

# BYLAWS OF POUUDRE HIGH SCHOOL CHEERLEADING BOOSTER CLUB

## ARTICLE I

### NAME

The name of the organization shall be known as Poudre High School Cheerleading Booster Club.

## ARTICLE II

### PURPOSE

The Poudre High School Cheerleading Booster Club (“the Booster Club”) is organized exclusively to support the Poudre High School (PHS) Cheerleading program through parent and community involvement. PHS Cheerleading boosters will support the cheer teams by fundraising, distributing monies into separate funds set by the goals of the Booster Club, soliciting membership, offering activities for family and team bonding, promoting the mental and physical wellbeing of the team, encouraging attendance at all cheer events, and assisting the coaches. The booster club shall conduct all business in accordance with IRS, Colorado High School Activities Association (CHSAA), Poudre school District (PSD), and PHS rules and guidelines.

## ARTICLE III

### MEMBERSHIP

#### General Powers

The business and affairs of the Booster Club shall be managed by the Board of Directors (“the Board”). The Board shall have the powers and duties necessary for the administration of the Booster Club. The Board may adopt such rules and regulations for the conduct of the meeting and management of the Booster Club as they deem proper, and consistent with these By Laws, the Articles of Incorporation, CHSAA regulations, PHS rules, and laws of the State of Colorado.

Section 1: The general membership is open to all community members and shall not be limited to only parents/guardians of cheerleaders.

Section 2: All members attending a booster meeting shall have voting rights.

## ARTICLE IV

### MEETINGS

Section 1: General Membership meetings will be held one (1) time per month to be set by quorum vote of the board who shall also decide the time and place. A quorum shall be three-fourths of the current board.

Section 2: Special meetings may be called by any member of the Board or Committee Chairs as needed with at least a 7 days notice.

Section 3: Notice of general membership meetings shall go out no less than seven days prior to the meeting date. Notices can be distributed through email, website calendar, and social media.

Section 4: Simple majority vote by present members (general, community, committees, officers) is all that is needed to pass a motion for internal and external projects that have been properly submitted.

## ARTICLE V

### OFFICERS

The officers of the PHS Cheerleading Booster Club shall consist of a President, a Vice-President, a Secretary, and a Treasurer. The Board Officers (the "Board") as a whole are responsible for the Booster Club's compliance with all rules and regulations set forth by, but not limited to, IRS, CHSAA, PSD, and PHS guidelines.

Section 1: The Board shall meet one (1) time per month at an agreed upon time and place. Minutes shall be taken and made available to the general membership upon request.

Section 2: Election of officers will occur annually ~~during the calendar month of February~~. **After team tryouts are held, which is typically in the month of April.** Officers will be voted in by general membership majority present during the ~~February~~ meeting held after tryouts.

Section 3: Officers shall serve a term of one (1) year or twelve (12) calendar months, but are eligible for re-election. The term of office shall be from the first day of the calendar month of May through to the following 31st day of April.

Section 4: Exiting officers are expected to begin on-boarding, transitioning, and familiarizing new elected officers with their duties during the end of the exiting officers term.

Section 5: Duties of Board Officers

A. The President shall preside over regularly scheduled meetings of the Board and General Membership. If the President is unable to preside they will arrange for another Board member to preside in the following order: Vice-President, Secretary, and Treasurer. The President shall act as Chairperson of the Board and Ex-Officio Member of all committees. The president shall be responsible for conducting the affairs of the PHS Cheerleading Booster Club, and for executing the policies established by the Board. The President will maintain regular communication with School Administration. All activities and communication with School Administration will be done in compliance with CHSAA, PSD, and School guidelines. Open lines of communication with School Administration, the Board, and Membership are encouraged. **The President shall sign up to be an approved volunteer through the Poudre High School website.**

B. The Vice-President shall preside in the absence of the President. ~~The Vice-President is responsible for the oversight of the Events Committee. The Vice-President shall assist the Fundraising Committee in helping to secure corporate and individual donations.~~ **The Vice President shall sign up to be an approved volunteer through the Poudre High School website.**

C. The Secretary shall maintain a register of all current Board Officers, be responsible for gathering agenda items for both Board and General Membership meetings, recording and keeping all minutes of all Board and Membership meetings. The secretary will distribute copies of minutes to the Board, General Membership (through the website) and School Administration. ~~The secretary is responsible for oversight of food and nutrition provided to the team.~~ **The Secretary shall sign up to be an approved volunteer through the Poudre High School website.**

D. The treasurer shall be responsible for maintaining the financial records of the Booster Club. The Treasurer shall make reports at each the General Membership and the Board Officers meeting which will provide - at a minimum - a list of all expenditures since the previous meeting and a summary of all account balances. The treasurer will retain all financial records, including receipts, for a minimum of 7 years and be responsible for making any and all tax related filings required of the Booster Club. **The Treasurer shall sign up to be an approved volunteer through the Poudre High School website.**

Section 6: Changes to the Board duties are made at the discretion of the current Board by a majority vote.

Section 7: A vacancy exists when an Officer has missed more than three (3) consecutive Board and/or General Membership meetings and it has been established that extenuating circumstances do not exist.

Section 8: Resignation by an officer must be in writing and submitted to the President.

Section 9: An officer vacancy may be filled by a majority vote of those present at the next scheduled general meeting after a vacancy is acknowledged.

## ARTICLE VI

### AMENDMENTS

These By-laws may be amended as necessary. The president shall appoint a committee to draft a proposed amendment that shall be reviewed by all Board Officers. The final proposed by-laws will go out in a communication to Board Officers and General Membership at least **fifteen (15)** ~~thirty (30)~~ days prior to the next Board Officer and General Membership meetings. Proposed amendments will be set in the agenda for the meeting following the distribution. The President shall call to vote at both the Board Officer and General Membership meetings to either accept or reject the proposed amendment(s). A majority vote of attending members shall be required for passage.