

OA SOFTBALL BOOSTERS BY-LAWS

ARTICLE I - Corporation

The name of this organization shall be the OA Softball Boosters, Incorporated, hereinafter to be known as the OASB.

ARTICLE II - Purpose & Commitments

The general purpose of the OASB, a voluntary non-profit organization, is to provide effective support to the Oliver Ames High School Softball program.

ARTICLE III - Membership

Section 1: Membership categories include: Executive Board Officers, Executive Board Members-at-Large, Oliver Ames High School Softball Coaches, Special Committee Members, and Other Volunteers.

Section 2: All Members must actively support the stated purpose and commitments of the OASB. Candidates for Membership must apply and be approved by the Executive Board annually. Candidates for Membership may be subjected to background checks and completion of training programs as required by Federal, State, and local regulations as well as by established OASB policies. Annual membership in the OASB will begin July 1st and will be automatically terminated on June 30th, may 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). All Members, with the exception of coaches, must be parents or legal guardians of students enrolled in the Oliver Ames High School Softball program.

Section 5: Special Committee Members will serve on specially created committees configured and assigned by the Executive Board. The activities of the Special Committee Member will be supervised by, and will be subjected to the oversight of, the assigned committee chairperson/leader and the Executive Board.

Section 6: Other Volunteers will serve in specific administrative roles configured and assigned by the Executive Board. The activities of the Other Volunteers will be supervised by, and will be subjected to the oversight of, the Executive Board.

Section 8: The OASB will maintain liability insurance coverage and this coverage will be supplied by an insurance company to be determined annually by the Executive Board.

Section 9: The Executive Board has the right to increase or decrease the number of Members and programs as needed.

ARTICLE IV - Executive Board

Section 1: The Executive Board shall consist of the following Officers: President, Vice-president, Secretary, Treasurer; and up to five (5) Members-at-Large.

Section 2: No member of the Executive Board shall use the name of the OASB for any business or promotion outside of OASB interests. No Officer or Member-at-Large shall receive directly or indirectly any salary or compensation from OASB for services rendered as part of their duties as Officer or Member-at-Large.

Section 3: No member of the Executive Board shall make purchases or commit OASB funds in excess of \$250 (two hundred fifty dollars) without prior approval of the Executive Board.

Section 4: No member of the Executive Board shall hold more than one Executive Board Office at a time.

Section 5: The Executive Board shall: serve as the governing body of the OASB; supervise and promote OASB activities; meet as determined by the President; rule on all suggestions of the general Membership; manage the property and affairs of the OASB; review and address any penalties or required corrective actions imposed on the OASB; and have the right to endorse any previously approved financial payments (e.g., checks) in the absence of the President in compliance with bank requirements.

Section 6: The President shall: preside over all meetings of the OASB; have the right to co-sign with the Treasurer on all financial transactions; represent the OASB at town/recreation meetings or send an authorized agent; appoint all committees and call any special committees and meetings; maintain official and corporation papers; be present for the reconciliation of OASB

monies; develop an agenda for all meetings; have the right to assign a Parliamentarian to preside over meetings to assure that the By-laws are followed; and perform any other duties as deemed necessary during the term in office.

Section 7: The Vice-president shall: perform all duties of the President in his/her absence; supervise the selection, disbursement, collection, and maintenance of equipment, supplies and uniforms; schedule through the proper school and township officials all fields, gyms, and meeting rooms necessary; and be present for the reconciliation of OASB monies.

Section 8: The Treasurer shall: collect, deposit, and reconcile all OASB monies utilizing designated accounts; pay all obligations upon approval of the Executive Board; submit a Treasurer's report at least quarterly; notify the Executive Board of any delinquent payments of financial discrepancies; file and maintain all required Federal, State, and local tax forms and reports; and prepare and file the end of year audit statement.

Section 9: The Secretary shall: record, release, and maintain the minutes of all general Member, Executive Board, and emergency meetings; maintain accurate attendance and voting records; maintain an accurate Membership roster; maintain all official papers and documents; conduct all official correspondence; coordinate all incoming mail, and turn over all monies received to the Treasurer; notify Members of meeting dates, times, and locations; and inform media of upcoming events.

Section 10: All Members shall: provide assistance with the execution of all of the duties and responsibilities of the Executive Board.

Section 11: Upon termination of duties, the terminated member of the Executive Board shall return all official papers, records, and materials to the OASB within two (2) weeks of termination.

ARTICLE V - Special Hearings

Section 1: 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. If the individual charged cannot attend the Hearing due to a valid reason, then the individual must notify the Executive Board in writing forty-eight (48) hours in advance. 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 an inability to attend the Hearing will result in the Hearing proceeding as scheduled.

Section 2: Any unresolved OASB-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 personal conflict between a member of the Executive Board and a general Member, then the particular member of the Executive Board may be excused from that Hearing and a replacement may be appointed by the President or the next Officer.

ARTICLE VI - Meetings

Section 1: General Member meetings will be held at dates, times, and locations designated and communicated by the Executive Board. The Executive Board will endeavor to hold general Member meetings at least quarterly.

Section 2: 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. A simple majority of the Executive Board must be present at any official Executive Board meeting to maintain a quorum. Except as may otherwise be provided herein, all votes of the Executive Board shall be decided by a simple majority of those members of the Executive Board in attendance at the meeting. The OASB Executive Board business shall include: Call to Order, Attendance, Prior Meeting Minutes Approval, Treasurer Report, President Report, Old Business, New Business, and Adjournment.

ARTICLE VII - Committees

All committees shall be appointed by the Executive Board as needed to carry on the business of the OASB. The President shall be an ex-officio member of all committees.

ARTICLE VIII - Voting & Elections

Section 1: During general Member meetings, any eligible Member may vote on business requiring a vote by Membership. A simple majority of Members present at the meeting is needed to carry any vote. The Executive Board reserves the right to overrule any vote that jeopardizes the best interests of the OASB. Votes will not be required on matters that involve the basic running of the OASB.

Section 2: The Executive Board shall be elected by ballot at a scheduled Member meeting. The Executive Board Office and Member-at-Large terms shall be one (1) year and shall run from July 1st to June 30th. A list of candidates running for Office or Member-at-Large position will be released prior to the ballot vote. Any active Member may vote. All elections will be made by majority vote of Members present at the meeting. Written absentee ballots will be accepted prior to the election and these sealed ballots will be turned over to the recording Secretary at the time of election. If a tie occurs, a second election will be held for that particular Executive Board Office or Member-at-Large position. Any vacancies that are unfilled by vote or that are unexpectedly vacated during the year may be filled by Executive Board appointment.

ARTICLE IX - Equipment

Coaches will be required to sign out all equipment issued by the OASB. It will be the responsibility of the Coach to return all issued equipment to the OASB at the designated time at the end of the season.

ARTICLE X - Amendments

By-law amendments will first be presented in writing at an Executive Board meeting and will then be voted on at the next meeting. A By-laws amendment requires a two-thirds (2/3) vote of the members of the Executive Board present at the meeting. In effect, it will take two (2) Executive Board meetings to accept a change to the By-laws.

ARTICLE XI - General Rules of Order

Proceedings not covered by these By-laws will be governed by Robert's Rules of Order.

ARTICLE XII - Disbandment

In the event that the OASB finds it must disband its Membership, all funds left in the treasury will be donated to the Town of Easton with the intention that the funds will be designated for youth recreation program use and in accordance with applicable Internal Revenue codes.

Reviewed and approved by the OASB Executive Board on January 30, 2017