

Sprayberry High School
Cheer Booster Club



By-Laws

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Article I: NAME, LOCATION and OBJECTIVE

Section 1: The name of this organization shall be **Sprayberry High School Cheerleading Booster Club**, herein after referred to as the “**SHSCBC**.”

Section 2: The SHSCBC’s principal office shall be at Sprayberry High School in the city of Marietta, County of Cobb, State of Georgia. The mailing address shall be: 2525 Sandy Plains Road Marietta, Georgia 30066.

Section 3: The objective of the SHSCBC is to provide support for the Cheerleading programs of Sprayberry High School.

Section 4: The roles of the SHSCBC are simple: The SHSCBC exists as an organization of parents, alumni, and community persons dedicated to supporting, encouraging and advancing the Cheerleading programs of Sprayberry High School, thereby cultivating clean wholesome school spirit, promoting good sportsmanship, and developing high ideals of character. The SHSCBC shall support projects to improve facilities and equipment necessary to provide exceptional Cheerleading programs at Sprayberry High School.

Article II: MEMBERSHIP

Section 1: Membership is open to all who are willing to assist in achieving the objective of the SHSCBC. Annual dues shall be a requirement of membership. All memberships paid in a prior year expire at 12 am EDT, April 1 and renew immediately upon payment of the annual dues for the upcoming year. Any Member that has paid annual dues for the upcoming year prior to the commencement of voting during the annual meeting shall be eligible to vote during the annual meeting. For dues purposes, the family of each cheerleader shall pay \$300 per year. Coaches shall be exempt from paying dues. The membership shall be good for the school year in which the Annual dues were owed and paid. In the instance in which a family has more than one cheerleader, the Annual dues are owed for each cheerleader and shall entitle the family to one vote per cheerleader. The number of votes per family is limited to the number of cheerleaders in that family and the Annual dues paid per cheerleader.

Section 2: Each Member or Officer, in fulfilling his or her responsibility to the SHSCBC, shall act in good faith with respect to his or her fiduciary responsibility to the SHSCBC, shall disclose any interest, financial or otherwise, which might be adverse to his or her responsibility or his or her relationship and shall not influence, participate, be present, or vote on any matter which may be in conflict with his or her responsibility or relationship. A Member or Officer shall not accept any gift or

gratuity from any third party, including a vendor or competitor, which raises a concern as to the individual's fulfilling this responsibility or relationship.

Article III: OFFICERS/OTHERS

All Officers, Board Members, and Chairpersons of Committees serve strictly on a voluntary basis and shall not receive any compensation for their services as Officers, Board Members, or Chairpersons. For the purposes of these Bylaws, Board Members shall constitute an Officer of the SHSCBC for purposes of a quorum. All Officers and Chairpersons shall be members of the SHSCBC in good financial standing. As a volunteer organization, the SHSCBC shall exercise due diligence in filling the officer positions, though the SHSCBC may conduct business even if all officer positions are not filled. The SHSCBC shall have at a minimum a President and a Treasurer. The Treasurer shall be appointed by the Head Cheerleading Coach. All officer roles must be filled by family members of current cheerleaders in the program.

Section 1: President - The duties of the President shall include but not limited to the following:

- Shall preside at all meetings of the SHSCBC membership and the Board of Directors preserve order and regulate discussion.
- Shall have general supervision of the SHSCBC and attend to its executive matters.
- Will have the authority to co-sign all checks, purchase orders and other financial obligations of the SHSCBC as established under Article XI – Financial.
- Shall be the SHSCBC's liaison with the Athletic Director, Athletic Coordinator and Administration of Sprayberry High School and shall serve as the SHSCBC's representative to the Sprayberry High school Facility Improvement Campaign. With the advice and consent of the Board of Directors, approve the Committees and appoints the Committee Chairpersons.
- Work with the President-Elect to find opportunities to train and educate the President-Elect on the duties of the President, including inviting the President-Elect to attend meetings, work on projects, and the like.

Section 2: President-Elect – The duties of the President-Elect are to “shadow” the President as often as possible to learn the duties of the President and to assist the President. Until the President-Elect rolls into the position of the President, the President-Elect is not an Officer of the SHSCBC and 1) has no voting power, 2) will not count towards a quorum, 3) has no authority over any Officer.

Section 3: Vice President - The duties of the Senior Vice President shall include but not be limited to the following:

- Upon the absence of the President, the Senior Vice President shall act in the President's full capacity.
- Will provide support to the President.

- In the absence of the President, preside at all meetings of the SHSCBC membership and the Board of Directors preserve order and regulate discussion.
- Shall supervise and manage the Committee Chairpersons.
- Shall ensure that the SHSCBC website is current and up to date.

Section 4: Vice President-Elect – The duties of the Vice President-Elect are to “shadow” the Vice-President as often as possible to learn the duties of the Vice-President and to assist the Vice-President. Until the Vice-President-Elect rolls into the position of the Vice-President, the Vice-President-Elect is not an Officer of the SHSCBC and 1) has no voting power, 2) will not count towards a quorum, 3) has no authority over any Officer.

Section 5: Secretary – The duties of the Secretary shall include but not be limited to the following:

- Shall be responsible for the SHSCBC membership drive.
- Shall keep minutes of all SHSCBC meetings and shall preserve these minutes as a permanent record.
- Shall notify the Board of Directors of the time and location of each Board meeting and shall notify all SHSCBC members of the time and location of all SHSCBC meetings.
- Shall take attendance of members/cheerleaders at all SHSCBC meetings.
- Shall keep and maintain the database records at all SHSCBC meetings.
- Shall publicize any newsworthy events and accomplishments.
- Shall keep phone tree and e-mail contact lists updated.

Section 6: Secretary-Elect – The duties of the Secretary-Elect are to “shadow” the Secretary as often as possible to learn the duties of the Secretary and to assist the Secretary. Until the Secretary-Elect rolls into the position of the Secretary, the Secretary-Elect is not an Officer of the SHSCBC and 1) has no voting power, 2) will not count towards a quorum, 3) has no authority over any Officer.

Section 7: Treasurer – The duties of the Treasurer shall include but not be limited to the following:

- Shall collect and receive all monies of the SHSCBC and shall deposit the same in the name of SHSCBC in an insured account.
- Shall provide for the payment of the bills of the SHSCBC and will have authority to cosign all purchase orders and other financial obligations of the SHSCBC as established under Article XI – Financial.
- Will obtain the President’s signature on all checks.

- Will provide quarterly financial report for the Sprayberry High School Principal as mandated by Cobb County School District policies.
- Will provide a financial report for membership at each SHSCBC meeting and Board meeting.
- Will have accounting/bookkeeping experience.

Section 8: President Emeritus (if not graduated or otherwise unavailable) – The duties of the President Emeritus shall include but not be limited to the following:

- Will assist the Head Cheerleading Coach and the Athletic Director and/or Administrator with the new election.
- Will assist the new Officers with the transition into office.
- The President-Emeritus is not an Officer of the SHSCBC and 1) has no voting power, 2) will not count towards a quorum, 3) has no authority over any Officer.

Section 9: Rules and Roles Consultant– The Rules and Roles Consultant shall provide guidance, upon request, to the President or the Board of Directors in matters pertaining to:

- Interpretation of these Bylaws. The interpretation shall not constitute legal advice nor form an attorney-client relationship (if the Rules and Roles Consultant is an attorney) between the SHSCBC, any of its members, Officers, or Directors and the Rules and Roles Consultant.
- Conducting meetings in accordance with Robert’s Rules of Order. The attendance of the Rules and Roles Consultant at a meeting is not required, as the Rules and Roles Consultant is invited to meetings at the discretion of the President and the Board of Directors, and only provides guidance at the invitation of the President or the Board of Directors.
- Conducting elections or other official duties in accordance with these Bylaws.
- Adopting various processes and procedures, including adopting the initial Bylaws.
- The Rules and Roles Consultant is not an Officer of the SHSCBC and 1) has no voting power, 2) will not count towards a quorum, 3) has no authority over any Officer.

Article IV – BOARD OF DIRECTORS

Section 1: The Board of Directors shall manage the affairs of the SHSCBC. The Board of Directors shall be comprised of the Officers in Article III, and the Athletic Director of Sprayberry High School or the Principal’s designee.

Section 2: The Board of Directors shall serve as the Nominating Committee with the President acting as Chairperson of the Committee. The Committee shall nominate and supply a list of candidates for each Officer position in accordance with Article VI – Elections. The Committee will also act in accordance with Article IX – Procedure, while nominating candidates. The Head Cheerleading Coach, the Athletic Director, and/or the Principal must approve all nominations before election.

Article V – COMMITTEES

The SHSCBC Officers may establish committees that operate for a specific term from April 1st of one year to March 31st of the following year, or, for a special task as circumstances warrant. The President, with the advice and consent of the Board of Directors, approves the Committees and appoints the Committee Chairpersons. The Committee shall limit its activities to the accomplishment of the task for which it is appointed and shall have no power except as granted by action of the Officers. The Committee shall automatically dissolve at the expiration of the designated cheerleading calendar year. The Head Cheerleading Coach, or the coaching staff of the Head Cheerleading Coach, may direct committees to be formed for special events or needs. Each committee may include both a Chairperson and a Co-chairperson as required. Any committee listed herein or formed in prior years is not required to be formed in any year, the formation of which shall be at the discretion of the Head Cheerleading Coach.

Committees may include, but are not limited to or required to include, the following:

Section 1: Chairperson – Fundraising

There may be a Chairperson for the purpose of organizing and coordinating all cheerleading fundraisers. All fundraisers prior to being implemented must be approved by the Board of Directors. The Chairperson will report results to all fundraisers to the Officers upon completion. The Chairperson will continue to search for the most effective fundraisers.

Section 2: Chairperson – Football

There may be a Chairperson for the purpose of organizing and coordinating the events that surround Football cheer and other activities that the cheerleaders will participate in during the Freshman/JV and Varsity Football seasons at it relates to Football games.

Section 3: Chairperson – Competition

There may be a Chairperson for the purpose of organizing and coordinating the events that surround the competition cheer squad, including acting as the principle communication and coordination liaison between the Board of Directors, the Head Cheerleading Coach, and the competition cheer squad.

Section 4: Chairperson – Basketball

There may be a Chairperson for the purpose of organizing and coordinating the events that surround Basketball cheer and other activities that the cheerleaders

will participate in during the JV and Varsity Basketball seasons at it relates to Basketball games.

Section 5: Chairperson – Communications

There may be a Chairperson for the purpose of organizing and coordinating the communications between the various committees, members, Officers, and Directors of the SHSCBC.

Article VI – ELECTION

Section 1: In order to ensure a smooth transition, Officer positions that are elected shall be elected the year prior to rolling into their respective positions. Acting as “Elect” officers, the members elected shall “shadow” and learn their positions as best possible prior to becoming an officer.

Section 2: Once elected, an Officer shall remain in the position until the Officer i) graduates from Sprayberry High School, ii) withdraws from office, iii) is unable or unwilling to fulfill their duties, iv) fails to move into a higher grade level due to grades or behavior issues, v) withdraws or is discharged from any cheerleading squad, or vi) is removed in accordance with these Bylaws. Upon reaching Senior status at Sprayberry High School after their Junior year, and within thirty (30) days after Cheerleader tryouts are completed for the upcoming season, the position for the graduating officer shall be up for election. For example, if the President moves from junior to senior status, the position of President-Elect shall be open for nominations and election. The member that is elected as President-Elect shall roll into the office of President at the end of the school year upon the graduation of the current President.

Section 3: A written or electronic notice of the election will be sent to each member of the SHSCBC prior to the annual spring meeting. At that meeting, the Nominating Committee will submit the slate of all nominees for each Officer position. In addition, each member will have the authority to speak for themselves or allow another member to do so. The Head Cheerleading Coach, the Athletic Director and/or the Principal must approve all nominations before the election. Although an Officer for purposes of a quorum and able to vote on matters pertaining to the SHSCBC, the Treasurer is not an elected position. A candidate for Treasurer shall be identified by the Board based on various criteria, including accounting/bookkeeping experience. The Treasurer shall be nominated by at least one Board member and appointed by a majority vote of the Board.

Section 4: Ratification of the slate of nominees shall occur with a majority vote of all Members eligible to vote at the annual spring meeting. The Athletic Director or Principal designee, such as the Head Cheerleading Coach, must be present during the election of Officers.

Section 5: All Officer candidates must be a member in good standing of the SHSCBC and will have paid their Membership dues for the year in which they will be Officers.

Section 6: Any member present that has paid their membership fee for the upcoming year and is in good financial standing with the SHSCBC may vote. Only one vote per membership will be allowed. No proxy votes will be counted or are allowed.

Section 7: If the term of an Officer does not end at a time permitting a normal election cycle, such as the occurrence of Article VI, Section 2(ii)-(vi) noted above, the “Elect” member shall roll into the position of the Office to which they were elected and a special election shall be held within thirty (30) days to fill the “Elect” member for that position.

Section 8. The Nominating Committee, in accordance with these Bylaws and after approval by the Head Cheerleading Coach and/or the Principal of Sprayberry High School, shall present to the Members at the annual spring meeting a slate of nominees for vote, meaning one nomination for each seat or officer position, which is vacant or up for vote. No nominees shall be accepted from the floor during the annual spring meeting as prior notice of requests for nominees shall be sent to the Members prior to the annual spring meeting. In determining the nominees, the Nominating Committee shall solicit and receive candidates from the Board and/or the other Members in current good standing prior to the annual spring meeting.

Article VII – TERMS

Section 1: The term of office for all Officers positions shall be until one of the conditions of Article VI, Sections 2(i)-(vi) occur.

Section 2: Transition - Outgoing Officers shall be expected to provide their successors in writing an explanation of their new duties.

Section 3: Resignation - Any officer may resign at any time in writing to the President of the SHSCBC.

Section 4: Removal – Any Officer may be removed from office upon the recommendation from the Board of Directors, the Head Cheerleading Coach, the Athletic Director, the Principal, or the Principal’s designee or by a majority vote at a general membership meeting.

- If the recommendation for removal comes from a member of the Board of Directors a 2/3 vote for the affirmative to remove the Officer must be obtained from the Board of Directors in order for the Officer to be removed.

- If the recommendation for removal comes from the Head Cheerleading Coach, the Athletic Director, the Principal, or the Principal’s Designee a 2/3 vote for the affirmative to remove the Officer must be obtained from the Head Cheerleading Coach, the Athletic Director, and the Principal or the Principal’s designee in order for the Officer to be removed.

- If the recommendation for removal comes from a majority vote at a general membership meeting a 2/3 vote of SHSCBC members for the affirmative to remove the Officer must be obtained for the Officer to be removed.

Section 5: In the event of a dispute between Officers or between Officers and the Head Cheerleading Coach, a special meeting will be called for where the Athletic Director and/or the Principal or the Principal's designee will meet with those in dispute to work towards a resolution to the dispute.

Article VIII – MEETINGS

Section 1: There shall be a monthly meeting, unless otherwise stated by the Officers. It is the intent to hold the meetings at Sprayberry High School and for each meeting to begin at 7:00pm. The date and time of the monthly meetings can be subject to change with reasonable prior notice to the membership. All Members will be invited and are strongly encouraged to attend all meetings of the SHSCBC. Special meetings may be called by the Presidents/Co-Presidents or by a majority of the Board of Directors. The minutes of the last SHSCBC meeting and financial report will be provided to all SHSCBC members.

Section 2: In any meeting in which a vote may be taken, notice may be written or electronic.

Section 3: In any meeting in which a quorum is required, unless otherwise stated by the President, notice may be written or electronic and a quorum may be met by either attending the meeting in person or using telephonic/video conferencing services.

Article IX – PROCEDURE

Section 1: A quorum (at least 50% of the Officers of the SHSCBC) must be present at the SHSCBC and Board meetings in order for any official SHSCBC business to be conducted. If a quorum is not met, the President has the authority to reconvene a meeting after two (2) weeks with the quorum requirements reduced to 20% of the Officers and Directors.

Section 2: The act of a majority of Officers at any meeting of the Board shall constitute action by the Board of Directors, provided a quorum of the Board Members are in attendance.

Article X – AMENDMENTS

Section 1: These By-Laws may be amended by two-thirds vote of the Board of Directors present at a regularly scheduled Board meeting, or at a special meeting of the Board of Directors, provided written notice of the proposed amendment has been submitted to each Board of Directors Member, and approved by the Principal and the Athletic director prior to the meeting. The Board approved changes must then be ratified by a majority vote of the membership of the SHSCBC at the next scheduled meeting or a special meeting called with written or electronic notice being sent to each Member. A quorum must be present for any vote under this Article X.

Article XI – FINANCIAL

Section 1: All monies collected by and for the SHSCBC shall be for the express purpose of supporting the Cheerleading programs of Sprayberry High School

Section 2: The President and Treasurer/Co-Treasurer shall sign all purchase orders, checks, and other financial obligations of the SHSCBC.

Section 3: A budget for the fiscal year running from April to March will be prepared by the Head Cheerleading Coach and Officers. This budget will be approved by the Principal and the Athletic Director of Sprayberry High School and submitted to the general membership of SHSCBC for approval at the March/April meeting. A copy of the proposed budget will be available for each member of the SHSCBC at the July/August meeting. Once approved, the budget will be submitted to the Principal and the Athletic Director of Sprayberry High School by September 1 each year.

Section 4: Purchase orders and other financial obligations for items, which have been set forth by an approved budget, can be approved by the Head Cheerleading Coach and President or Treasurer/Co-Treasurers. If at any time during the year, cumulative expenditures for any budgeted category exceed the amount budgeted, future expenses for items in that category must be approved by the Officers. If circumstances dictate, the budget may be adjusted during the fiscal year by Board approval. Once approved, the adjusted budget will be submitted to the Principal and Athletic Director of Sprayberry High School and be in effect for the remainder of the fiscal year.

Section 5: A majority vote of the SHSCBC Officers must approve any non-budgeted expenses.

Section 6: By majority vote of the Board of Directors, the President shall be authorized to execute all contracts on behalf of the SHSCBC.

Section 7: All fundraisers must be approved by the Sprayberry High school Athletic Director prior to the beginning of the fundraiser.

Section 8: Fundraising from the SHSCBC is to be expended in areas including, but not limited to, the following:

- Summer Camps and Clinics
- Capital Improvement Projects to include remodeling locker rooms, coach's offices, training room, improve restroom facilities and stadium needs and expansions
- Major purchases associated with the Cheerleading programs
- Cheerleading banquets and recognition dinners
- Re-conditioning of Cheerleading equipment
- Play-off travel expenses

- Spirit merchandise
- Uniforms or Warm-Ups
- Coaches clothing
- Coaches supplements
- Homecoming activities
- Senior Night activities

Section 9: In the event that the SHSCBC would be dissolved and no longer exist, any monies in the account will be turned over to Sprayberry High School.

Section 10: The Board of Directors may authorize any officer or officers, agent or agents, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the SHSCBC, and such authority will be confined to specific instances. No loans shall be contracted on behalf of the SHSCBC and no evidences of indebtedness shall be issued in its name unless authorized by a resolution of the Board of Directors. Such authority will be confined to specific instances. All funds of the SHSCBC not otherwise employed shall be deposited from time to time to the credit of the SHSCBC in such banks, trust companies or other depositories as the Board of Directors may select.

Article XII – OVERAGE ACCOUNT

Section 1: A Sprayberry High School Cheerleader has the option to put overage from his/her individual SHSCBC account into the cheerleading school account. Minimum balance of \$50.00 must be in the individual's SHSCBC account before a percentage may be transferred to the individual's cheerleading school account. It is understood that 30% will remain in the individual SHSCBC account and 70% will be allotted at the discretion of the cheerleader and his/her parent. For bookkeeping purposes, transferable money cannot be split.

A form, signed by each cheerleader and his/her parent, will be turned in to the SHSCBC Treasurer after Spring Tryouts. Monies will be distributed after tryouts to the appropriate coaches (i.e. JV or Varsity) for cheerleaders who choose to transfer monies.

Seniors with overages may do one of the following with their overage:

- A) Transfer any overage to a sibling who will be participating the next school term in cheerleading at Sprayberry High School.
- B) Use overage for a special purchase to be approved by the Officers of the SHSCBC.
- C) Leave overage in the general fund of SHSCBC.

Any cheerleader who will not participate in the following year, and who is not a senior, may do one of the following:

A) Transfer any overage to a sibling who will be participating the next school term in cheerleading at Sprayberry High School.

B) Leave overage in the general fund of SHSCBC.

Article XIV – INDEMNIFICATION

The SHSCBC shall indemnify its directors, officers and employees as follows: (a) Every director, officer, or employee of the SHSCBC shall be indemnified by the SHSCBC against all expenses and liabilities, including attorney fees, reasonably incurred by or imposed in connection with any proceeding to which they may be made a party, or in which they may become involved, by reason of their currently serving or having served as a director, officer, employee or agent of the SHSCBC or serving at the request of the SHSCBC as a director, officer, employee or agent of the SHSCBC, partnership, joint venture, trust or enterprise, or any settlement thereof, whether or not they are a director, officer, employee or agent at the time such expenses are incurred, except in such cases wherein the director, officer, or employee is adjudged guilty of willful misfeasance or malfeasance in the performance of his duties; provided that in the event of a settlement the indemnification herein shall apply only when the Board of Directors approves such settlement and reimbursement as being in the best interests of the SHSCBC; (b) the SHSCBC shall provide to any person who is or was a director, officer, employee, or agent of the SHSCBC or is or was serving at the request of the SHSCBC as a director, officer, employee or agent of the SHSCBC, partnership, joint venture, trust or enterprise, the indemnity against expenses of suit, litigation or other proceedings which is specifically permissible under applicable law, and (c) the Board of Directors may, in its discretion, direct the purchase of liability insurance by way of implementing the provisions of this Article XIV.

Article XV – RELATIONSHIP WITH COACHES

Section 1: The SHSCBC should have a strong working relationship with the coaching staff of the Sprayberry High School Cheerleading programs in order to support the vision and direction of the program as outlined by the Head Cheerleading Coach.

Article XVI – RELATIONSHIP WITH THE ATHLETIC DIRECTOR

Section 1: The SHSCBC encouraged the Athletic Director to take advantage of every opportunity to work with the SHSCBC to meet the objectives of the program, including, but not limited to the many fundraising projects supported by the SHSCBC. The Athletic Director is encouraged to attend all SHSCBC meetings and is to act as the official liaison between the Cobb County School District and SHSCBC.

Article XVII – RELATIONSHIP WITH THE PRINCIPAL

Section 1: The SHSCBC promises to work in accordance with the policies governing Booster Clubs as set by the Cobb County School District. The SHSCBC

will modify all procedures and policies as they are amended in the CCSD. The Principal has the discretion to disband any Booster Club, if he/she determines the guidelines above are not being followed. In the event the club is disbanded, all money will be turned over to the Principal to be deposited into the cheerleading account in the school.

Section 2: The SHSCBC will understand the Principal has the final say on all matters that directly or indirectly affect the school, staff, coaches, students, facilities, or guests.

Section 3: The SHSCBC will not interfere with the Principal's decisions in making coaching assignments.