

East Paulding Junior Raider Cheerleading Booster Club By-Laws

Article I – Organization.

1.0. The name of the organization shall be *EAST PAULDING JUNIOR RAIDER CHEERLEADING*.

Article II – Purpose(s).

2.0. The purpose of this organization shall be to promote and support the East Paulding Cheerleading Program. The East Paulding Junior Raider Cheerleading Booster Club will assist by providing financial assistance through fundraising projects and future operational and educational activities that promote and support the development of good sportsmanship, squad unity and mutual respect.

2.1. The East Paulding Junior Raider Cheerleading Booster Club shall specifically refrain from being involved in or attempting to intervene in any decisions concerning:

1. Selection of uniforms.
2. Selection of competitions.
3. Selection of cheer captains, co-captains, advisors.
4. Squad awards.
5. Performance, tryouts, formations, stunts, or choreography for any squad.
6. Selection of cheer camps.
7. Selection of added clothing to be worn by cheerleaders during camp, school, or events.
8. Discipline

2.2. This organization shall promote a congenial relationship among the membership, cheerleaders, coach(es), school administration, other school organizations and the community in general.

Article III – Membership.

3.0. Membership in this organization shall be open to all who are willing to promote, work, support and participate in activities related to cheerleading.

3.1. Dues shall be per school year unless otherwise voted on by the executive board. The membership dues entitle each member/family to attend each scheduled meeting and give them one vote per family.

3.2. Dues collected will be used for the cheerleading program.

3.3. All adult booster members shall have the right to vote (One vote per family).

3.4. Each adult member shall have the right to hold office.

3.5. It is the duty of every member to conduct themselves in accordance with the By-laws of this organization and in a manner that will bring credit to the organization, the school, and the participating students.

3.6. The fee for membership in this organization is \$20 per cheerleader; if no child on the team, \$20 per member.

Article IV – Meetings.

4.0. The schedule of general membership meetings will be communicated by the Executive Committee at the first meeting for the new school year.

4.1. The first meeting of the year will take place on the first available date in June.

4.2. Executive Committee meetings will be held on a monthly basis.

4.3. The Executive Committee can call other committee meetings. Committees will be

established based on need and will be comprised of club members.

4.4. A general meeting will be held a minimum of one time a month from June until April. Meetings may be called more often as necessary with notification made to the membership.

4.5. No general meeting shall conduct business without a quorum of the Executive Committee present.

4.6. All actions will be by two-thirds majority vote of the members present.

4.7. All members shall lend their support to all activities participated in the organization.

4.8 All meetings will follow Roberts Rules of Order.

Article V – Voting.

5.0. At all meetings, except for the election of officers, all votes shall be by voice. For election of officers, ballots will be provided. **YOU MUST BE PRESENT TO VOTE.**

Article VI – Officers.

6.0. Each officer shall be a member of the Cheer Booster Club.

6.1. The officers of the organization shall be elected for a period of twelve months from the first meeting of the Cheer Boosters in June.

6.2. No officer may be eligible to serve more than 2 consecutive terms in the same office.

6.3. Officers must have a child participating in cheerleading for the current year.

6.4. All elected officers shall be filled by the general membership at the first general membership meeting for the new school year. The current president shall preside at that first meeting and conduct the voting from all remaining members and all new members present.

6.5. The Officers of the organization by Committee.

They are as follows:

President

Vice-President

Secretary

Treasurer

Varsity, J.V. and Middle School Representatives – (1 – Varsity; 1 – JV, 1-MS)

6.6. The executive Committee shall fill a vacancy in any office if vacated during the year.

6.7. Removal Process

a. Any member of this booster club can request that an elected officer be removed from office. A request with reason for removal of any officer must be sent in writing to all members of the executive committee and to the East Paulding High School Principal. The written request must state reasons for the officer's removal.

b. Within 7 days of receiving the written request for removal from office, the executive committee shall meet to determine by 2/3 vote whether or not to hold a hearing based solely upon the information presented in the written request.

c. The executive committee shall communicate its decision in writing within 3 days to the member who submitted the request. A copy of the original request for removal shall be attached to the board copy.

d. Hearing Process:

1. Prior to a vote for removal from office, the elected officer is entitled to a hearing before the board.

2. A hearing for the removal of an officer shall be held within 7 days of the decision to hold a hearing.

3. The elected officer must be notified by registered mail at least 3 days prior to the hearing. If the elected official fails to appear, that individual's rights for a hearing are forfeited.

4. Based upon information presented at the hearing, the board may by 2/3 vote recommend removal from office.

e. Action:

1. After the hearing of the board, any recommendation for removal from office must be submitted to the membership for action at the next general meeting. An officer may be removed by a 2/3 vote of the membership present and voting, a quorum having been established.

Article VII – Hiring and Terminating of Coaches.

7.0 Head Coach and Assistant Coach

1. If either coaching position becomes vacant, it will become the responsibility of the executive Committee to fill the position based on recommendations of the East Paulding High School Cheerleading Organization.

2. The Booster Club Membership nor the Executive Committee has the authority to remove a coach from their position without due cause and process.

7.1 Removal Process of a Coach.

1. If the members feel there is reasonable cause for removal of a coach from their coaching position due to infraction of rules.

a. A written request with detailed reason for removal must be submitted in writing to all members of the executive Committee, East Paulding High School Athletic Director and East Paulding High School Head Cheer Coach.

b. Within 7 days of receiving the written request for removal from their coaching position, the executive Committee shall meet to determine by 2/3 vote whether or not to hold a hearing based solely upon the information presented in the written request.

c. The executive Committee must communicate its decision in writing within 3 days to the member who submitted the request. A copy of the original request for removal shall be attached to the board copy.

d. Hearing Process.

1. Prior to a vote for removal from the coaching position, the coach is entitled to a hearing before the board. All board members and representatives must be present.

2. A hearing for the removal of a coach shall be held within 7 days of the decision to hold a hearing.

3. The coach must be notified by registered mail at least 5 days prior to the hearing. If the coach fails to appear, that individual's rights for a hearing are forfeited.

4. Based upon information presented at the hearing, the board may by 2/3 vote recommend removal from current position.

e. Action.

1. After the hearing of the board, any recommendation for removal from the position must be submitted to the membership for action at the next general meeting. A coach may be removed by 2/3 vote of the general membership present and voting, a quorum having been established.

7.2 Coaches will be evaluated by head cheer coach and athletic director at the end of each season and renewal of contract will be based on performance.

Article VIII – Duties of Officers.

8.0. President: The President shall be the chief executive officer of this organization and shall, with the assistance of the executive committee, have general supervision, direction and control of the business affairs of this organization.

1. Presides at all executive board meetings and at all the general and special meetings.

2. Appoints committee chairman as required.

3. Appoint all committees, temporary or permanent.
4. Provides annual report of the work of the organization.
5. Keep annual corporation registration current with the GA Secretary of State
6. Be sure all taxes are filed timely and accurately
7. Keep organization in compliance with all state and local regulations and laws
- 8.1. Vice-President: Shall in the event of the absence or inability of the President to exercise his/her office become acting president of the organization with all the rights, privileges and powers if he/she had been the duly elected president.
 1. Assist the President in all matters.
 2. Register with
- 8.2. Secretary: The secretary shall keep a book of meeting minutes and is the custodian of all records of this organization. The Secretary will handle all correspondence for the club and will obtain member contact information and submit a roster to members.
 1. Keeps accurate records of all club meetings.
 2. Handles all necessary correspondence.
 3. Notifies all parties of the meetings, special or regular.
 4. Keeps a membership list for voting purposes.
 5. Keeps a current phone list and email address list; updates it as needed.
 6. Takes care of thank you notes.
 7. Does monthly or as needed correspondence notes to all paid members.
- 8.3. Treasurer: The treasurer shall maintain adequate and correct accounts of the Cheer Booster assets, liabilities, receipts, disbursements, and all income of any sort derived from the organization from any of its activities. The treasurer will be responsible for financial reports.
 1. Responsible for the collection of all dues and monies from the booster club members.
 2. Responsible for the receiving, accurate recording and disbursing all funds, including source and amount.
 3. Submits all bills to the executive board and disburses funds as directed and approved by the executive board.
 4. Shall make a financial report to the club at each meeting and will make this report available to the coach(es) and school administration.
 5. Books shall be audited at the request of the executive committee, head cheer coach or school administration.
 6. Upon expiration of his/her office the treasurer shall transfer all properties of the office to successor.
 7. Will keep current record of all individual accounts and have them available to any member.
 8. The treasurer shall have checks signed by themselves plus one additional board member. Individuals authorized to sign checks shall not be related to each other by marriage or any other relationship.
 9. Treasurer shall never sign a blank check.
 10. Treasurer should never deposit funds of this booster club in a personal or school account.
 11. Treasurer should always sign a receipt for any monies received.
 12. The outgoing officers cannot sign checks for this booster club after the books have been closed for audit.
- 8.4. Varsity, J.V., and Middle School Representatives: The representatives shall serve as a liaison between the Head Cheer Coach, the individual squads and the Executive Committee. The Representatives shall assist with the organization and planning of functions in which the squads will participate. They are responsible for making phone calls and or emails to keep

parents informed of event happenings between meetings. The Representatives will work closely with all members of the executive committee.

Article IX – Finances.

9.0. All funds collected are to be deposited in the East Paulding Junior Raider Cheerleading Booster Club account. Distribution of funds (general fund/individual accounts) shall be determined by the Executive Committee.

9.1. Approval of the budget for the upcoming season will be approved by two-thirds vote of the membership present at the final general membership meeting of the season.

9.2. Upon request of any member, the Treasurer shall allow such member to review their individual account and/or boosters club's general income and expense report. Such request must be in writing.

9.3. Major fundraisers sponsored by the boosters will be determined at the first general meeting of the new season.

9.4. The annual audit will be at the end of each fiscal year.

9.5. Fiscal year will be defined as June 1 through May 31.

9.6. Dissolution: In the event of dissolution, the net assets of this organization will be distributed to the East Paulding High School General Fund Cheerleading Account.

Article X – Committees.

10.0. All committees of this organization shall be appointed by the Executive Committee.

10.1. Committees shall be formed as necessary to support fundraising, banquet, etc.

10.2. Executive Committee can call committee meetings.

10.3. Committees will be established based on need and will be comprised of club members.

10.4. Shall be composed of an uneven number of members who shall be elected at a regular general membership meeting at least one month prior to the election of officers.

a. All members of the nominating committee shall be a member of the East Paulding Junior Raider Cheerleading Booster Club.

b. The committee shall elect its own chair.

c. The nominating committee shall nominate an eligible person for each office to be filled and report its nominees at the regular general membership meeting 30 days after election of nominating committee at which time nominations may be made from the floor.

d. Only those individuals who are current members and have signified their consent to serve if elected shall be nominated for, or elected to, such office.

e. The president is not eligible for election to the nominating committee.

f. The principal is eligible to serve if elected.

Article XI – Amendments.

11.0. These By-Laws may be altered, amended, repealed or added to by an affirmative vote of two-thirds of the members present, provided the such amendment has been submitted in writing and read at a previous meeting and further provided that the adoption is included as a regular part of the agenda of the meeting. All amendments shall be subject to review by the East Paulding High School Administration.

Article XII – Standing Rules.

12.0. The East Paulding Junior Raider Cheerleading Booster Club shall hold at least one meeting per month during the school year.

12.1. The funds of this organization may be spent on any approved budget item or any other item approved by the executive board up to \$100.00 or majority of the membership present at a regular meeting. Any non approved funds over \$100.00 must be voted on.

12.2. All East Paulding Junior Raider Cheerleading Booster Club Executive Committee members are expected to keep all cheer booster club business confidential.

12.3. Final authority of all activities of this organization shall rest with the head cheerleading coach of the East Paulding High School Cheerleading Organization.