MAX VELOCITY BOOSTER CLUB -Bylaws

A Non-Profit Organization

Organized 2022

Article 1 – Name

The organization shall be known as Max Velocity Booster.

Article 2 – Objective

The objective of the organization is to provide financial support based on need.

Article 3 – Membership

Membership is open to all parents and legal guardians (non-Max Velocity Employee or owners) of the participating athletes at Max Velocity Cheerleading. There is a $25 membership dues per Fiscal Year (June 1st to May 31st) Coaches and Owners are allowed to be members but are not allowed to vote.

**Members In Good Standing -** All members must meet the following criteria to be considered in good standing:

Members are positively promoting and upholding the objectives of the booster club.

Membership dues are up to date and paid.

Attendance record of 50% or more at all general meetings.

Volunteer a minimum of 5 hours or sponsor a minimum of 2 booster club activities.

 **Members Not in Good Standing.**

Any member who is not in good standing with the booster club or who is acting counterproductive to the booster club is subject to have their membership revoked and removed from the organization.

A majority vote of the executive board will determine if a member's actions constitute removal.

Membership dues will not be refunded at any time.

If the member is on the executive board, they will be released from their duties effective immediately.

The member will have ten (10) business days to relinquish all **Max Velocity** booster club materials to the president.

If the member in question fails to meet the member in good standing requirements, acts irresponsibly and portrays the booster club in an unpleasant manner to the community, the executive board can request a meeting of censorship, in lieu of removal, which may include the executive board.

Article 4 – Meetings

The Board will hold meetings the second Friday of each month (unless it is an event or a holiday), to discuss current events and concerns.

The meeting will be held at the booster club office.

Special meetings may be called by the President. Notice of the date, time, place, and business to be transacted shall be given by the Secretary to the members at least 48 hours in advance. Only that business for which notice has been given shall be transacted.

Officers and attendees present at the meetings of the Max Velocity Booster Club shall be entitled to vote on club matters. We feel that informed voters are the best decision makers.

Meetings may be held remotely via video conference or phone in the event of in person meeting cannot be held.

Minutes of meetings will be recorded for all meetings; general, executive, and special, and shall be recorded by the Secretary and documented in the meeting minutes registry.

**Voting -** At all meetings, each member shall be entitled to one vote on each issue related to the Event. To be eligible to vote on officers, by-laws, or other matters of the Board, the members must be in good standing with the committee and have attended at least 3 meetings within the last 6 months.

Good standing with **Max Velocity Booster** as defined in Article 3 shall be enforced unless an exception is granted by the Board.

 Quorum - A majority of the members’ **present** shall constitute a quorum, provided there are two elected Board members present.

Article 5 – Officers

Officers: The officers will be elected by the membership and shall include a President, Vice President, Secretary and Treasurer. Only parents and legal guardians of Max Velocity Athletes and have been to at least 6 meetings in the fiscal year are eligible to be officers. Coaches and owners are not eligible to hold board positions.

Vacancies: In the event that an officer cannot perform or choose not to perform their duties for their entire term, the remaining officers may appoint a replacement. The person(s) appointed shall hold office until the end of the term.

Duties of Officers:

 **President - The President shall perform the following duties:**

Preside over all booster club meetings.

 Call special meetings as needed.

 Prepare the agenda for meetings.

Perform other duties that pertain to the office.

**Vice President - The Vice President, duties in the absence of the President, and shall perform the following duties:**

Update membership data once member joins.

 Collect money and turn it into treasure within a week of receiving it.

 Will update membership form and have approved by Executive Board

**Secretary - The Secretary shall perform the following duties:**

Keep attendance records.

Handle correspondence as necessary

 Publish meeting notes within a week of meeting.

 Take minutes at meetings.

 A week prior to the meeting they will send out a reminder of an upcoming meeting.

**Treasurer - The Treasurer shall perform the following duties:**

Collect and deposit funds within 24 hours.

Will update Money Minder with all transactions.

Will make sure Money Minder and Bank account are balanced.

Issue receipts and checks for necessary payments as voted on.

Give a report of accounts at each club meeting.

 Maintain yearly insurance.

 Handle appropriate licensing, as required.

**Term: For all officer positions the term will be for one year, from June 1st to May 31st**

Election: Officers shall be nominated at the April meeting and elections held at the May meeting. New officers shall assume their duties at the following meeting in June.

Article 6 – Committee and Chairs

**Sponsorship Chair – The Sponsorship Chair is responsible for handing out our letter to local businesses asking to help sponsor or cheerleaders for the upcoming year. They will need to hand deliver letters and sponsorship tier to businesses and then follow up with them.**

**Concession Chair – The Concession Chair will be responsible for getting drinks and food for events we will have concessions at. They will also need to create a signup sheet to have people help run the concession and they will also need to be able to set up the concession at the event.**

**Fundraising Chair – The Fundraising Chair will be responsible for handing out fundraiser material, collecting orders and money, and distributing orders when they come in.**

**Event Coordinator – The Event Coordinator will be setting up the events for the year. They will also need to create and oversee committees for each event.**

**Sunshine Chair – The Sunshine Chair will be responsible for having cheerleaders fill out an all about me form and getting cheerleaders a little something for their birthdays. They also will send out get well cards or other cards to cheerleaders, coaches, and booster club members. Sunshine Chair will have a $5 per cheerleader for birthdays. Anything else will need to be approved by the board and will be decided by the situation.**

**Travel Coordinator – The Travel Coordinator will be responsible for getting local places to stay when traveling out of state, see if there are places that give out discount rates if we all book at the same place, find a large place for us to have a team dinner, keep a sheet of when people are coming in and where they are staying.**

**Yearbook Committee – The Yearbook Committee is responsible for sending out our shareable photo album, creating a yearbook, and offering at the end of year.**

**Website / Social Media Chair – The Website / Social Media Chair is responsible for posting on the website and our Social Media sites.**

**Team Parent Coordinator – The Team Parent Coordinator is responsible for getting at least one parent from each squad to help when we have fundraisers on collecting order forms, collecting money, handing out important information for boosters and or coaches. They will work with the Fundraising Chair and Sunshine Chair.**

**Chaperone Coordinator - The Chaperone Coordinator will be responsible for working with coaches on Competitions days getting the cheerleaders to and from where they need to be. They will also need help when the team travels and cheerleaders go without parents. Each Chaperone will be required to have a background check done. The Boosters club will pay for background for all chaperones.**

Article 7 – Finances

The fiscal year of Max Velocity Booter shall be from June 1st to May 31st but may be changed by resolution of the executive board. The **Max velocity** Booster Club shall adopt appropriate financial controls to ensure the integrity of its funds. The board shall prepare, and membership will approve an annual budget. The Treasurer shall reconcile bank accounts monthly and prepare and publish a monthly financial statement for membership review. Audits, check signers, reimbursement of expenses, cash handling procedures will be established by the Executive Board as outlined in the Financial Policies.

Income – Primary source of income for Max Velocity Booster Club comes from fundraising, Event sales, and sponsorships.

Disbursements - Disbursements shall be by check and shall bear two signatures.  All expenditures shall be adequately documented and available for review by the Executive Board or the general membership and public. Max Velocity budgeted expense items that do not exceed the budgeted amount do not require Executive Board approval.

Expenditures - The Executive board is granted the authority to approve discretionary expenditures and budgeted expense item overages of $300 or less. Discretionary disbursements and budgeted expense items over $300 shall have the approval of the Booster Members.

Budget - The Executive Board shall prepare an annual budget for approval by the general membership at the first meeting. Modification to the budget shall be made by the Executive Board, as deemed necessary.  The budget for the upcoming Fiscal Year shall be done by May 31st by the Executive Board and voted on at the first meeting of the new fiscal year.

Audit - The Executive Board will establish an Audit Committee to conduct yearly internal reviews of the books by **May 31st** and determine if an independent audit is needed.

Funding Request – Request for Max Velocity for funding shall be submitted in writing to the President and must contain specifically what or who the request is for and the specific amount. The President will provide the information to the board for approval of request.

Prudent Reserve **-** In the best interest of the success of the **Max Velocity Booster**, the Executive Board is to do their due diligence in maintaining a prudent reserve of at least one half the previous year’s expenses.

Article 8 – Fund allocation

All funds brought in from sponsorships and Fundraising will be divided into (different areas for distribution) Line items will not exceed budgeted amount to be determined in June of each fiscal year.

* + Twenty Percent will be used for operating cost and taxes.
	+ Ten Percent will be transferred to Savings at the end of each quarter.
	+ Ten Percent will be used for the end of year party.
	+ Ten Percent will be for cheerleader’s birthday cards and competition swag.
	+ Fifty Percent will go to the Cheerleader Disbursement

Article 9 – Cheerleader Fundraising Disbursement

Cheerleaders will get money put into their bucket per hour worked at an event, per ticket sold at an event, and per item sold for a fundraiser. It will not be a set amount it will be determined by how much is made at an event. If they raise over $599.00, they will receive a 1099 (?) or you can rollover money to the next year.

For example, at an event if we made $400 and we had 10 cheerleaders work a total of 20 hours. Each hour the cheerleader worked they would get $10 per hour. Half of the $400.00 goes to the Cheerleaders Disbursement bucket. The $200.00 is then divided by the 20 hours of work which leaves $10.00 per hour. If one cheerleader worked 3 hours, they would get $30, and if the other cheerleader worked 2 hours, they would get $10 and so on.

Another example when selling physical items. When we sell candy bars, we make $0.40 per candy bar and so the cheerleader would get $0.20 per candy bar in their bucket.

Adopted May 12, 2023