

Worcester County Mathematics League By-Laws

revised September 10, 2003

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1 NAME

1. The name of the organization, that was established in the 1962–1963 school year, shall be the **WORCESTER COUNTY MATHEMATICS LEAGUE**.
2. Unofficially, it may be referred to as **WOCOMAL**.

2 PURPOSE

1. To stimulate interest in mathematics among students.
2. To expose students to competition in mathematics in order to enhance the learning of mathematics.

3 MEMBERSHIP

1. Any secondary school which wishes to join may apply for membership after attending at least one meet during the previous year, or after an instructional meeting between the league President and the prospective team's coach.
2. Any school which has not paid its dues for the previous year may be dropped from the league.
3. Any school which has not competed for two consecutive years may be dropped from the mailing list.
4. Each school is allowed one coach designated as the voting representative who is entitled to a subsidized dinner at the Spring meeting.
5. **PROVISIONAL MEMBERSHIP:** In order to encourage new membership, any school which has not previously competed in WOCOMAL, may upon invitation of the President and Executive Committee, join the League as a provisional member. The provisional member will be able to compete in all League meets, but will not be subject to dues, nor be able to exercise voting privileges, nor be eligible to win individual or team awards. A school may opt for provisional membership only once, and such membership may extend for at most one year.
6. Any students can participate in WOCOMAL if school they attend is under the same Principal as the ninth, tenth, eleventh, and twelfth grade students. If they are not, they may still participate, but must register as a separate school.

4 ELIGIBILITY

1. Any student duly registered in a participating league school system is eligible for competition in WOCOMAL.
2. A Varsity team which consists of more than two (2) seniors or more than four (4) upperclassmen will be deemed unofficial. Individual scores will count, but the team score will not.
3. Students who are home schooled may compete for the school system under which they are registered.

5 CONDUCT

1. Exemplary conduct is expected at all times.
2. Students are responsible for learning the procedures and rules pertinent to the competition.

6 DUES

Each member school shall pay an annual registration fee. In addition, there will be an assessment per meet per team. All fees shall be determined at the Spring Coaches' meeting and will be in effect for the following school year.

7 ELECTED OFFICERS

1. The PRESIDENT
 - (a) Schedules Fall and Spring Coaches' meetings and presides over them, establishing the agenda under Section 17.
 - (b) Calls special (summer) meetings and Executive Committee meetings whenever necessary.
 - (c) Notifies schools of time and place of all meetings, providing written reports of same.
 - (d) At each meet, provides each coach with proctoring assignments, a letter for the coach, score sheets and a map for the next meet and any other necessary material.
 - (e) At the conclusion of the meet, announces the unofficial high scorers and the top three (3) teams in each division.
 - (f) Determines, along with the Executive Committee, which schools are eligible for State and New England competitions.
 - (g) Has the responsibility with the host school of canceling and re-scheduling meets and notifying the participating schools.

- (h) Keeps a record of all meetings, meets, results and activities and hands these results down to successive Presidents.
 - (i) Writes letters of commendation for officers and sends them to their building principals at the end of the season.
 - (j) In consultation with the Executive Committee has the final decision in all matters of controversy.
 - (k) Assumes all other duties as they arise.
2. The FIRST VICE-PRESIDENT
- (a) Assists the President in the operation of the Varsity meet.
 - (b) Compiles the statistics for the Varsity meet as reported by the Head Scorer.
 - (c) Reports the team and individual statistics to the coaches as soon as possible after the meet, providing the President extra copies of these statistics.
 - (d) Notifies the news media of the results of each Varsity meet.
 - (e) For each meet, keeps a record of the average number of points scored per round for the top scoring team from each school.
3. The SECOND VICE-PRESIDENT
- Performs the same duties as the First Vice-President as they pertain to the Freshman meets.
4. The SECRETARY
- (a) Takes the minutes at all regular and special meetings and Executive Committee meetings and provides all coaches with these minutes.
 - (b) Is responsible for other correspondence for the League.
 - (c) Compiles names of coaches for the directory and distributes this directory to each school.
 - (d) Writes thank you notes to the host schools and a letter of commendation for the President.
5. The TREASURER
- (a) Determines dues for each school and issues bills to all schools requesting same.
 - (b) Reimburses officers, Committee Chairmen, and host schools for expenses incurred, upon proper receipt.
 - (c) Makes reports, at the Fall and Spring meetings, of the League's financial status.
6. The VARSITY QUESTION SELECTION CHAIRMAN
- (a) Selects questions from the varsity question bank and verifies answers.

- (b) Writes the varsity test and provides the moderator with test copies for the students and the Head Scorer, with the answers for the scorers.
 - (c) During the varsity meet, provides the coaches with answers and test copies.
 - (d) Provides the coaches with complete solutions to all varsity meet questions.
 - (e) Following the Fall meeting and preceding each varsity meet, informs the President of coaches who have not submitted questions to the question bank.
 - (f) Receives remuneration as determined at the Spring meeting.
7. The FRESHMAN QUESTION SELECTION CHAIRMAN
- Performs the same duties as the Varsity Question Selection Chairman as they pertain to the Freshman meets.

8 RULES CONCERNING OFFICERS

1. The Varsity Question Selection Chairman shall not be a coach of any varsity team competing during the year the office is held, and the Freshman Question Selection shall not be a coach of any freshman team competing during the year the office is held.
2. The yearly stipend for the Varsity Question Selection Chairman is \$1000; the yearly stipend for the Freshman Question Selection Chairman is \$750.
3. Ordinarily, no officer, other than the Treasurer and the Question Selection Chairman, shall serve in the same office for more than two consecutive years.
4. The duties of these officers may be changed, and other offices initiated, by a two-thirds vote of all member schools (one vote per school).

9 THE EXECUTIVE COMMITTEE

1. Consists of all six elected officers, the immediate past-President and the MAML representative(s).
2. Acts in the best interest of the League concerning matters not addressed in these by-laws.
3. Advises the President in controversial matters.

10 APPOINTED OFFICERS

1. The HEAD SCORER
 - (a) Oversees the scoring room and makes final decisions.
 - (b) Determines the high scorers and school standings and informs the President of same.

- (c) Provides the vice-presidents with the team score sheets.
2. The MODERATOR
 - (a) Oversees the competition area(s) and is responsible for final decisions.
 - (b) Is responsible for arranging competitors, instructing competitors in filling out the information on the answer sheet, and providing warnings at two minutes and again at fifteen seconds, during each round.
 - (c) Appoints a “runner” to bring students to the competition area(s) and to bring the score sheets to the Head Scorer in the scoring room.
 3. The PROOF READER

Has the responsibility to verify all answers before the scorers check the students’ answers.
 4. The BANQUET CHAIRMAN

Has the responsibility, under the direction of the President, to make the facilities and dinner arrangements for the Spring Coaches’ Meeting.
 5. The TROPHY CHAIRMAN

Has the responsibility, under the direction of the President, to purchase trophies.
 6. The MAML REPRESENTATIVE

Has the responsibility to represent WOCOMAL at all Massachusetts Association of Mathematics Leagues (MAML) meetings, and to report to the coaches at the Fall and Spring meetings.
 7. The NOMINATING CHAIRMAN
 - (a) Heads a committee of three to review the work of the current officers and to solicit coaches for the positions of President, First Vice-President, Second Vice-President, Secretary, Treasurer and Question Selection Chairman.
 - (b) Proposes a slate of officers for election at the Spring meeting.

11 THE MEET PROPER

1. VARSITY
 - (a) There will be four meets each year.
 - (b) Each meet will consist of five individual rounds and one team round, with each of the six rounds being ten minutes in length. A maximum of three students from each team may compete in each individual round and each student on that team competes in a maximum of three rounds. This rule applies to all teams, official and unofficial. (See Section 4.2 for the definition of an unofficial team.) All

students from that team may compete in the team round and the team submits one answer sheet. All rounds, including the team round, are worth eighteen points per team. A two-minute warning and a fifteen-second warning will be given for each round.

- (c) Any school that brings fifteen (15) or more students to a meet must bring an extra coach.
- (d) A school may have at most one incomplete team (team with less than five students). In the event that no freshmen or sophomores attend the school, a team of four students will be considered a complete team.
- (e) No school shall bring more than five (5) teams for a total of twenty-five (25) students.

2. FRESHMAN

- (a) There will be three meets each year.
- (b) Each meet will consist of four individual rounds and one team round, with each of the five rounds being ten minutes in length. A maximum of four students from each team may compete in any three of the individual rounds. A maximum of three students from that team may compete in the other remaining or “odd” round. Each student is to compete in at most three rounds. All students from a team may compete in the team round, and the team submits one answer sheet. The team round and the individual rounds, with the exception of the “odd” round, are worth twenty-four points. The “odd” round is worth eighteen points. A two-minute warning and a fifteen-second warning will be given for each round.
- (c) Any school that brings fifteen (15) or more students to a meet must bring an extra coach.
- (d) No school shall bring more than five (5) teams for a total of twenty-five (25) students.

3. SCORING

- (a) Teams that compete in each meet will receive the following points:
 - FIRST PLACE: ONE point
 - SECOND PLACE: TWO points, etc.
 - (b) Teams that tie for a position will receive the average of that and the following position points.
 - (c) A team that has paid all its dues and does not compete at a meet will be placed last with a one point penalty.
 - (d) Ties in the final year standing will be settled by the team with the highest raw score.
4. Upon arrival, each coach should pick up any information provided by the President. The coach should then give completed official score sheets to the Head Scorer. When

the meet begins, each coach should report to his/her assigned station. It is the responsibility of each coach to check student papers to make sure that they have been accurately corrected and recorded. Reasonable time will be provided at the conclusion of the meet for each coach to check individual answer sheets. No changes will be permitted once the papers have left the scoring room. Also, no changes will be permitted after the President declares the meet officially over. Any appeals after the conclusion of the meet may be made to the Executive Committee. At the conclusion of the meet each coach should pick up the individual answer sheets. Those not picked up will be discarded by the Head Scorer. Unofficial results will be read at the end of each meet. Official results for the meet will be made available to each school by the appropriate Vice-President. Official results for the year will be announced at the Spring meeting.

5. The meet will begin when all schools arrive, but not later than 3:15 PM. Any team that arrives after the meet has started will immediately be segregated and allowed to make up the previous round, as well as the round in progress. However, if the team arrives after the two minute warning has been issued, only the round in progress may be made up. The coach must notify any officer or official upon arrival.
6. Schools that cannot attend a meet or will be arriving late should notify the host school or any officers who, in turn, will notify the President.
7. In the event that a team fails to adhere to the restrictions of Section 11.1 or 11.2, the following penalties will apply:
 - (a) If more than the appropriate number of team members compete in an individual round, the highest score(s) will not count toward the team score. However the score(s) may count toward the individual score.
 - (b) If an individual competes in more than three rounds, the lowest three round scores will be counted for the individual score.

12 CANCELLATION OF A MEET

1. The host school and the President are responsible for the decision to cancel a meet and for determining a make-up date on the next available Wednesday.
2. If a meet is canceled, the officers will contact each school after 9:00 AM on the day of the meet. Each coach has the responsibility of verifying any cancellation.

13 THE HOST SCHOOL

1. The host school will provide refreshments for all students and coaches. WOCOMAL will provide a \$450 stipend to schools hosting a Varsity meet, and a \$350 stipend to schools hosting a Freshman meet to cover the cost of the refreshments.

2. The host school shall establish a competition area, a non-competition area and a scoring area, each of which shall be separate. The host school shall also provide scrap paper for the students. The scrap paper will be any paper other than $8\frac{1}{2}'' \times 11''$ white copy paper.
3. The host school shall provide member schools with a map.
4. With notification from the President, the host school shall make provisions for any student with special needs.
5. The host school may request a member of the local news media to report on that meet.

14 QUESTION BANK

1. Each school must contribute questions to the bank no later than the Fall Coaches' meeting, in accordance with the assignment by the President at the Spring meeting.
2. Each question shall be submitted on a $3'' \times 5''$ index card. On the front, the coach will print SCHOOL NAME, COACH'S NAME, VARSITY or FRESHMAN, MEET NUMBER, ROUND, CATEGORY, and the QUESTION. On the back, the coach will provide a complete solution and all acceptable answers.
3. The Question Selection Chairman may request more examples for the bank as deemed necessary.
4. All officers shall be exempt from submitting questions.
5. Coaches from new member schools shall be exempt from submit questions. New coaches from existing member schools must submit questions, the number of which shall be left to the discretion of the President.
6. PENALTY: The professional responsibility of all coaches is to submit questions. Any school that has not submitted the full assignment by the Fall meeting will be reminded of its obligation. A school's continued failure to submit all required questions prior to a meet will result in a five point reduction from that team's score for that meet. Such penalty, issued by the Question Selection Chairman in conjunction with the President will then be reported to the Head Scorer.

15 CATEGORIES

The League will periodically review categories for the season. A list of categories will be presented for a vote at the Spring meeting, to be in effect for the following year.

16 CLASSIFICATIONS

1. Ordinarily, there will be four classes, designated as A, B, C and D. If there are twenty-one (21) or fewer member schools there will be only three divisions. Schools will be ranked according to averages, and from this list the Executive Committee will suggest the classification and relate to all coaches the method that was used to arrive at such classifications. The guiding principles in arriving at classifications are to make the number of schools in each division as equal as possible, and to consider the gaps in averages. This suggestion will be voted on at the Fall meeting.
2. A coach may request re-classification of his/her school by notifying the President by the second meet. The Executive Committee will hear reasons and shall, prior to the team round, notify all schools of any changes that have been made.
3. Any school which finishes first in its division will automatically move into the next higher division the following year. Any school which finishes last in its division may compete in the next lower division the following year.
4. Averages will be calculated as follows:
 - VARSITY: The average of last year's Freshman raw score and the last two years' Varsity raw scores will be computed. Schools will then be ranked according to these averages.
 - FRESHMAN: The same ranking will be used to determine both Varsity and Freshman divisions. However, the number of divisions in Varsity and Freshman may differ.
5. New schools will be classified by the Executive Committee after the new school's first meet.

17 COACHES' MEETINGS

1. The President shall hold a Fall meeting on a Wednesday in September. The agenda shall include: introduction of officers and coaches; Secretary's and Treasurer's reports; collection of registration forms, dues and self-addressed stamped envelopes; President's message, appointing officials; discussing meet locations; and any other business to be brought before the coaches.
2. The President shall hold a Spring meeting on the first Wednesday in May. The agenda shall include: Secretary's and Treasurer's reports, voting on by-law changes, awards, John Phelan Memorial Scholarship of \$200 (awarded to the top scoring senior in Varsity), the out-going President's message, banquet, Nominating Committee report, election of officers, dates and locations for the following year and the newly-elected President's message, including announcements of summer meetings.

18 POST-SEASON COMPETITION

WOCOMAL teams are eligible to compete in State, New England and other mathematics league meets. The number of participating teams for the State meet shall be determined by MAML. The President with the Executive Committee will determine which teams are to be invited to the compete at the State meet. The MAML representative shall notify all schools that are eligible for the State Meet. The school with the highest raw score for the year qualifies for the New England meet. If a team does not wish to participate, the next ranking team is eligible to participate. The cost of participating (with the exception of meals and transportation) at the State and New England meets will be paid by WOCOMAL.

19 AWARDS

The awards usually given at the end of each school year are as follows:

- Top three schools in each division
- Top forty (40) scoring students in Varsity
- Top twenty-five (25) scoring students in Freshman
- John Phelan Memorial Scholarship of \$200 awarded to top scoring Varsity student

20 BY-LAW CHANGES

By-law changes may be made only at the Spring and Fall coaches' meetings by a two-thirds vote of all schools, with each school casting one vote.