

**Billerica Memorial High School
Athletic Association Bylaws
(Revised October 2024)**

I. Organization

- a. The name of the organization shall be Billerica Memorial High School Athletic Association and referred to hereinafter as the "Association."

II. Objectives and Policies Objectives

- a. To promote the welfare of Billerica Memorial High School athletes by developing among students, parent/guardian, educators, town officials and general public such united efforts as will secure for all BMHS athletes the highest advantages in physical, mental and social education.
- b. To collaborate with the Athletic Director, Principal and School Committee on ways to enhance the BMHS Athletics program.
- c. To approve and coordinate fundraising efforts that maintains equitable distribution to all aspects of the athletic program.
- d. To coordinate efforts to recognize students in the BMHS athletic program.

III. Policies

- a. The Association shall be non-commercial, non-sectarian and non-partisan.
- b. The name of the Association or the names of any members in their official capacities shall not be used for any purpose not appropriately related to promotion of the objectives of the Association.
- c. The Association shall not directly or indirectly participate or intervene in any way, including the publishing or distribution of statements in any political campaign on behalf of or in opposition to any candidate for public office.
- d. The Association shall cooperate with the Billerica Public Schools and the Athletic Director to support the improvement of high school athletics in ways that will not interfere with the administration of athletics and the school department and shall not seek to control their policies.
- e. No Association member shall have the authority to act, speak or write on behalf of the Association unless such act has been authorized by the majority of the executive members.
- f. A quorum of 51% of the voting membership (executive members) must be present to conduct the business of the Association. All decisions, including spending of Association money, shall be made by the majority vote of the voting membership present.
- g. Requests by the Athletic Director or coaches for specific Association purchases or donations are to be submitted in writing on the official Association request form. Expenditures for this purpose will be considered based on funds availability after scholarships and awards are accounted for in the budget.
- h. Meetings of the Association shall take place once a month from September to June. Additional meetings may be called by the President.
- i. It shall be the sole responsibility of the executive membership to interpret these bylaws and make all decisions with the intent of the bylaw taking precedence over the wording.
- j. In the event of the dissolution of the Association, all assets of the Association shall be distributed to the Billerica Memorial High School Athletic Scholarship Trust Fund.

IV. Membership

- a. Categories of Association membership:
 - Executive members –Officers and Varsity Team Representatives
 - Activity directors
 - Activity coordinators
 - Associate members –At-large members

- Alumni members –Members no longer with children who are BMHS student-athletes; shall be also considered at-large members but are not subject to the below requirements
- b. Requirements for Association membership in good standing:
 - Annual Family Dues paid in full (waived for officers, Varsity Team Representatives, designated activity coordinators)
 - All volunteer obligations met
- c. Executive and associate membership in the Association shall be made available to any parent/guardian of a current BMHS athlete who subscribes to the objectives and policies of the Association, subject to compliance with the provisions of the bylaws. All BMHS coaches shall be excluded from executive or associate membership.
- d. Team Representatives at the Varsity and Sub-Varsity levels must be a parent or guardian of an athlete playing that sport and preferably at that level.
- e. Each executive member and activities director has one vote pertaining to issues brought before the Association. Associate members are eligible to participate in all discussions but are not eligible to vote except when voting for officers during one of the last monthly meetings, typically held in May or June
- f. Executive membership is terminated when:
 - The member no longer has a student-athlete participating in the sport he/she represents.
 - The member misses more than three association meetings in a school year.
- g. A Varsity Team Representative may appoint a Sub-Varsity Team Representative or other associate member of his/her choosing in the absence of the Varsity Team Representative at a monthly meeting as long as the appointee's child competes in the sport the executive member represents.
- h. Associate members are eligible to be elected President, Vice-President, Secretary or Treasurer. If an associate member is elected as an officer, then said associate member will have one vote during his/her term as an officer.
- i. All Town of Billerica community members (i.e. residents and individuals who work in town), who subscribe to the objectives and policies of this Association, subject to compliance with the provisions of the bylaws, are eligible to be at-large members in the Association.

V. Officers and Election

- a. Officers shall consist of a President, Vice President, Secretary, and Treasurer. Co-Officer roles may be implemented as needed.
- b. The responsibilities of the officers are to organize and supervise the activities of the Association and ensure the bylaws are adhered to by all members.
- c. Officers shall be executive members or associate members and elected by a majority vote of the voting membership annually. Voting is held during one of the last monthly meetings typically in May or June. They shall assume their official duties following the close of the June meeting in the year in which they are elected.
- d. A vacancy occurring in any officer's post shall be filled for the unexpired term by a majority vote of the voting membership.

VI. Duties of Officers

- a. The President/Co-President shall preside at all meetings of the Association and at all meetings of the officers; shall perform other such duties as may be prescribed in these bylaws or assigned to him/her by the Association or by the officers; and shall coordinate the work of the officers and Association committees to ensure objectives are pursued. The President shall become an advisor to the next board of officers upon leaving office.
- b. The Vice President/Co-Vice President shall assist the President and shall perform the duties of the President in his/her absence.
- c. The Secretary/Co-Secretary shall keep a record of all meetings of the Association and all meetings of the officers; shall draft the minutes of previous meetings before they are accepted into the records; send out notices and minutes to all members of the Association prior to and between meetings; shall perform

such other duties as may be delegated; make final report covering the year's activity at the end of the school year; transfer complete records to successor.

- d. The Treasurer is responsible for the control of the funds of the Association; deposits the receipts from fundraising activities; submits bills for payment upon approval from the President; issues reports of financial status at each meeting of the Association, including a breakdown of funds received and payments made during the period between meetings; withdraw funds in sufficient amount to cover necessary advances for fundraising projects; makes final report covering the year's financial activities at the end of the school year; transfers records to successor. The treasurer will report to the Board the timely filing of tax returns and related reporting on an annual basis, no later than November 30th of each year. A copy of successful submission will be recorded and retained with Board documents.
- e. The Athletic Director shall act strictly as an advisor to the Association and its officers.

VII. Permanent Committees

Publicity—A publicity committee chairperson shall be appointed by the President. The purpose of the publicity committee is to promote and publicize all activities of the Association. The committee shall utilize social media and issue press releases to the newspapers promoting Association activities. The committee shall query the Athletic Director and school officials for any announcements pertaining to activities of interest to the Association.

Fundraising—A fundraising committee chairman shall be appointed by the President. The fundraising committee is responsible for organizing fundraising activities to present to the officers for approval.

Scholarship—The scholarship committee, consisting of the Association's four officers and an additional trustee designee, shall legally and officially be known as the Billerica Memorial High School Athletic Scholarship Trust Fund Committee as stated in the legal documents of the Billerica Memorial High School Athletic Scholarship Trust Fund. All rules and regulations of the Billerica Memorial High School Athletic Scholarship Trust Fund are not subject to the bylaws of the Association and, as such, cannot be amended or reviewed by the Association.

The scholarship committee will annually set the amount of each scholarship and award them to qualified student-athletes.

Eligibility requirements for a Billerica Memorial High School Athletic Association scholarship:

- Must be a graduating BMHS senior student-athlete.
- Parent(s) or guardian(s) must be Association members in good standing.
- Must adhere to all application guidelines.

VIII. Amendments and Bylaw Review

- a. These bylaws may be amended at any regular meeting of the Association by a two-thirds vote of the quorum of executive members present, providing that notice of the proposed amendment shall be given at the previous meeting.
- b. A committee may be appointed to submit a revised set of bylaws as a substitute for the existing bylaws only by a majority vote of executive members. The requirements for adoption of a revised set of bylaws shall be the same as in case of an amendment