the new administration, and otherwise advise the new administration as to the status of the affairs of the club.

### Section 2. - Regular Booster Meetings

General meetings will be held at dates, times and locations designated and communicated by the Executive Board. These meetings shall be held as necessary and as determined by the president and the Executive Board, but shall be held at least quarterly. A simple majority of the Executive Board and the Members at Large shall be necessary. No member may vote by proxy. If it is not possible to obtain a quorum, the actions taken by the Executive Board and general members in attendance shall be subject to future ratification by the majority vote of the Executive Board at the next meeting.

### Section 3 - Executive Board Meetings

If deemed necessary, Executive Board meetings will be held at dates, times and locations designated and communicated by the President. The Executive Board will endeavor to hold

Executive Board Meetings at least quarterly.. Board business shall include: Call to Order, Attendance, Prior Meeting minutes approved, Treasurer's Report, President Report, Old Business, New Business, and Adjournment.

#### 4. Special Hearings

Any unresolved OAFH Booster related complaints or concerns may be addressed via a Special Hearing called by the Executive Board with the hearing comprised of the Executive Board to review said complaint. If circumstances warrant, such as a personal conflict between a member of the Executive Board and a general Member, then the Executive Member of concern may be excused from the hearing and a replacement may be appointed by the Chair or next Officer. Any vote of the Executive Board shall be decided by a simple majority of the Executive Board in attendance at the meeting

#### 5. Attendance

All meetings shall be open to attendance by any member of the booster club, the coaches, the Athletic Director, the building Principal, any other interested EPS employees, or parents of students in the District.

#### 6. Remote Attendance

Any meeting may be attended by teleconference at the President's discretion.

### Article VIII - Amendments

These bylaws shall be approved by a meeting of the general membership of the booster club and a majority hand vote of the members in attendance at the meeting, subject to the ratification procedures set forth above. Amendments to these bylaws may only be made by written recommendations made to the Executive Board. Upon approval of a majority of the Executive Board, the amendment to the bylaws shall be presented in writing to the general membership and the bylaws may be amended by a majority vote of the members present at any general membership meetings, subject to the ratification procedures set forth above. In effect, it will take two (2) booster club meetings to accept a change to the By-laws.

### Article X - Indemnification and Insurance

Each person who acts as an Officer, Executive Board Member, Member at Large, General Member, Special Committee Member, or Volunteer under the direction of a booster club member shall be indemnified by the booster club for expenses actually and necessarily incurred on behalf of the booster club, and the defense of any action, suit, or proceeding in which he or she may be made a party solely by reason of his or her having been an officer, general member or volunteer of the booster club, except to the extent that such involvement is the result of the negligence or willful misconduct of such individual or the individual was acting outside the scope of his or her responsibilities.

The OAFH Boosters will maintain liability insurance coverage and this coverage will be supplied by an insurance company to be determined annually by the Executive Board.

#### Article IX - Dissolution

The OAFH Booster Club may be dissolved by a majority vote of the Executive Board and a majority vote of the general membership. If for any reason the OAFH Booster Club is dissolved, the remaining funds in the booster club bank accounts, or if the EPS district or other organization in a fiduciary capacity is holding bank accounts with such funds on behalf of the booster club, they will be used for the benefit of the OAFH program until the funds are exhausted. If necessary, any such funds will be turned over to the OAHS for safe-keeping and disbursement. The bank account funds as well as any other asset of the booster club shall not inure to the benefit of any member or private individual, not to the Easton Public Schools or District Athletic Department, but instead will be used for the support of the OAHS field hockey program and if such a program no longer exists, to the athletic department of OAHS.

#### Article XII - General Rules of Order

Proceedings not covered by these By-laws will be governed by Robert's Rules of Order Effective this 23rd day of May, 2019, these bylaws shall replace any previously issued and authorized bylaws of the Oliver Ames Field Hockey Booster Club or its predecessor field hockey clubs.