

CONSTITUTION AND BYLAWS OF THE KEYSTONE CHEERLEADING BOOSTERS

Whereas, the parents and patrons of the Keystone School District who are desirous of promoting the activities of the Keystone Cheerleaders of the District have felt the need of an Organization to promote interest in cheerleading and to defer the cost of uniforms, competitions, and equipment, which will support the Keystone Cheerleaders of the school.

ARTICLE I – Name

The name of this Organization shall be the Keystone Cheerleading Boosters.

ARTICLE II – Purpose

The purpose of this Organization shall be to promote Cheerleading in the Keystone School District.

ARTICLE III – Functional Year

Section 1. The Keystone Cheerleaders shall function on a yearly basis concurrent with the school year, beginning in April/May after tryouts and ending after tryouts.

Section 2. All financial records including student accounts will be completed and closed by April 30th for auditing purposes.

ARTICLE IV – Membership

Any individual not regularly enrolled in the Cheerleading Boosters but who is a resident of the Keystone School District shall be eligible for membership in the Boosters. Parents of all Keystone Cheerleaders shall automatically be considered members of this Booster Organization.

ARTICLE V – Officers and Their Election

Section 1. The officers of this Organization shall be a President, a Vice President, a Secretary, and Treasurer(s).

Section 2. The Secretary, Treasurer, Vice President and President shall be elected by the Organization at the 1st parent meeting after tryouts. President and Treasurer shall be a varsity parent with at least one year service to the cheerleading boosters.

Section 3. Election to the offices of the Organization shall be by majority vote.

Section 4. Each officer shall perform the duties customary to such office.

Section 5. The officers and coach(es) of this Organization shall constitute an Executive Committee for the transaction of such business as is necessary and for which provision has not otherwise been made in the regular or special meetings of the Organization.

Section 6. Order of the Agenda for Regular Meetings:

- I. Call to Order
- II. Roll Call
- III. Reading and approval of minutes from previous meeting
- IV. Reading and approval of Treasurer's Report
- V. Standing Committee Reports
- VI. Old Business
- VII. New Business
- VIII. Coaches Reports
- IX. Adjournment

ARTICLE VI – Officers and Terms of Office

Section 1. The term of each office shall be for one year beginning at the 1st parents meeting following tryouts.

Section 2. The President or Vice President shall preside at the General Membership and Executive Committee meetings of the Organization, shall appoint all committees not elected, and shall be a member of all standing committees.

Section 3. In absence of the President, or his/her inability to serve for any reason, the Vice President shall perform his/her functions. The order of succession would continue with the Secretary and Treasurer. In the event that all offices are vacated, a new election would be held to fill the offices. If any office other than that of the President or Vice President is open for any reason, the President shall appoint a replacement to complete the fragmentary term of office.

Section 4. The Vice President shall lead meetings in the absence of the President.

Section 5. The Secretary shall record the minutes of all meetings of the Organization, shall conduct necessary correspondence of the Organization, and shall perform such other duties as the Organization may direct. All notes, transcripts, etc., either official or unofficial, are the sole property of the Keystone Cheerleading Boosters and must be forwarded to the President within ten (10) days of the expired or vacated position.

Section 6. The Treasurer shall keep accurate records of all income to the Keystone Cheerleading Boosters and shall pay all bills authorized for payment by the Keystone Cheerleading Boosters. The Treasurer shall complete a Check Request Form for each check issued.

ARTICLE VII – Committees and Their Responsibilities

Section 1. A. **Fundraising:** There are several Committees throughout the year, such as Fundraising Chairman, and will be appointed as needed.

Section 2. The President shall appoint the following committees:

- A. **Auditing Committee** consisting of a minimum of two members who shall audit the financial records of the Organization by May 15th.
- B. **Budget Committee** consisting of a minimum of two or more members of the Executive Board plus the directors who will:
 - 1. Develop a tentative budget for presentation by the June parent meeting.

Section 3. Other committees may be appointed at the discretion of the President.

ARTICLE VIII – Parliamentary Authority

Recognized parliamentary rules shall govern the Organization in all cases to which they are applicable, and in which they are not consistent with the Constitution and By-Laws or the special rules of the Organization.

ARTICLE IX – Method of Amending the By-Laws and Constitution

The Constitution and By-Laws may be amended by presentation at a meeting and by a vote of two-thirds (2/3) at the following regular or special meeting of the eligible membership present.

ARTICLE X – Membership Dues

There shall not be any dues assessed in the Keystone Cheerleading Boosters Organization.

ARTICLE XI – Meetings

- Section 1. The regular meeting of the Organization shall be held on the first (1st) Monday of each month at 6:30PM, provided that the Executive Committee shall be empowered to change the day and time of the meeting when necessary to avoid conflicts.
- Section 2. The Executive Committee may call special meetings of the Organization.
- Section 3. Five members shall constitute a quorum, which is necessary to do business at any meeting of the Organization.
- Section 4. In order to participate in a vote, a parent/guardian must be present for at least two (2) of the last three (3) meetings. The secretary will record attendance at each meeting.

ARTICLE XII – Budget

- Section 1. The Budget Committee shall develop the tentative annual budget.
- Section 2. The tentative budget shall be presented at the June meeting of the Organization.
- Section 3. The operation budget will be approved at the August meeting of the Organization.

Notes:

This Constitution was adopted on _____ in the year two thousand six at a regular meeting of the Keystone Cheerleading Boosters Organization in the Keystone High School at Knox, Pennsylvania. In witness whereof we have hereunto subscribed our names.

Original signed by the following:

POLICIES AND PROCEDURES OF THE KEYSTONE CHEERLEADING BOOSTERS ORGANIZATION

BY-LAWS, POLICIES, AND PROCEDURES

A copy of the By-Laws and the Policies and Procedures of the Keystone Cheerleading Boosters Organization shall be given to all members of the Executive Committee and all members of the Cheerleading Organization at the first parent meeting after tryouts.

GENERAL ACCOUNT

15% profit from certain fundraising events shall be placed in the General Account before going into individual tracking accounts upon determination of a fundraiser. It will be determined whether the monies will be applied to individual tracking accounts or the general fund.

Procedure:

This account is to be used for the sole purpose to defray the cost to the Keystone Cheerleaders, i.e., pay for cheer competitions, purchasing of cheerleader related items, bus transportation to competitions, tumbling lessons, etc.

REIMBURSEMENT

Coaches and members shall not be reimbursed for personal monies spent without prior approval of the Organization.

FINANCIAL EMERGENCIES

If a financial emergency should arise between regular Keystone Cheerleading Boosters Organization meetings that need an immediate decision, the Executive Board will have the authority to make this decision.

BANQUET

The Keystone Cheerleading Boosters Organization shall provide an annual dinner to all Cheerleaders and Administrators in Section B.

Procedure:

- A. Tracking money can be used for parents or guest(s).
- B. Invitations shall be given to: Cheerleaders
Athletic Director
Athletic Trainer

All Administrators being: District Superintendent
Secondary Principal
Assistant Secondary Principal

FUNDRAISING EVENTS

Keystone Cheerleading Boosters shall sponsor activities, fundraisers, etc., only with the approval of the majority of the votes cast in a regular meeting or by agreement of the majority of the Executive Committee.

Fundraising: Fundraising is a large part of cheerleading and all cheerleaders are expected to participate. Individual tracking accounts are set up for each cheerleader. Any fundraising profit raised by the cheerleader is placed into their account, and may be used to purchase any needed item for cheerleading. Parent/guardian participation is also encouraged to help defray costs, i.e., help at competitions held at the school (food, selling tickets, Chinese auction, etc.) selling candy at games and helping with cheer camps at the elementary school. A parent not wishing to participate in fundraising must be aware that their child's portion (clothes, competition fees, camp fees, etc.) must be paid in full by the parent/guardian, prior to the event. Any outstanding accounts past sixty (60) days may result in the suspension from upcoming events costing money until payments are rendered. This will be at the discretion of the coach and the elected officers.

Uniforms: The parent/guardian and cheerleader are responsible for all uniforms and/or equipment, related to cheerleading. Uniforms are to be worn **ONLY** for cheerleading events. They are not to be worn at any other times, i.e., jackets only for games and other squad activities. They may not be worn for everyday use. Uniforms are to be laundered according to the instructions given, after every game or competition. Remember the cheerleader represents the school and we want them to look their best. Parents/guardians and cheerleaders are responsible to pay in full for any uniforms that are misplaced, stolen, or damaged. The cheerleader or their parent/guardian will pay any fees incurred for repairs or alterations of their uniform.

KEYSTONE CHEERLEADING BOOSTERS STUDENT TRACKING SYSTEM POLICY

I. ELIGIBILITY – Who may use the system.

- A. The student must be a member of the Keystone Cheerleaders.
- B. The student must have a completed sales permission and participation agreement signed by parent or guardian on file with the Keystone Cheerleading Boosters Organization. This must be renewed annually.
- C. All individual tracking records from previous years must be complete, showing all balances paid in full before tryouts.
- D. A graduating senior may “will” her remaining tracking account funds to an underclassman by submitting a tracking voucher.

II. APPROVED EXPENSES – What this money can be used for.

- A. Cost for School Board approved cheerleading trips. Reimbursed expenses will be payable to parents only.
- B. Reimbursement for purchase of uniform accessories such as competition socks, briefs, body suit, etc. Receipts must be submitted within 45 days of purchase.
- C. Cost of tumbling can be taken out of individual tracking with written parent permission.
- D. Summer cheer camp registration to camps approved by the coach. Payment made to the parent as a reimbursement after the camp or advance payment made directly to the camp if suitable arrangements can be made.

III. ACCOUNT OPERATION – Who handles the account.

- A. The Treasurers handle tracking and General Account.
- B. The student tracking account will be a checking account in with the General Account.
- C. Only the Treasurer will access it, with disbursement requiring two signatures.
- D. Interest earned by the student tracking account will be credited to the Keystone Cheerleading Boosters.

IV. ACCOUNT INFORMATION – How to find out what you have.

- A. Parents will receive updates of student tracking accounts as often as possible.
- B. Parents may request their child’s account balance.
 - 1. By written request directly to the Treasurer or President.
 - 2. By personal inquiry at any regular Keystone Cheerleading meeting (First (1st) Monday of each month at 6:30 p.m. at the high school).

V. COLLECTION AND TRACKING – How the money gets into the account.

- A. All money earned from fundraising must be turned into the Chairperson or Treasurer.
- B. All payments must be in the form of a **check or money order**. **NO CASH ACCEPTED.**
- C. Written notification will be given to families with delinquent accounts.
- D. Processing fees for the collection of non-sufficient fund checks will be the responsibility of the person writing the check. All returned checks to the boosters are subject to a \$35 fee. After two (2) returned checks, no personal checks will be accepted; certified check or a money order only.
- E. If a cheerleader owes money to the boosters at the end of the year, the amount must be paid in full **prior** to the cheerleader trying out again. If there is any outstanding debt, the cheerleader will not be permitted to tryout for any squad.
- F. Any money left in individual accounts at the end of the season can be rolled over to the next year if continuing on as a member of Keystone Cheerleading.
- G. If a cheerleader quits or is removed permanently from the squad(s) for any reason; all money in their individual tracking account from fundraising will revert to the general fund (this does not include temporary suspension or benching). If they do not continue on with cheerleading, all fundraising money will be transferred into the general account. No fundraising funds can be refunded.

VI. VOUCHERS – How the money gets out of the account.

- A. Withdrawals.
 - 1. The parent/guardian will complete a request for funds using a Keystone Cheerleading Boosters Tracking Voucher
 - 2. A voucher must be completed legibly.
 - 3. The voucher is given to the Treasurer.
 - 4. The accounts will be reviewed to confirm adequate funds; the expense is logged into the student's account.
 - 5. The voucher is kept on file. A copy is available upon request.
 - 6. Individual reimbursement checks will be made payable to parents only if adequate funds are in the Individual Tracking Account.
 - 7. Requests unable to be met due to insufficient funds are returned to the parent.

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