

**Maple Grove
CRIMSON CHEER BOOSTERS
Bylaws**

DRAFT 9.9.17

PENDING MEMBERSHIP APPROVAL

Article I Organization Name

The name of this organization shall be the Maple Grove Crimson Cheer Boosters, hereinafter referred to as the Cheer Boosters.

Article II Mission

The mission of the Cheer Boosters shall be:

- A. To arouse and maintain enthusiastic interest in the various facets of the Maple Grove Crimson Cheer program.
- B. To lend both moral and financial support to the cheerleaders and coaches.
- C. To work with the athletic administration personnel and the School Board to the end that this program be maintained at the highest possible degree of efficacy.

Article III Membership

Section 1. The membership of the Cheer Boosters shall be open to anyone interested in the progress and development of the Maple Grove Crimson Middle School and Senior High Cheerleaders. The organization shall have only two classes of membership defined as regular and honorary.

Section 2. A **Regular Member** is defined as a family that has at least one student currently participating in the Maple Grove Cheerleading program. As a regular member, this family has one vote per parent/guardian, up to a total of two votes per athlete in all items brought to a general meeting. An **Honorary Member** is an individual that does not have a student participating in the Maple Grove Cheerleading program, but has an interest in its success. Honorary members are non-voting members.

Section 3. Parents are automatically endowed as Regular Member when the cheerleader is accepted into the cheerleading program. Members are requested to make booster club donations as well as pay program fees for direct expenses as defined by the executive committee in an annual budget available to all members. Membership shall become effective upon commencement of initial payment for participation in current cheer season unless exempt for reasons accepted herein.

Article IV Officers

Section 1. The officers of this organization shall be a President, Vice President, Secretary and Treasurer. These positions are non-compensatory (volunteer) positions.

Section 2. Any **Regular Member** shall be eligible to run for and serve as an officer and/or chairperson of any committee provided his/her (athlete's) account is in good financial standing.

Section 3. Terms of office for all officers shall be two years unless declined by the officer or otherwise redefined in a general meeting where a quorum is present. Officers may hold office for up to two consecutive terms in the same position.

Section 4. In the event that an officer cannot complete his/her full term for any reason, a replacement for that term will be appointed by majority vote of the remaining members of the Executive Committee.

Section 5. A vacancy occurring after the initial elections shall be filled by a majority vote of the Executive Committee.

Article V. Duties of Officers

These volunteer positions are exempt from tracking requested minimum volunteer hours

Section 1. The **President** shall preside at all meetings of the organization, appoint all committees, and shall be an ex officio member of all committees. The President shall prepare an agenda before the monthly meeting. The president shall oversee that a membership roster be available to members of the club.

Section 2. The **Vice President** shall assume all the duties of the President in his/her absence. He/she shall serve as the chairperson of the membership and nomination committees and assume other duties as are deemed necessary. The Vice President will also serve as President-elect and shall be automatically nominated to the office of President at the conclusion of the President's term in the event a subsequent term is not pursued by the current President. Upon acceptance of nomination and majority vote by general membership, the Vice President would be elected as President.

Section 3. The **Secretary** shall keep the records and minutes of all meetings, attend to the correspondence, maintain parent enrollment information and keep it updated, and perform such other duties as deemed necessary. The secretary shall distribute communications to the booster membership including monthly meeting agendas, minutes, and notices.

Section 4. The **Treasurer** shall receive and deposit all fees due to the organization, pay all bills as determined by the membership, and submit the books to the auditing committee. The Treasurer shall present a quarterly written financial report to the executive committee and membership. The Treasurer shall prepare an annual budget in conjunction with the executive committee. The budget shall be presented for a vote by the membership annually at the April meeting.

Article VI The Executive Directors and Committees

Section 1. The Executive Committee shall be composed of the officers of the organization. An extended Executive Council shall include these officers as well as the Head Crimson Cheer Coach. The Athletic Director shall be an honorary member of the extended Executive Council upon his or her preference.

Section 2. The Head Crimson Cheer Coach is not an officer or voting member of the booster organization, however is requested to notify the booster club of any recommended cheer booster club activity inconsistent with cheerleading or school policies and procedures.

Section 3. The Head Coach is requested to submit annually, in preparation for annual budgets, an anticipated expenses summary to include costs of items necessary to operate a successful sideline and competitive cheer program. As part of the budgeting process the Head Coach will also assist in membership projections and other budgeting considerations as part of the annual planning process.

Section 4. The Executive Committee shall have the emergency power to act for the membership between meetings of the organization. Payments of non-budgeted goods and services up to \$500 can be approved by the President and one other member of the Executive Committee without the approval of the general membership. General membership present shall vote to approve larger expenditures at the next scheduled general meeting. All expenditures shall be made public to membership in the next Treasurer's report.

Section 5. Any Executive Committee Member may request the resignation of another member of the Executive Committee of the Cheer Boosters with just reason for requesting resignation (i.e., relating to matters detrimental to the functioning of the booster organization), upon majority concurrence of the remaining Executive Committee members.

Article VII Non-Executive Board Members

These volunteer positions exempt from tracking requested minimum volunteer hours

Section 1. The Volunteer Coordinator shall serve as the point person for posting, tracking and recording member volunteer hours. The Volunteer Coordinator shall maintain volunteer opportunities by posting volunteer positions, managing volunteer hours through DIBs system and working with the Secretary to provide an updated account tally of volunteer hours to the membership prior to the end of the season.

Article VIII Meetings

Section 1. A regular meeting of this organization shall be held 10 times each year, except when changed by vote of the general membership.

Section 2. Special meetings may be called by the Cheer Booster President. Notice of meetings date, time, place and business to be transacted shall be given by the secretary to the members at least five (5) days in advance via e-mail. Only that business for which notice has been given shall be transacted.

Section 3. A Quorum shall consist of those members present at monthly meetings and scheduled meetings when a minimum of 5 days notice is provided.

Article IX Standing Committees

Section 1. There should be the following standing committees: Audit, Banquet, Crimson Cheer Challenge event, and such other committees as the President and/or Head Coach shall deem necessary.

Article X Program Fees

Section 1. Program fees shall be set annually by the Executive Committee, subject to the approval by a majority vote of the membership present. Program fees cover the cost of an athlete's participation in the cheer program less the portion covered by general booster club contribution. Fees shall be payable annually, with balances paid in full by December 31 of the current membership year.

Section 2. Members taking advantage of the extended payment plan offered by the Cheer Boosters must make payments according to the schedule provided at the onset of the season. To be in good financial standing, payments to accounts must be current with balances "up-to-date" by September 30 of the season unless otherwise determined by the Executive Committee.

Article XI Booster Club Volunteer Participation

Section 1. A Booster Club Volunteer deposit will be collected by the Treasurer at the beginning of each season. The deposit of \$300 (for competitive team members) and \$100 (for sideline only team members) in form of a check written to Crimson Cheer Boosters (or through online account with Crimson Cheer's DIBs program) is requested upon registration for the Crimson Cheer teams.

Section 2. Throughout the season, cheer families are asked to support the Crimson Cheerleading Programs by volunteering time at meetings and events. Volunteer hours will be managed through registration on the DIBs system. The minimum number of volunteer hours suggested to receive full credit per season will be designated in the annual budget approved by the membership at the beginning of each cheer season.

Section 3. Deposit checks from all members who satisfy the minimum suggested volunteer hours will be destroyed by the Treasurer at the completion of the cheer season.

Article XII Nominations and Election of Officers

Section 1. A nominating committee chaired by the Vice President/president-elect shall be formed at the February meeting. The committee will consist of at least two regular members and the President-elect. The committee's responsibility is to find interested and qualified parents willing to be nominated and serve as booster club officers for open board positions.

Section 2. These nominations shall be announced prior to the April meeting via e-mail.

Section 3. The officers to be elected shall be President-elect, Secretary, and Treasurer. Nominations may be made from the floor at the March meeting. Officers shall serve two-year terms beginning May 1 and ending April 30.

Section 4. The election of officers shall be by ballot unless there is only one candidate for the office, then, by motion from the floor, such election may be made by a voice vote. The President shall count the ballots. The candidates may observe the counting.

Article XIII Finances

Section 1. All checks for goods and services must be supported by original invoices or deposition. An authorized signer will verify invoices and sign all checks.

Section 2. All checks for program activities shall be made payable to CRIMSON CHEER.

Section 3. The Executive Committee shall appoint an audit committee to examine the booster club books at the completion of the fiscal season. The individual selected shall present their findings to the executive committee and then to the membership at an upcoming general meeting.

Section 4. The financial year shall be defined, as April 1- March 31

Section 5. A minimum balance of \$500.00 must be in the main MG Crimson Cheerleading Booster bank account at the close of the financial year.

Section 6. No officer or other member (except Cheer Coaches) shall be entitled to receive any salary for services performed by them as officers or members of the Cheer Booster Club.

Section 7. Cheerleading Boosters may make available one discounted membership in the competitive cheer program for each Executive Committee member elected to office and serving a current term. The reduction off standard program fees will be determined by the Executive Committee each season depending on budget status and will not include extending complimentary airfare or hotel/dorm accommodations for members attending Nationals.

Section 8. Crimson Cheerleading Boosters reserves the option, but not obligation, to offer limited seasonal scholarships for membership based on criteria established by the Executive Committee and voted on in the annual budget. Recipients of any possible scholarships or reduced fee memberships will be at the discretion of the Executive Committee. Cheerleaders receiving such benefits will be expected to participate in the majority of fundraisers during the season.

Section 9. All outstanding balances from previous seasons must be paid in full prior to the start of spring tryouts.

Section 10. If a member declines to pay the program fee as defined in the approved-annual budget, the booster club may not pay certain expenses on behalf of the member's cheerleader. Such program expenses are listed in the annual budget, and include, but are not limited to, competition support, travel support, and uniform replacement/maintenance.

Section 11. If a cheerleader leaves/quits, for any reason, before the season ends, and if the parent/member has volunteered the designated number of hours, the member's volunteer deposit check will be returned or destroyed.

Section 12. If a cheerleader leaves/quit, for any reason, before the season ends, any expenses that have been paid on the cheerleader's behalf by the Booster Club will be deducted from the member's contribution before a possible refund is considered. Refunds are not guaranteed and will be at the discretion of the Executive Committee.

Article XIV Publications

Section 1. The Cheer Booster Club shall utilize e-mail, web site or other forms of communication to inform parents and students of Cheer Booster Club activities.

Section 2. All records of this organization shall be maintained in such a manner as to be orderly, legible and accessible. Past records of meeting minutes shall be kept by Secretary and provided to incoming officers.

Article XV Property

Section 1. All property owned by the Cheer Booster Club shall be returned and kept at a designated storage location.

Article XVI Bylaw Amendments

Section 1. These Bylaws may be amended by a 2/3 vote of those regular members present at any regular meeting. The amendments must have been distributed to general membership at least 5 days prior to the scheduled meeting where voting takes place.

Article XVII Parliamentary Authority

Section 1. The rules contained in the latest edition of Roberts Rules of Order shall govern this organization in all cases in which they do not conflict with the rules of the club.

Article XVIII Dissolution Of This Organization

Section 1. In event the membership desires to dissolve this organization, a special meeting must be called to vote on dissolution of the club with a written notice sent to all members thirty (30) days prior to the special meeting.

Section 2. The club may only be dissolved by a vote of two-thirds (2/3) of the regular membership. School Administration may discontinue affiliation with the booster club in conjunction with the program upon decision of school and district administration.

Section 3. Upon dissolution any assets possessed by the club after current indebtedness has been paid shall go to a charitable organization determined by a vote of the Executive Committee.

Adopted date: _____ 2017