

# Women's Bylaws

## ARTICLE I. NAME

This organization is incorporated under the laws of the State of Maine and shall be known as the Women's College Squash Association (hereinafter the "WCSA").

## ARTICLE II. PURPOSES

The Corporation is organized under Title 13-B, M.R.S.A., for the purposes of promoting development of the game of Squash Racquets in colleges and universities and assisting in the administration and regulation of women's intercollegiate squash.

## ARTICLE III. MEMBERSHIP

A. Membership shall consist of the following charter members: Amherst College, Bates College, Bowdoin College, Brown University, Colby College, Colgate University, Cornell University, Dartmouth College, Franklin and Marshall College, Hamilton College, Harvard University, Johns Hopkins University, Middlebury College, Princeton University, Smith College, Trinity College, Tufts University, University of Pennsylvania, Vassar College, Wellesley College, Wesleyan University, Williams College and Yale University, and other colleges and universities with facilities for playing squash racquets, which are elected by a majority vote of the membership of the WCSA.

B. Application for membership shall be made to the President by a representative of the athletic department of the institution seeking membership. There are two types of membership as follows:

1. Elected members are those teams with coaches and varsity status
2. Associate members are those teams without varsity status

The president may accept applications for provisional status as either Associate Members or, pending election by the membership, Elected Members. Associate or pending Elected members may be permitted to play in WCSA events on terms to be determined by the Executive Committee.

C. Dues for the Association shall be due and payable by December 1 of each year. The amount of the dues shall be decided at the Annual Meeting by a majority of the members. The dues shall be used to meet the expenses of the organization.

D. Elected Members shall have a single vote, to be cast by the coach or, upon designation by the coach, an assistant coach. Only teams with varsity status may be voting members.

#### ARTICLE IV: OFFICERS & DUTIES

A. The officers of the WCSA shall consist of a President, Vice President, Secretary, Treasurer, Sergeant at Arms, and an At-Large Representative. The officers shall be elected from among official representatives of the member institutions during the annual meeting of the membership. The officers shall hold office for two years.

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B. The President shall preside over all meetings of the corporation and the Executive Committee. The President shall oversee the officers and committees, and prepare the agenda for and schedule meetings of the Executive Committee and the membership, sending timely notice as appropriate.

C. The Vice President shall assist the President in fulfilling his or her duties. When the President is absent from the annual meeting or an Executive Committee meeting, the Vice President shall assume the responsibilities of the President.

D. The Treasurer shall, under the direction of the Executive Committee, collect dues and other revenues of the WCSA; pay all approved bills; and present a financial report and proposed budget for acceptance by the members at the Annual Meeting. The Treasurer and any other person with authority to receive or disburse funds may, at the discretion of the Executive Committee, be required to be bonded.

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E. The Secretary shall record minutes of the annual meeting and the regular Executive Committee meetings. The Secretary will provide copies of meeting minutes to the Executive Administrator for archiving purposes.

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F. The Sergeant at Arms will enforce the rules of the WCSA.

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G. The At-Large Representative shall provide guidance on WCSA matters as appropriate. This position is generally filled by the immediate past President of the WCSA.

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H. Any vacancy in an officer or committee chair position may be filled by the Executive Committee for the balance of the term of such position.

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J. There shall be an Executive Administrator, who shall manage the affairs of the WCSA under the direction of the members and the Executive Committee. The Executive Administrator shall be selected by and be a non-voting member of the Executive Committee.

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#### ARTICLE V: DIRECTORS

The six officers shall serve as the Board of Directors. In conjunction with the chairs of the Tournament, Ranking, Regulatory, and Long Range Planning Committees constituting the Executive Committee, they shall regulate and administer the property, affairs and activities of the corporation.

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#### ARTICLE VI: COMMITTEES

There shall be an Executive Committee, Tournament Committee, Ranking Committee, and Regulatory Committee. Except for the Executive Committee, the members of each committee shall be appointed annually by the Executive Committee with each chair appointed by the President.

A. The Executive Committee shall consist of the officers and the chairs of the Tournament, Ranking, Regulatory, and Long Range Planning Committees. The Executive Committee shall propose a slate of officers for election by the membership at the annual meeting. The Executive Committee shall be responsible for the governance of the Corporation and shall, at all times, except during meetings of the membership, be designated with the fullest authority under law to manage the affairs of the Corporation, except as may be directed to Committees formed hereunder for execution.

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B. The Tournament Committee shall organize and administer the Howe Cup and Intercollegiate Championship Tournament. It shall recommend rules and procedures governing such tournaments for adoption by the membership at its Annual Meeting.

C. The Ranking Committee shall recommend rules for individual and team ranking and selection of All-American players. One member of the Committee shall be designated by the President as responsible for team rankings; a second member shall be designated by the President as responsible for ranking individual players and selecting

All-Americans. The rankings and All-American selections shall be approved by the Ranking Committee.

D. The Regulatory Committee shall recommend rules and regulations for acceptance by the membership for governing tournaments, match play, awards, eligibility for membership, rankings, ethics codes, rules of play, and compliance. Unless otherwise directed by the membership or Executive Committee, all such recommendations shall be consistent with applicable codes of ethics of the World Squash Federation and U.S. SQUASH. Eligibility for play shall be as determined by the National Collegiate Athletic Association (hereinafter "NCAA") rules governing eligibility for play in NCAA events.

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E. The Long Range Planning committee shall investigate and issue its written report to the Executive Committee which shall in turn report to the members on issues involving the future of the corporation and Women's College Squash.

The chair of each committee shall preside at, and convene, all committee meetings. A majority of the members of a committee may require the chair to convene a committee meeting.

#### **ARTICLE VII. MEETING OF THE MEMBERSHIP**

A. There shall be an Annual Meeting to be held during the Howe Cup Tournament. Special meetings may be called by a majority vote of the Executive Committee or upon the request of not fewer than seven (7) members' institutions. Any such special meeting request shall be accompanied by specific agenda items.

B. All members shall receive not less than two (2) weeks notice of regular or special meetings, accompanied by appropriate agendas and supporting materials.

C. Proxies shall not be permitted at any meeting.

D. The quorum for conducting business shall be 60% of the membership.

#### **ARTICLE VIII. COMPLIANCE**

The WCSA requires all member programs to be in compliance with current NCAA guidelines applicable to their school and division. It is the member institution's responsibility to ensure that their athletes are in compliance with these guidelines and that they can provide evidence of this if asked to do so by the Regulatory Committee. As needed, the Regulatory Committee may utilize a neutral body of advisors to evaluate and recommend actions.

Failure of an athlete to be in compliance will result in this player not being able to represent their institution in WCSA events until compliance is achieved and may result in matches being defaulted where the ineligible player has competed.

#### ARTICLE IX. AMENDMENTS

The Bylaws may be amended by the members upon a majority vote, provided that the proposed amendment shall be printed in the agenda for the meeting. The Bylaws may also be amended by the Executive Committee, provided that five (5) members approve such amendment, and provided such proposed revisions are circulated to the Executive Committee members in advance of such meeting.

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#### ARTICLE X. DISSOLUTION

The corporation shall be dissolved or merged into or with another entity by a vote of seventy-five percent (75%) of the membership. Upon merger, the assets and liabilities of the corporation shall be retained or transferred to the continuing entity as appropriate. Upon dissolution, the remaining assets of the corporation, after appropriate payment or transfer of all liabilities, shall be transferred to such not-for-profit corporation or entity, as in the opinion of the Executive Committee, is most supportive of Women's College Squash.

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