



East Ridge High School Cheerleading Booster Club Bylaws Approved 04/16/2023

Bylaws for East Ridge High School Cheerleading Boosters, operating under the umbrella of the ERHS Parent & Staff Organization

ARTICLE I — NAME AND PURPOSE

Section 1 — Name: The name of the Organization shall be the East Ridge High School Cheerleading Booster.

Section 2 — Purpose: The East Ridge High School Cheerleading Boosters, a member of the East Ridge Parent and Staff Organization ("PSO"), is organized exclusively for charitable purposes within the meaning of section 501c3 of the Internal Revenue Code. The organization exists for the purpose of supporting the education of children at East Ridge High School by fostering relationships among the school, parents, and all school staff; specifically, for the Cheerleading teams supporting a safe and fun environment.

ARTICLE II — MEMBERSHIP

Section 1 — Membership: Membership shall be open to any adult person or business in the community who is interested in promoting the purpose of the club and who agrees to abide by these Bylaws. Membership is granted after completion and receipt of a membership application and payment of annual dues. A maximum of one membership shall be granted to each family unit. All members in good standing have the right to vote in any duly called general membership meetings and club elections. The Board of Directors shall determine membership dues annually.

Section 2 — Annual Dues: The minimum amount required for annual dues shall be determined and established by the Board (hereinafter referred to as the "Board" as defined by article IV below) at the beginning of each season. The amount will include but not limited to; coaches salary, choreography, music, tumbling, competition registration, camp (national level team). Additional membership levels may be established by the Board; each membership level shall have the same voting rights.

Section 3 — Rights of Members: Eligible persons shall become members by paying the prescribed membership dues per family unit per school year. Upon payment of such dues, a member shall be considered in good standing and is entitled to any and all rights and privileges of membership. A member must have paid his or her dues at least 14 calendar days before the meeting to be considered a member in good standing with voting rights. Each member shall be eligible to cast one vote in general membership meetings, the annual club meeting, and club elections. Voting is in person and cannot be granted via proxy.

Section 4 — Resignation and Termination: Any member may resign by filing a written resignation with the Secretary. Resigning members shall not be entitled to a refund of dues, or other charges previously paid. A member can have their membership terminated by a majority vote of the

membership. A member may be removed for failing to carry out expected duties, violating these Bylaws, or conduct detrimental to the Organization.

ARTICLE III — MEETINGS OF MEMBERS

Section 1 — Regular Meetings: Regular meetings of the members shall be held once a month during the season, or more often if deemed necessary, at a time and place designated by the President.

Section 2 — Annual Meetings: An annual meeting shall be held in late March for the purpose of electing directors and officers for the upcoming year as well as for the transaction of such other business as may properly come before the meeting. The annual meeting shall be held at the time and place designated by the Board of Directors from time to time. The current Board of Directors will be responsible for voting to establish the incoming Board of Directors and Officers for the next year.

Section 3 — Special Meetings: The President or a simple majority of the Board of Directors may call special meetings. A petition signed by a minimum of 20 voting members of the club is also sufficient to call a special meeting.

Section 4 — Notice of Meetings: Written notice of each meeting shall be given to each voting member by email not less than one week prior to the meeting.

Section 5 — Quorum: The members present at any properly announced meeting shall constitute a quorum. The act of the Board members present at a meeting at which a quorum is present shall be the action of the Board of Directors.

Section 6 — Voting: All issues to be voted upon shall be decided by a simple majority of those present at the meeting in which the vote takes place.

ARTICLE IV — BOARD OF DIRECTORS

Section 1 — Board of Directors and Duties: The Board of Directors (hereinafter referred to as the “Board”) shall be at least a President, a Treasurer, and a Secretary. A Vice President may also be included as an officer of the organization at the discretion of the then Board of Directors. Two or more offices may be held by one person. The President may not serve concurrently as a Vice President. Any of the positions can be shared, if agreed upon by the Board and the persons sharing the position. Their duties are as follows:

- a. **President.** The President shall be the chief executive officer and shall preside at all meetings of the Board of Directors and its Executive Committee, if such a committee is created by the Board.
- b. **Vice President.** The Vice President shall assist the President and carry out the President’s duties in his or her absence or inability to serve.
- c. **Secretary.** The Secretary shall give notice of all meetings of the Board of Directors and Executive Committee, shall keep an accurate list of the directors, maintain the organization’s documents, and shall have the authority to certify any records, or copies of records, as the official records of the organization. The Secretary shall maintain the minutes of the Board of Directors’ meetings and all committee meetings.

- d. **Treasurer.** The Treasurer shall be responsible for conducting the financial affairs of the organization as directed and authorized by the Board of Directors and Executive Committee, if any, and shall make reports of corporate finances as required, but no less often than at each monthly meeting of the Board of Directors and Executive Committee.

Section 2— Eligibility: Any member in good standing is eligible to serve on the Board of Directors.

Section 3 — Nominations and Elections: Board members will be elected by a simple majority of members present at the annual meetings.

Section 4 —Terms of Office: All Board of Directors shall serve one (1) year term but are eligible for re-election for up to five consecutive terms. The limit of five consecutive terms for any given Director may be waived by the Board if after reasonable and diligent efforts, no member of the Organization can be identified to replace the Director.

Section 5 – Vacancies: Any Board position vacancy that results due to death, resignation, removal, disqualification or otherwise shall be filled by the Board of Directors for the unexpired portion of the remaining term.

Section 6— Removal from Office: Board of Directors can be removed from office with or without cause by two-thirds vote of those present (assuming a quorum) at a regular meeting where previous notice has been given.

ARTICLE V — COMMITTEES

Section 1 — Membership: Committees may consist of members and board members, with the President acting as an ex officio member of all committees. The Treasurer is not allowed to sit on the auditing committee.

Section 2 — Standing Committee: Standing committees shall be formed by the organization as necessary.

Section 3 — Additional Committee: The Board may appoint additional committees as needed.

ARTICLE VI — FINANCES

Section 1 — A tentative budget shall be drafted annually and approved by a majority vote of the members present.

Section 2 —Treasurer shall keep accurate records of any disbursements, income, and bank account information.

Section 3 —The Board shall approve all expenses of the organization.

Section 4 — Authorized signers shall be the Vice President and Treasurer

Section 5 —The Treasurer shall prepare a financial statement at the end of the year, to be reviewed by the Board of Directors and submitted to the PSO Treasurer.

Section 6 —Upon the dissolution of the organization, any remaining funds should be used to pay any outstanding bills.

Section 7 — The fiscal year will be (April 1 to March 31)

ARTICLE VI —GENERAL PROVISIONS

Section 1 – Operating Funds: Operating funds shall be maintained in a general fund and an accounting of such funds shall be presented at all meetings.

Section 2 – Annual Statement: The Board of Directors shall present at each annual meeting or when called by vote of the members at any meeting, a full and clear statement of the condition of the Organization.

Section 3 – Organization Exemption: This organization, as a member organization of the PSO, will qualify as a tax-exempt organization under the provisions of Section 501(c) (3) of the Internal Revenue Code and its regulations as they now exist.

ARTICLE VII — DISBURSEMENT OF FUNDS

All Organization monies are to be disbursed only through the authority of the Board. The Treasurer may disburse funds up to \$500.00 without written pre-approval of the Board President/Vice President. Above \$500.00 must have written pre-approval from the President/Vice President in written or electronic (e.g., email) form.

ARTICLE VIII — AMENDMENTS

These Bylaws may be altered, amended, or repealed by the majority of the Board of Directors by a two-thirds majority of a quorum vote at any regular or special meeting. The text of the proposed change shall be distributed to all board members at least seven (7) days before the meeting.

ARTICLE IX — DISSOLVED CLUB

Section 1 —Organization Dissolution: This organization may be dissolved at any time by the written consent of not less than two-thirds (2/3) of the members. In the event of the dissolution other than for purposes of reorganization of the Organization whether voluntary or involuntary or by operation of law, none of the property of the Organization nor any proceeds thereof nor any assets of the Organization shall be distributed to any members of the Organization. In the event the Organization ceases to exist for any reason and after payment of the debts of the Organization, its property and assets shall be given to the East Ridge High School Cheerleading Program.