

BY-LAWS
of
WILLIAM ANNIN MIDDLE SCHOOL
ATHLETIC ORGANIZATION
July 2009

ARTICLE I – NAME

The name of the organization will be the William Annin Middle School Athletic Organization (WAMS – AO). The William Annin Middle School Athletic Organization is an affiliate of the William Annin Middle School Parent-Teacher Organization.

ARTICLE II – PURPOSE OF WILLIAM ANNIN MIDDLE SCHOOL ATHLETIC ORGANIZATION

The purpose of the William Annin Middle School Athletic Organization is to establish, coordinate, support and provide financial management to the athletic programs at William Annin Middle School. The William Annin Middle School Athletic Organization is an athletic program that will enhance the educational, physical and social development of our athletes.

ARTICLE III – MEMBERSHIP

The Organization shall consist of:

SECTION A: Executive Board. The Executive Board will consist of all elected officials of the organization. President(s), Fundraising Chair, Secretary, Purchasing Representative, Treasurer, and PTO Representative

SECTION B: Team Representative. After a team is selected, the WAMS-AO Executive Board will seek a volunteer from each team to serve as a team representative. The team representative may be asked to assist with communication between the team parents and the coach and/or the Organization. The team representative may also attend WAMS-AO public meetings and bring any concerns or issues related to their sport to the attention of the Executive Board. No parent may serve in the capacity of assistant coach.

The Executive Board and coach together may exercise its right to replace any Team Representative who is not fulfilling his/her responsibilities.

SECTION C: Athletic Coordinator. WAMS-AO will utilize an Athletic Coordinator to serve as an administrator for the program.

ARTICLE IV – MEETINGS

SECTION A: Executive Board Meetings. The Executive Board will meet a minimum of four times per year. Special meetings may be called by or at the direction of the President(s) or by the majority of the Executive Board Officers then in office. Written, oral, or any other method of notice of the time and place shall be given for special meetings of the Executive Board in sufficient time for the convenient assembly of the Executive Board.

SECTION B: Public Meetings. The William Annin Middle School Athletic Organization will hold scheduled public meetings. The last meeting of the year will include the presentation of the slate for new Executive Board Officers.

SECTION C: Voting. The elected Executive Board officers will be the voting members of the WAMS-AO.

ARTICLE V – EXECUTIVE BOARD

SECTION A: Officers. New members of the Executive Board will be elected by the Officers of the sitting Executive Board for a term of two years. In the case of an Executive Board Officer vacancy, Executive Board members will interview candidates and vote to fill the vacant position for the remainder of the term. The newly elected officer will assume his/her position immediately.

SECTION B: Responsibilities. The Executive Board is responsible for review and resolution of issues, problems or concerns brought by the Athletic Coordinator, administration, coaches, team representative, players or parents. The Executive Board decides on modification of guidelines, forms and policies and procedures.

SECTION C: Voting. The elected Executive Board Officers will be the voting members of the WAMS-AO.

SECTION D: Offices. President(s), Fundraising Chair, Secretary, Purchasing Representative, Treasurer, PTO Representative.

President(s) shall establish the agenda, preside at meetings, and enforce the bylaws. The President will serve as the contact person for all school administrators, Athletic Coordinator, officers, coaches, PTO Presidents and parents. He/She works with the Athletic Coordinator and coaches in planning season tryouts, budget, and schedule. They will assure that player evaluation procedures are followed as per the WAMS-AO Guidelines. He/She is required to sign all facilities agreements, legal commitments and contracts. His/Her name will appear on the Organization bank account. The President(s) will coordinate the nomination process and election of new Executive Board Officers.

Fundraising Chair shall engage in fundraising activities consistent with the purposes of the WAMS-AO as stated in the guidelines of the Organization. They may coordinate an Executive Board sanctioned Fundraising Committee with annual goals and set a Fundraising Plan.

Secretary shall keep meeting minutes, attendance and report the minutes at each meeting. He/She will maintain all files and team rosters, an emergency contact list, and injury reports on any participants.

Purchasing Representative shall be responsible for purchasing any and all necessary equipment, uniforms and the like for the athletic teams within the Organization. He/she will coordinate these efforts with the coach and Athletic Coordinator.

Treasurer shall handle the financial affairs of the WAMS-AO. The Treasurer shall serve as a liaison to each team) with regard to finances. The Treasurer will prepare quarterly and end of the year statements for review by the WAMS-AO at their regularly scheduled meetings.

The Treasurer will prepare each team's budget, collect participation fees, and be responsible for any and all disbursement of funds. The Treasurer and President(s) will sign all WAMS-AO checks in amounts greater than \$2500.00.

The Treasurer is responsible for compliance with annual tax filings in accordance with the IRS and the State of New Jersey. The Executive Board will retain a CPA or other qualified tax practitioner to assist as necessary.

PTO Representative shall be elected by the WAMS-Parent Teacher Organization membership to the Executive Board of the WAMS-AO. He/she will be responsible for communication between the two entities. The PTO Representative will also be responsible for generating school spirit surrounding the athletic program. He/she will serve as liaison to the WAMS Webmaster for the WAMS-AO and communicate athletic events via the school newspaper, bulletin boards, PTO newsletter, public address announcements and any other means available

ARTICLE VI – ELECTION OF EXECUTIVE BOARD OFFICERS

Executive Board Officers will be elected in June by the sitting Executive Board Officers. An outgoing member of the Executive Board will serve as Nominating Chairperson to coordinate the nominating and voting process. Nominations may be made to this WAMS-AO Nominating Chairperson by an established date. Any nominated person must have a student attending William Annin Middle School while serving his/her term.

ARTICLE VII – REMOVAL OF EXECUTIVE BOARD OFFICERS

Any of the Executive Board Officers may be removed by a majority vote of the Executive Board for cause. An Executive Board Officer may resign at any time by giving written notice to the Executive Board. The resignation shall take effect upon receipt thereof by the Executive Board.

ARTICLE VIII – FUNDRAISING

The WAMS-AO shall engage in fundraising activities consistent with the purposes of the Organization and as stated in the purpose and mission statement of the Organization. All fundraising activities must be reviewed and approved by the Executive Board. All fundraising activities for the Organization should be done in accordance with the guidelines consistent with those of a tax-exempt organization as outlined under Internal Revenue Code Section 501 (c) (3).

ARTICLE IX – FINANCES

Monies raised or acquired by the WAMS-AO shall be deposited in an Organization checking account maintained by the Treasurer. All checks for amounts greater than \$2500.00 will have dual signatures consisting of the Treasurer and President(s).

The Executive Board shall establish a yearly membership/registration fee to be paid by each student per sport. These fees will be set-aside in a general fund to be utilized at the discretion of the Board.

WAMS-AO funds shall be used for the benefit of William Annin Middle School athletic programs and athletes.

The Executive Board shall direct the financial affairs of this Organization and shall appropriate such monies as may be necessary or useful for its operation.

The Treasurer is expected to submit a budget for each team. The budget must include all expenses and any revenue to be raised to cover those expenses by way of pay to play fees. The fees should be broken down to a per-participant amount based on the number of students participating in the program.

The Executive Board must approve each sport team's budget. The Treasurer will maintain a separate accounting for each team's revenues and expenses so that it is treated on a Fund Accounting basis. The Executive Board can approve use of general organization funds for exceptional situations.

The Treasurer will prepare quarterly reports and a cumulative year-to-date statement for the Executive Board for its meetings.

Any student-participant demonstrating financial need may apply via the Athletic Coordinator for consideration of financial aid, a payment plan or a full or partial scholarship by the Executive Board. Individual cases will be presented to the Executive

Board anonymously. The Executive Board will vote on each individual request after consideration of the application. Confidentiality of all student requests will be maintained.

ARTICLE X – DISSOLUTION

In the event of a liquidation, dissolution, termination or winding up of the Organization, whether voluntary, involuntary or by operation of law, none of the assets shall be made available in any way to any individual, corporation, or other organization except the Bernards Township School District shall, after provisions for all liabilities, distribute any remaining assets or property of the Organization for one or more exempt purposes within the meaning of Internal Revenue Service Code Section 501 (c) (3).

ARTICLE XI – QUORUM

A majority of the entire Executive Board shall constitute a quorum for the transaction of any business in any meeting of the William Annin Middle School Organization. In the event of a tie vote, the Executive Board Officers will be asked to revote. If there is still a tie, due to an Officers absence then that absent Officer will be contacted to break the tie and cast the deciding vote.

ARTICLE XII – NONDISCRIMINATION CLAUSE

No person will be discriminated against based on race, color, creed, religion, national origin, age, handicap, gender, or sexual orientation.

ARTICLE XIII – AMENDMENTS

The Executive Board shall have power to make, alter, amend and repeal the Bylaws of the Organization by a majority vote by the current officers.

ARTICLE XIV – INDEMNIFICATION

WAMS-AO shall indemnify every current and former member, Executive Board Member, and his or her heirs, executors and administrators, against all loss, costs and expenses, including counsel fees, reasonably incurred by him or her in connection with any action, suit or proceeding to which he or she may be made a party by reason of his or her being or having been a member or Executive Board Member of WAMS-AO, except as to matters as to which he or she shall be finally adjudged in such action, suit or proceeding to be liable for gross negligence or willful misconduct. In the event of a settlement, indemnification shall be provided only in connection with such matters covered by the settlement as to which WAMS-AO is advised by counsel that the person to be indemnified has not been guilty of gross negligence or willful misconduct in the performance of his duty as such members or Executive Board Member in relation to the matter involved. The foregoing rights shall not be exclusive of other rights to which such

members or Executive Board Member may be entitled. WAMS-AO may purchase and maintain insurance on behalf of the current and former members or Executive Board Members of WAMS-AO against any liability asserted against him or her and incurred by him or her in any such capacity, or arising out of his or her status as such.

ARTICLE XV – IMPLEMENTATION OF BYLAWS, POLICIES AND PROCEDURES, AND MISSION STATEMENT

The William Annin Middle School Athletic Organization approves and endorses the attached Policies and Procedures. It also fully supports its Mission Statement.

Revised July 21, 2009