

**SAUGUS CHEER BOOSTER CLUB
BY-LAWS**

ARTICLE I - PURPOSE

1. The purpose of the Saugus High Cheer Booster is to promote and support the Saugus High School's Cheerleading program and to develop a sense of good sportsmanship, squad unity, and mutual respect.
2. The Booster shall specifically refrain from being involved in or attempting to intervene in any decisions concerning:
 - a) Selection of uniforms/spirit wear
 - b) Selection of games, practices, performances, and competitions attendance or schedule
 - c) Selection of cheer captains, co-captains, advisor and coaches
 - d) Selection of squad awards
 - e) Selection of tryouts dates, routines, and judges
 - f) Selection of stunting or choreography
 - g) Selection of cheer camps

ARTICLE II - MEMBERSHIP

1. The membership of this organization is open to all persons interested in promoting, supporting, or participating in the activities related to cheerleading regardless of age, sex, color, or religion.
2. All student members should be current in their annual fees in order to be issued a uniform/spirit wear and to fully participate.
3. Program fees are to be set by the Advisor and current Booster President
4. All adult booster members shall have the right to vote and to hold office. All voting must be done in person.
5. It is the duty of every member to conduct themselves in accordance with the by-laws of this organization and in a manner that will bring positive outcome to the organization, the school, and the participating students.
6. Members are required to inform the advisor and the Secretary of any changes in information including: home address, email addresses, phone numbers and cell phone numbers.
7. Information included on the "Cheer Roster" is intended to be used for Saugus Cheer information only. Please do not use this information for anything other than communications relating to Saugus Cheer.

ARTICLE III - OFFICERS

1. All elected offices shall be filled by the general membership at the first general membership meeting for the new year. The current president shall preside at that first meeting and conduct voting from all remaining members and all new members present.
2. The Officers shall consist of: President, Vice President, Secretary, Treasurer, and Squad Representatives.
3. Each squad will have the following number of representatives: 2 freshmen, 2 JV, 2 Varsity, and 1 competition.
4. The Executive Committee shall fill a vacancy in any office.
5. The duties of the Officers shall be as follows:
 - a) **President** - The President shall be the chief executive officer of this organization and shall, with the assistance of the executive committee, have general supervision, direction and control of the business affairs of this organization. The President shall assist the Advisor, and act as a liaison between the Advisor and the members of this organization.
 - b) **Vice President** - The VP shall have general supervision and direction of the squad fundraising responsibilities. The VP shall work closely with the President and take over the President's duties when the President is not available.
 - c) **Secretary** - The Secretary shall keep a book of meeting minutes and is the custodian of all records of this organization. The Secretary will be required to present previous meeting minutes. The Secretary will handle all correspondence for the club, will obtain member contact information, and submit a roster to members.
 - d) **Treasurer** - The Treasurer shall maintain adequate and correct accounts of the Boosters assets, liabilities, receipts, disbursements and all income of any sort derived from the organization from any of its' activities. The treasurer will be responsible for financial reports during board meetings.
 - e) **Competition, Varsity, J.V. and Freshmen Representatives** - The Representatives shall serve as a liaison between the Cheer Advisor, the individual squads, and the Executive Committee. They are responsible for making phone calls/e-mail to keep parents informed of events happening between meetings.

The Representatives shall assist with the organizing and planning of functions/fundraisers in which the squads will participate.

Mandatory squad functions/fundraisers:

- Freshman – Frosh Canteen, Spiritwear
- JV- Birthday Parties, Restaurant Nights
- Varsity – Clinic, Banquet
- Competition – Sees Candy, Car Wash

The competition representative will make travel arrangements and be responsible for the registration/payment process for all competitions.

ARTICLE IV - EXECUTIVE COMMITTEE

1. The Executive Committee will consist of the Officers of the Booster and the Advisor.
2. The duties of the Executive Committee shall include receiving nominations for officers for the following year, planning fundraising activities, and promoting the purpose of the organization.
3. The expenditures of the Booster must be approved by a majority vote of the Executive Committee members present.
4. The Executive Committee shall submit in writing to the Advisor any requests for squad gifts/allowances that require the use of booster funds, and allow five days for response.
5. All Executive Committee members are expected to keep all cheer booster information confidential.

ARTICLE V - FINANCES

1. All funds collected are to be deposited in the Saugus Cheer Booster Club's account. Distribution of funds (general fund/individual accounts) to be determined by the Executive Committee.
2. Approved expenditures will have written authorization by two of the three/four authorized members of the Executive Committee: President, Treasurer, Secretary, VP
3. All checks written by Saugus Cheer Booster Club must have two signatures.
4. Approval of the budget will be by a simple majority vote of the membership present at the first executive committee meeting.
5. In the event of dissolution, the net assets of this organization will be distributed to the Saugus High School Associated Student Body, Cheer Account.
6. Upon request of any member, the Treasurer shall allow such member to review their individual account and /or the boosters club's general income and expense report. Such request must be in writing and allow five days for response.
7. It is the responsibility of the Saugus Cheer Booster membership to have an ending balance of at least \$1,000 at closing of the fiscal year (May).
8. The Booster will work with the Advisor in the negotiation of coaching contracts.
9. If a member bounces a check with the organization, they will be unable to write another check to the organization. A check handling fee of \$25 will be charged. All future funds must be in cash or money order.

ARTICLE VI - MEETINGS

1. The schedule of general membership meetings will be communicated by the Executive Committee at the first meeting for of the new year.
2. Executive Committee meetings will be determined as needed by a majority of the Executive Committee.
3. The Executive Committee can call other committee meetings. Committees will be established based on need and will be comprised of club members.
4. No general membership meeting shall conduct business without a quorum of the Executive Committee present.
5. For a special meeting, a formal notice will be given one week in advance either by phone, mail, or e-mail.
6. All actions will be by a simple majority vote of the members present.

ARTICLE VII - ELECTIONS

1. Prior to elections, the Executive Board shall receive nominations to fill all vacancies on the Executive Committee. Nominees not present at the first meeting for the new year must submit their request for nomination in writing prior to the meeting.
2. The President shall appoint two members, not candidates for election, to tally the votes. In the event there are two people running for one board position, there will be secret ballot voting.
3. The election shall result by simple majority vote.

ARTICLE VIII - BYLAW CHANGES

1. The by-laws are adopted by a simple majority vote of the executive committee.
2. The by-laws may be changed, altered, or amended by a two-thirds vote of the membership present at a regular or special meeting.

Amended 3/2009