

Carlisle Cheer Booster Club

Carlisle, PA 17013

Bylaws

Article I: Name

The name of the association shall be Carlisle Cheer Booster Club (Also referred to as CCBC). This Booster Club will be inclusive of the Carlisle Area High School Varsity and Junior Varsity Cheer programs.

Article II: Purpose

The purpose of the CCBC is to promote and support the Carlisle High School Cheerleading program of Carlisle Area High School. Activities in which the Carlisle Cheer Booster Club will engage include, but many not are limited to:

1. Positive interaction between the CCBC, school officials, the coaching staff, the student body and the general public.
2. Fundraising activities.
3. Communication of Carlisle Cheer news to the various media and social media outlets.
4. Provide support to the Carlisle Cheerleading Coaching Staff.
5. Facilitate the funds collected to pay for cheerleading apparel, cheerleading camp, etc...
6. The Constitution is the foundation of the rules of the Cheerleading Squad (See Addendum A).

Article III: Membership

Membership in the Carlisle Cheer Booster Club shall be made up of parents and guardians of current and alumni players on any of the two high school cheer programs (junior varsity and varsity). Any form of assistance and participation by members is encouraged. All members have voting rights and access to any forum and outlet designed to coordinate and enable booster club actions. Membership shall be required to conduct themselves in accordance with the bylaws of the organization and in a manner that will bring credit to the organization, the school, and the participating students.

Article IV: Officers and Their Election

Section 1: The officers of the Cheer Booster Club shall consist of a President, Vice-President, Secretary and Treasurer. Each officer must be an active member in good standing with the Carlisle Cheer Booster Club.

Section 2: Officers shall be elected annually through a nomination and subsequent voting process at the Parent Meeting following tryouts for the upcoming Cheer Season. There will be a transitional meeting for the new Officers with the outgoing Officer.

Section 3: The people in attendance at the Parent Meeting will be the voting parties for the Officers.

Section 4: Individuals selected will hold the positions for a period of 1 year.

Section 5: In case a vacancy occurs, the CCBC will hold elections to replace the individual as soon as possible.

Section 6: Reason to Remove- Any Officer may be removed from office for failure to perform duties, using unethical practices or criminal misconduct while conducting Carlisle Cheer Booster Club business.

Article V: Duties of the Officers

Section 1: President

- Chair the business and officers meetings of CCBC.
- Develop the agenda for the meetings.
- Act as a spokesperson for the CCBC at the Carlisle High School Athletic Association meetings and other meetings as defined by the booster club.
- Work directly with the Cheer Coaching staff.
- Oversee all activities of the booster program.
- Vote only to break ties

Section 2: Vice President

- Assume all duties in lieu of the President
- Vote as a member of the CCBC
- Assist the President in the supervision and oversight of the booster club committees.
- Chair fundraising efforts.

Section 3: Secretary

- Record minutes of meetings of the CCBC.
- Distribute minutes to members not in attendance within 1 week following meeting via email.
- Make the CCBC documents available to school administrators and district personnel as requested.
- Have a current copy of the by-laws.
- Maintain a membership list.
- Keep all records of all meetings for a period of 2 years.
- Sign on bank account.

Section 4: Treasurer

1. Have custody of all the funds of the CCBC.
2. Keep books and records including bank statements, receipts, budgets, invoices, purchase orders, inventory records, paid receipts, and canceled checks.
3. Make disbursements in accordance with the bills received for the CCBC.

4. All funding requires consent of the CCBC and requires a vote by the members present at a formal meeting. In cases where this procedure is not feasible, the President can authorize the distribution of funds with approval of CCBC board by virtual vote. Virtual vote of funds disbursement may not exceed \$200.
5. Sign on bank account.
6. Reconcile all bank statements and resolve discrepancies with the bank immediately.
7. Provide a budget proposal to membership at beginning of season.
8. Ensure all funds collected for a designated purpose is utilized for that purpose. Camp/Uniform fees shall not be considered booster club money. Any payments made in excess of actual cost shall be returned to members.
9. Present monthly financial reports at meetings. (bank statements)
10. Submit books to the administration at the end of the fiscal year in which they held the office of treasurer within 90 days of conclusion of fiscal year, if requested.
11. Coaches will not handle funds. All funds will be handled by the treasurer.
12. In the event, the booster club is dissolved; the Cheerleading squads will utilize the Carlisle Sports Association. All funds remaining in all accounts held by the CCBC shall be transferred to the Carlisle Sports Association.
13. Records Retention Policy - Financial records will be kept on digital file by Cohick and Associates, 396 Alexander Springs Rd #5, Carlilse PA, per contract October 2018. (POC - Shawn Bernheisel).
14. Records will be turned over to the new Treasurer within 30 days of the date of an election.
15. Annual audit will take place following the end of year banquet.

Article VI: Meetings

Section 1: Meetings of the CCBC shall be held 3 times a year at a minimum at a date determined at the proceeding meeting.

Section 2: Quorum-Shall consist of a majority of the members present.

Section 3: Notice of Meetings-Shall be posted on the CHS Cheerleading website/Facebook and/or via email to the booster club membership email list.

Section 4: All coordination and actions discussed shall be annotated in the minutes.

Article VII: Committees

Section 1: Only members of the CCBC shall be eligible to serve as a chairperson of a committee.

Section 2: The CCBC Officers with the approval of the Head Varsity Cheer Coach shall create committees as is deemed necessary to carry out the work of the CCBC.

Section 3: The current standing committees shall be:

- Fundraising
- Volunteers/Spirit Stand/ Concessions

- Senior Night Fall/Winter
- Meals for away games
- End of the year banquet
 - Disbursement of funds for the End of the year banquet will be determined based on funds available. Additionally, the end of the year gift for seniors and all cheerleading squad members will be based on funds available. Each shall be deemed reasonable, consistent from year to year and not lavish.

Section 4: Fundraising

- Fundraising to be approved by current Head Coach and quorum vote by Board members.
- All fundraising proposals will include:
 1. The name of the organization, contact person and contact information.
 2. The purpose of the fundraiser.
 3. Description of the fundraiser.
 4. Groups or businesses solicited.

Article VII: Fiscal Year

The fiscal year of the Carlisle Cheer Booster Club shall be April 1- March 31.

Article IX: Conflict of Interest Policy

Section 1: No officer, member, or volunteer of the CHS Cheer Club shall participate in the selection, award or administration of a purchase or contract with a vendor where, to their knowledge, any of the following has a financial interest in that purchase or contract:

1. The officer or member;
2. Any member of their immediate family;
3. Their partner;
4. An organization in which any of the above is an officer, director or employee;
5. A person or organization with which any of the above individuals is in negotiation, or has an arrangement concerning prospective employment.
6. An organization that provides the officer or member a monetary or nonmonetary payment in exchange for business.

Section 2: Record of Conflict

The official minutes of the Carlisle Cheer Booster Club shall reflect that the conflict of interest was disclosed and the interested person(s) did not participate in the final discussion or vote and did not vote on the matter.

Article X: Amendments

These bylaws may be amended at any regular meeting of The Carlisle Cheer Booster Club provided a quorum is present and by a majority of the vote of the members present. The amendments must be read at a meeting, discussed, and voted on at the same meeting.

Completed October 2018

