

BYLAWS OF THE WEST SPRINGFIELD CREW BOOSTER CLUB

ARTICLE I - PURPOSE

The Bylaws comprise the important rules and procedures and define the organization necessary to implement the Constitution of the West Springfield Crew Booster Club (WSCBC). The Board of Directors approved these Bylaws in accordance with the Constitution of the WSCBC, and may modify or augment them. Approval of, or adoption of changes to the Bylaws must be by two-thirds of the members of the Board of Directors present and voting.

ARTICLE II - MEMBERSHIP

Section 1. Categories of Membership. The Board of Directors may establish as it deems necessary, the various categories of membership in the WSCBC in addition to those provided for in the constitution.

Section 2. If an individual is a regular member on the first day of the fiscal year, that person shall be a regular member for the entire fiscal year.

ARTICLE III - FINANCIAL MANAGEMENT

Section 1. Preparation of the Budget. The Budget Committee consists of the President, Treasurer, Chairperson of the Ways and Means Committee, Vice President for Operations, and the Team Liaison Representative. By September 30th, the Budget Committee will develop a budget for the fiscal period. The Board of Directors shall approve the budget no later than the October meeting. The budget as approved will be presented to the membership at the next scheduled general membership meeting.

Section 2. Adjustment of the Budget. The Board of Directors will review the budget at its April meeting and may make adjustments between budget categories.

Section 3. Contracts. All contracts must be signed by the President, a Vice President, the Treasurer, or any other Board Member with the approval of the President.

ARTICLE IV - OFFICERS

Section 1. The President shall preside at all meetings, serve as Chairman of the Board of Directors, establish ad hoc committees and be an ex officio thereof, and be responsible for the day-to-day operations of the WSCBC. The President or his appointed representative shall be the WSCBC representative to the National Capital Area Scholastic Rowing Association (NCASRA), the Occoquan Local Organizing Committee (OLOC), and West Springfield High School.

Section 2. The Vice President for Administration shall oversee the administrative activities of the WSCBC and shall be responsible for the generation, distribution, and collection of all forms necessary to meet the requirements of all entities with a connection to the WSCBC, including the

VHSL, NCASRA, and West Springfield High School. He/she shall assume the duties of the President in the President's absence.

Section 3. The Vice President for Ways and Means shall be responsible for all fund raising activities of the WSCBC and shall chair the Ways and Means committee and shall certify that obligations of the members are satisfied.

Section 4. The Vice President for Operations shall be responsible for the purchase and sale of equipment owned and operated by the WSCBC, subject to approval of the Board of Directors. He/she shall be responsible for the maintenance and upkeep of all equipment owned and operated by the WSCBC and implementing the long-term procurement plan.

Section 5. The Secretary shall keep a record of all proceedings of the WSCBC, shall send all notices required by the Constitution and Bylaws, and shall keep a record of all correspondence.

Section 6. The Treasurer shall be responsible for oversight of the Budget Committee, collection of money due, maintenance of accurate accounts, preparation of monthly financial reports, preparation of materials for tax authorities, and other necessary filings, and for the independent audit.

ARTICLE V - COMMITTEES

Section 1. The operating entities of the Board of Directors are the standing committees and special committees designated by the Board of Directors, and ad hoc committees and special committees designated by the President. The President appoints the chair of committees unless contrary to more specific provisions of the Constitution or Bylaws. The chairpersons serve at the pleasure of the President.

Section 2. Standing Committees. The current standing committees and their responsibilities are as follows:

A. The Ways and Means Committee shall be responsible for all fundraising activities. The chairperson may delegate tasks to subcommittees or to any club member in order to effectively discharge fundraising responsibility.

B. The Regatta Support Committee shall be responsible for the support of all, and participation in, regattas and/or event sponsored by the NCASRA or member thereof, the Scholastic Rowing Association, and West Springfield High School.

C. The Away Regatta Support Committee shall be responsible for the scheduling services required to transport, house, feed, supervise, and care for the West Springfield High Crew Team in connection with scheduled, school authorized away regattas.

D. The Nominations Committee shall be responsible for selecting candidates to serve and fill all elected and appointed positions. The President shall appoint the chairperson and two other members in good standing to the Nominations Committee in February.

ARTICLE VI - DUTIES OF BOARD MEMBERS

The Team Liaison Representative shall be the liaison between the West Springfield High School Crew Team, West Springfield High School administrators, and the Board of Directors. The Team Liaison Representative will work to ensure that all team members comply with academic requirements, school policy, and the WSCBC requirements.

The Alumni Representative shall work with the Vice President for Administration and the Publicity Director to ensure past Crew members are kept apprised of developments and events, and that current crew members are aware of past crew members and their accomplishments. The Alumni Representative shall establish and development an address for alumni.

The Publicity Director shall work with local media to publicize club activities and team accomplishments and shall be responsible for publication of the club newsletter.

The Transportation Director shall work to ensure there is an adequate plan to get crew team members to and from practices and regattas.

The Novice Liaison, to be filled for one year by a second year parent, shall work to facilitate the transition of novice-rower families into the WSCBC.

ARTICLE VII - OFFICIAL CONTACT

No club member may represent the WSCBC without the approval of the Board of Directors.

ARTICLE VIII - STUDENT CONDUCT

A. Students will abide by all of the policies of West Springfield High School, all policies of the WSCBC and the NCASRA. All members of the WSCBC and team members shall monitor compliance with these rules.

B. The coaching staff has the responsibility for the safety and conduct of the students at all practices and at regattas. Violations will be handled by the coach. If necessary, the parent or guardian and club President will be called. Further action, if necessary will be handled by the appropriate official at West Springfield High School or the club President.

C. Any student conduct that violates the policies of West Springfield High School shall be brought to the attention of the President who will make the appropriate referral to school administrators.

ARTICLE IX - COACHES

A. Coaches must complete all required paperwork to ensure compliance with rules and regulations for coaches at West Springfield High School as directed by the Athletic Director.

Coaches shall be compensated by the WSCBC and shall sign a Commitment Letter with the terms of employment before start of the season.

B. Matters of concern regarding coaches shall be directed to the President.

ARTICLE X - USE OF EQUIPMENT

A. The consent of the Board of Directors is required to lend, rent, or otherwise make available any piece of equipment belonging to the WSCBC. Such use shall be recorded by the Secretary along with any related payments.

B. If there is a short-term need of the use or rental of equipment, the Vice President for Operations and affected coach shall determine if the equipment can be used and shall so inform the President and Treasurer. The President, with the concurrence of the Executive Committee, may authorize such use.

C. Unauthorized use shall be dealt with severely.

ARTICLE XI - AMENDMENTS

Amendments to these Bylaws may be proposed at any meeting of the Board of Directors. The vote and discussion shall not take place until the following meeting of the Board of Directors.

ARTICLE XII - ADOPTION

These Bylaws become effective 30 days after adoption by the Board of Directors.