



KENNESAW MOUNTAIN HIGH SCHOOL / JUNIOR CHEERLEADING BY-LAWS and Constitution

Article I – Organization

The name of the organization shall be *Kennesaw Mountain Cheerleading Booster Club*. It shall be hereafter referred to as KMHSCBC.

Article II – Purpose(s)

- Section 1. The purpose of this organization is to be a tax exempt organization that shall provide support for The Kennesaw Mountain Cheerleading Program.
- Section 2. To provide support financially, emotionally, and physically for Kennesaw Mountain Cheerleaders and Coaches.
- Section 3. To promote a congenial relationship among members, cheerleaders, coach(es), school administration, other school organizations, and the community in general.

Article III – Government

- Section 1. The KMHSCBC general membership shall consist of parent(s) or legal guardian(s) of cheerleaders on the Varsity, JV, Freshmen, 6th, 7th, and 8th grade cheerleading squads for the Kennesaw Mountain Cheerleading program who has paid family dues and agrees to abide by the Constitution and By-Laws.
- Section 2. Dues: The booster club dues of \$40.00 per cheerleader are due on the date of the first meeting. Method of payment and collection shall be guided by the executive board. Dues will not be refunded.
- Section 3. All adult members of the KMHSCBC booster club who have paid dues have the right to vote and/or hold office.
- Section 4. The current board shall appoint a Nominating Committee after January 1 of each year and no later than February 1 of each year. The Nominating Committee shall be comprised of the Kennesaw Mountain High School Principal or designee, the Head Cheerleading Coach, a Current Executive Board member, and two general membership appointees. A slate of officers is to be compiled prior to March 1 each year, and will be approved by a vote of all members at the first meeting in the spring after tryouts have been completed.
- Section 5. Officers to be elected by majority at first meeting are as follows:
1. President
 2. Vice-President
 3. Secretary
 4. Treasurer
 5. MS Rep At Large
 6. At Large Member
- **No Executive Board member shall hold dual position of team mom.
- Section 6. The support to the Board will also include four Team Mom representatives. There will be one representative for each squad (Varsity, JV, Freshman, 6th, 7th, 8th, and Competition). These individuals will be appointed by the newly elected officers. Team moms are strictly prohibited to share or use any information pertaining to emails, phone numbers, addresses, or other information made available to them via the KMHSCBC program. Should inappropriate and or unapproved use of private information occur the team mom will be removed from the position as well as the program.

- Section 7. The Executive Board will also include one MS At Large and At Large member appointed through election in the KMHSCBC first meeting.
- Section 8. The Executive Board shall be responsible for handling day-to-day planning, expenses, and authorization of approved expenditures.
- Section 9. It is the duty of each member to conduct themselves in accordance with the By-Laws of this organization and in a manner that will bring credit to the organization, the school, and the participating students.

Article IV – Officers & The Board

Section 1. The Executive Board will consist of all the officers as well as the representatives for MS and At Large representatives.

Section 2. The Executive board members shall serve one calendar year and may be re-elected for subsequent years, elections to be held after squad try-outs in the spring. Any officer who resigns shall be replaced by an interim appointment from the board and

Section 3. The goal is to appoint an Executive Board in which one grade will not comprise more than 50% of the board members (when possible). The officer and board responsibilities are as follows

President- shall preside at all meetings and shall exercise general supervision and control over the business affairs. The President shall appoint committee chairpersons and see that all of the committees follow through on completion of their duties.

Vice-President- shall assist the president(s) in their duties and perform the duties of the President in the absence of the President and shall become President should the office for any reason, become vacant.

Secretary- shall keep the minutes of the Club's meetings and conduct the general correspondence of the Club, including electronic (e-mail) reports of meeting minutes.

Treasurer- shall have custody of all the funds of the organization and shall keep a full accurate account of receipts and expenditures. The treasurer shall sign all checks and will be responsible for ensuring that the appropriate signatures are on file at the bank. The treasurer shall report on the financial status of the organization at meetings of the board of directors and the general membership.

Team Mom- there shall be one adult representative for each squad. These representatives shall serve as a liaison between the Cheer Coach, the individual squads and the Booster Board. The representative shall assist with the organization and planning of functions in which the squads will participate. They are responsible for making phone calls and or emails to keep line of communication open and parents and guardians informed of events happening between meetings as directed by the coach and or board members. All communications are to be approved and cc'd to a board member.

Middle School Rep at Large - shall serve as the main source of communication between the KMJC and the KMHSCBC. The MS liaison shall report any information to either program as necessary. The MS liaison must be present at both Mustangs Jr. Cheer Booster meetings and KMHS Cheerleading Booster meetings. This position can be served by a parent of either a middle school or high school cheerleader.

At Large Member – Parent of high school cheerleader, is responsible for duties as assigned.

Article V – Meetings

- Section 1. An annual membership meeting will be held after tryouts of each year for the purpose of electing new officers, presentation of annual financial report, and discussion of any other business that addresses itself to the general membership.
- Section 2. A general meeting will be held a minimum of one time a month. Meetings may be called more often as necessary with notification made to the membership.
- Section 3. Executive Board meetings will be held as needed prior to general membership meetings for the purpose of discussing financial needs, coaches’ needs, and any matters to be brought to the entire organization.
- Section 4. No general meeting shall conduct business without a quorum of the Executive Board present.
- Section 5. All actions will be by majority vote of the members present.
- Section 6. All members shall lend their support to all activities participated in by the organization.
- Section 7. The Order of business at all meetings shall be as follows:
- a. Call to order
 - b. Reading of minutes from last meeting
 - c. Reports of Officers
 - d. Reports of Committees
 - e. Unfinished business
 - f. New business
 - g. Adjournment

Article VI – Voting

- Section 1. At all meetings all votes shall be by voice of all Booster Club members that have paid their dues .
YOU MUST BE PRESENT TO VOTE.

Article VII – Finances

- Section 1. The Executive Board, being elected representative of the organization, shall decide all matters pertaining to the finances of the organization. Receipts must reconcile all expenses.
- Section 2. Coaches and Executive Board shall make available a list of all **projected** expenses to prospective cheerleaders at spring tryouts.
- Section 3. The **projected annual budget** shall be presented at the spring (post-tryout) general club meeting and approved by a majority of the membership present.
- Section 4. All funds collected are to be made out to “KMHSCBC” and deposited in the Kennesaw Mountain High School Cheerleading Booster Club account.
- Section 5. Upon request any member, the Treasurer shall allow such members to review their individual accounts and/or booster club’s general income and expense report. Such request must be in writing.
- Section 6. Major fundraisers sponsored by the boosters will be presented at the first general club meeting, or as necessary at later meetings, and approved by a majority of the membership present.
- Section 7. In the case of delinquent fees (30 days or over), the treasurer will issue a written warning to the parent or guardian of the cheerleader, and payment will be expected within fifteen days.
- Section 8. All squads must stay within budget; the only means of paying for overages is by fundraising, which must be approved by the board.
- Section 9. A total of \$1000 from the current year’s budget for MS will roll over to the following year each year for potential improvements to the cheer program. A total of \$2000 will rollover to the next year for HS.
- Section 10. Any and all financial questions or concerns that should come up should be directed to Booster Club Officers and/or Treasurer, not to the coach. The Booster Club Executive Officers are ultimately responsible of those issues, not the coach. The coach needs to oversee those areas and work in unison with the board as issues arise and need to be

addressed. -Any and all coach's can receive monetary gift(s) that are of a reasonable nature per county policy GBCD.

Article VIII – Committees

- Section 1. All committees of this organization shall be appointed by the Executive Committee.
- Section 2. Committees shall be formed as necessary to support fundraising, banquets, tryouts, camp, etc.
- Section 3. Executive Committee can call committee meetings.
- Section 4. Committees will be established based on need and will be comprised of club members.

Article IX – Amendments

- Section 1. The by-laws may be amended, altered, repealed, or added to by the affirmative vote of majority of the members present provided that such amendment has been submitted in writing and read at a previous meeting and further provided that the adoption is included as a regular part of the agenda of the meeting.

Article X – Standing Rule

- Section 1. The fund of this organization may be spent on any approved budget item or any other items approved by the executive board.
- Section 2. Final authority of all activities of this organization shall rest in the Executive Board and representatives of Kennesaw Mountain Cheerleading Organization.
- Section 3. Any officer may be recalled for neglect of duty or misconduct in office. A recall for any office shall be initiated by submission of a recall petition signed by majority of the members of the club and submitted to the president. The Secretary shall verify signatures and membership status. If the recall petition is valid, the President shall call a recall vote at the next regularly scheduled meeting of the club or call a special meeting. The recall shall require an affirmative vote of majority of the membership present.
- Section 4. If for any reason this club should be dissolved, all funds remaining in the Treasury after liquidation of all obligations, shall be deposited into the account of the General Athletic Account at Kennesaw Mountain High School.
- Section 5. The Executive Board and Coaches will work together to establish the budget. The president will then present the final budget to the Club for approval.

Article XI – Tryouts

- Section 1. Per GHSA rules Tryouts shall be held in the spring.
- Section 2. The Executive Board and coaches of the previous season are responsible for scheduling spring tryouts.
- Section 3. An informational meeting should be held prior to tryouts for parents and cheerleaders. The Kennesaw Mountain Cheerleading Handbook and a projected expenses document should be provided at this time.
- Section 4. Coaches are responsible for running tryouts and teaching all material (or using KMHS cheerleaders to teach material with a booster club donation)
- Section 5. Final tryouts may be judged by KMHS cheerleading coaches or graduating cheerleaders, or other hired judges with a booster club donation.
- Section 6. Cheerleaders' score sheets will remain confidential, only to be viewed by the judges and tabulator.

XII – Coaches

- charge
- Section 1. Coaches are responsible for all direction of every cheerleader and all functions of the squad. He/She will monitor behavior, grades, and consequences. He/She will be in charge of practices and games.
 - Section 2. Coaches and/or an Executive Board member are required to stay at all practices and games until girls are picked up by a parent or an approved adult.
 - Section 3. Coaches may select a captain and/or co-captains which can be rotated weekly, monthly, or by season.
 - Section 4. MS Coaching is a paid position filled by an approved coach
 - Section 5. A coach can hold dual positions as a coach. A coach may not hold dual positions as a coach and a team mom.

XIII – Uniforms

- Section 1. Uniforms will be selected by the coaches.
- Section 2. Uniforms are supplied for HS cheerleaders and property of the program. MS cheerleaders are purchased individually and the property of the cheerleader.

XIV – Summer Camp

- Section 1. The competition coach may hire an outside company to choreograph a competition routine, as well as create music.
 - Section 2. The junior program sideline teams will attend the KMHS Cheerleading Spirit program which will conduct a sideline instruction for the 6th, 7th, and 8th grade Camp sideline
- Squads. Fundamentals of jumps, stunts, and motions in the context of KMHS cheers and chants will be the focus of this camp. The cost will be \$75 per cheerleader.

XV – Liability

- Section 1. KMHSCBC Executive Board Members, Coaches, or any other supervisory personnel are NOT responsible for injuries to participants. Cheerleaders, coaches, and spectators participate at their own risk.

**Updated April 26, 2012 **