

# Harrison High School – Cheerleading Booster Club

## BY-LAWS

### ARTICLE I QUORUM

The quorum required to conduct the business of the Harrison High School Cheerleading Booster Club (HHSCBC) shall be defined as follows:

**A. Executive Board:** at least five (5) of the board members currently in office shall constitute a quorum of the Executive Board.

**B. General Membership:** a quorum of the Executive Board members plus those General Members present at a regular meeting shall constitute a quorum of the General Membership

### ARTICLE II MEETINGS

**SECTION ONE** Regular meetings shall be held a minimum of six (6) times during the school year and once during the summer. Special meetings may be called by the Executive Board, as needed.

If there is no pending business of the Organization, regular meetings may be canceled by action of the Executive Board. However, there shall be no less than one regular meeting per quarter.

The Executive Board shall convene, as needed, prior to any regular meeting. The Executive Board shall also convene for special meetings at the direction of the Co-Presidents; or the request of the Principal/designee or any three (3) Board Members.

**SECTION TWO** All meeting shall be conducted a Harrison High School

**SECTION THREE** Regular meetings are open to all dues paying members and those members in attendance are allowed to vote. There shall be one vote per paid membership. No proxy votes shall be entertained. Coaches, assistant coaches, administrators, and administrator liaisons are part of the General Membership, but their positions are considered “non-voting”.

**SECTION FOUR** All decisions requiring General Membership approval shall be decided by a simple majority vote of those members present; provided a quorum exists.

**SECTION FIVE** The procedural rules contained in the current edition of Robert’s Rules of Order shall govern the conduct of meetings.

### **ARTICLE III DUTIES OF OFFICERS**

Officers and their duties are as follow:

#### **A. Co-Presidents**

The two (2) Co-Presidents shall have general supervision and management of all current affairs of the Organization.

The Co-Presidents shall preside at all meetings of the Organization.

In the event there becomes a Co-President vacancy, the remaining Co-President may appoint one (1) Vice –President to serve as Co-President.

The Co-Presidents shall report on any matters that may be of importance to the Organization.

The Co-Presidents shall carry out the decisions of the Executive Board and shall appoint any special committee not otherwise provided for herein.

#### **B. Vice Presidents (Team Moms)**

There shall be one (1) Vice-President per cheerleading squad who shall serve as liaisons between the squads coach, parents and the Executive Board. A second Vice-President per squad can be designated at the discretion of the Head Coach.

The Vice-Presidents shall perform and/all duties assigned either by the Co-Presidents or the Executive Board.

#### **C. Secretary**

The Secretary shall record, report and maintain minutes of all meetings of the General Membership and meetings of the Executive Board; and shall, within seven (7) days of the meeting, provide copies to the Co-Presidents for review prior to General Membership publication.

The Secretary shall coordinate all correspondence and provide assistance to special committees.

The Secretary may appoint a designee who shall assume all duties of the Secretary in his/her absence.

The Secretary shall commit all records to the succeeding Secretary.

The Secretary shall perform any other duties assigned by the Co-Presidents.

#### **D. Treasurer**

The Treasurer shall receive all funds of the Organization.

Funds shall be made payable to "HHSCBC" and deposited into the Organization's bank account.

The Treasurer shall make all disbursements for the Organization as directed by the Co-Presidents and/or Executive Board.

The Treasurer shall keep a detailed account of all income and expenditures.

The Treasurer shall report on the financial status of the Organization at meetings of the Executive Board and the General Membership.

The Treasurer may appoint a designee who will assume all duties of the Treasurer in his/her absence.

The Treasurer shall commit all accounts and other records to the succeeding Treasurer.

The Treasurer shall perform the duties of the Co-Presidents in their absence.

The Treasurer shall perform any other duties assigned by the Co-Presidents.

## **ARTICLE IV      SELECTION OF OFFICERS**

### **SECTION ONE Nominations**

The Executive Board shall appoint a Nominating Committee prior to the end of the school year. The Committee shall be composed of the Principal/designee, the Cheerleading Coaches, and a General Membership appointee.

Parents/guardians interested in serving on the Executive Board shall be given the opportunity to complete a short narrative or survey which will be utilized in the selection process.

The Committee shall meet to compile a slate of officers, contact the candidates to ascertain their willingness to serve, and present the slate of officers at the general meeting.

Priority shall be given to junior and senior parents to serve as Co-Presidents.

Each officer shall have an active participant in the Harrison High School cheerleading program and be a dues paying member of the HHSCBC.

### **SECTION TWO Presentation of Slate**

New officers shall be presented and installed at the HHSCBC Spring meeting and shall assume all duties at the beginning of the fiscal year (June 1). During the interim period, outgoing officers shall be expected to confer and advise their successors as to their new duties.

### **SECTION THREE Resignation**

Any officer may resign at any time in writing to the Co-Presidents. Unless otherwise requested in writing, the resignation shall be effective when tendered.

#### **SECTION FOUR Removal from Office**

Any officer may be removed from office upon missing two or more meetings. Removal requires a majority vote of all the Executive Board members present.

### **ARTICLE V FINANCES**

**SECTION ONE** The fiscal year of the HHSCBC shall begin on the first day of June.

**SECTION TWO** The Treasurer shall maintain only one checking account for the Organization.

**SECTION THREE** A recommendation for the annual dues shall be made by the Executive Board and approved by the General Membership at the last regularly scheduled HHSCBC meeting prior to Spring try-outs. The amount shall be set before tryouts for the upcoming school year.

**SECTION FOUR** Annual membership dues shall be due at the first HHSCBC meeting after spring tryouts. All officers on the presentation slate shall have satisfied this financial obligation to the Organization prior to the slate's presentation to the General Membership.

**SECTION FIVE** Gifts for the Harrison Lay/Community Coaches shall not exceed the coaching supplement designated for the Harrison High School Freshman Cheerleading Coach. Actual gift amounts shall be determined by the Executive Board and approved by the General Membership. The total amount of gifts to be divided among Community Coaches shall not exceed \$2000 without prior approval of the General Membership.

Tentative gift amounts shall be set in August and finalized in January or February, based on funds available.

#### **SECTION SIX Scholarships/Awards**

Seniors shall be eligible to receive scholarships and all cheerleaders shall be eligible to receive awards if all HHSCBC obligations have been fulfilled.

Hardships shall be based on Coaches' discretion.

#### **SECTION SEVEN Dissolution of Booster Club**

If for whatever reason the HHSCBC is dissolved, then all monies will be deposited into the cheerleading account within the Harrison High School's financial records.

**ARTICLE VI      AMENDMENTS**

The Constitution and By-Laws may be amended at any scheduled meeting of the General Membership by a quorum vote.