

Peters Township High School  
Cheerleading Booster Club

Operating Bylaws

&

Committees

Last Revision: May 29, 2018

## Article I - Name

The name of this organization will be known as Peters Township High School Cheerleading Booster Club. The PTHS Cheerleading Booster Club will be operated as a nonprofit organization.

## Article II – Purpose

The purpose of this organization is to enrich the high school cheerleading experience in Peters Township School District. The purpose shall be accomplished through the following

1. Developing communication, support and a working relationship among the cheerleaders, booster club members, cheer coaches, athletic director, school officials and other booster organizations in the Peters Township School District.
2. The PTHS Cheerleading Booster Club will follow the school district policies and regulations.
3. Provide financial support through fundraising activities.
4. Support the training and safety of cheerleading in conjunction with the Coaches and Athletic Director.
5. Promote a positive image of cheerleading at PTHS and within the community.
6. Encourage parental attendance/support at all sports activities.

## Article III – Membership/Fees

Membership shall include any person/parent who is interested in supporting the program. Community Members who do not have a cheerleader in the program shall not vote nor be eligible to serve Cheerleading Booster Club Board of Directors.

1. Membership dues will be assessed annually. The Board of Directors may at their discretion, waive the 3rd fee for a family with 3 or more persons.
  - a. Benefits of active membership include:
    - i. Right to participate in meetings.
    - ii. Right to vote. Voting will be done in person at Booster Meetings. However, due to extenuating circumstances, voting may be done by electronic ballot and members will be given 48 hours to respond.
    - iii. Right to share in fundraising proceeds for the reduced amount towards camp, other activities, clinics, clothing, Snowball dance ticket, senior recognition t-shirt, varsity megaphone, banquet meal, gifts, etc.
    - iv. Right to hold office in the organization.
2. Membership runs from the first meeting post tryouts until the end of the season (banquet.)
3. Dues MUST be paid in full by the first regular Booster meeting. A late fee of \$25 will be imposed upon sole discretion of the board.

## Article IV – Officers

*Bylaws*  
*Peters Township Cheerleading Booster Club*  
*Revised May 29, 2018*

1. The Officers of this organization shall be:
  - a. President
  - b. Vice President (CO-Vice Presidents Optional)
  - c. Secretary
  - d. Treasurer

The Board of Directors shall also include Voting positions as follows:

- a. Junior Varsity Squad Representative
- b. Varsity Squad Representative

2. All elected officers shall be filled by general membership at the first meeting following tryouts for the new membership year.
  - a. The President or designee will announce at the pre-tryout meeting that elections will occur at the first membership meeting following tryouts.
  - b. The current President will preside at the first meeting and conduct nominations and voting from all the remaining members and new members present. Once the nominations are completed, a vote will be taken. The meeting will then be handed over to the newly elected President, who will proceed through the entire slate until all officers are elected. Former President can stay during meeting to answer any questions that may arise.
  - c. Floor nominations will be accepted. If there is more than one candidate for any office, the election for that particular office will be made by ballot.
  - d. A simple majority vote by eligible members present shall be sufficient to elect an officer.
  - e. Eligibility to vote requires members to be in person at Elections.
  - f. A nominee for President shall have been an active member and have served on the Executive Board for one year prior to accepting the presidency position.
  - g. Any nominee can only hold one position.
3. Officers shall not run for more than two consecutive terms per position. If nobody chooses to run for a position, an Officer can run for an additional term.
4. Term of office runs from election to election at first meeting following tryouts, usually from May to May.
5. All officers and coaches shall serve on the Budget Planning Committee for the upcoming fiscal year. The budget for the new year will be presented at the first meeting following elections of new officers. (June)
6. In case of permanent vacancy in the office of President during the fiscal year, there shall be a vote for the for the new President amongst the Board. In the case of permanent vacancy of any other office during the fiscal year, the vacancy shall be filled through appointment by the Executive Board.

## Article V – Duties of Officers

### **1. President**

- i. Preside over all meetings and the Executive Board.
- ii. Liaison between parents, coaches, athletic office and school officials.
- iii. Assist in budget planning and fundraising development.
- iv. Interact with the other Booster Organizations, the school district and the community as needed.
- v. Co-sign all checks.
- vi. Has the power to appoint committee chairmen.
- vii. Call special meetings.
- viii. Shall only vote in the case of a tie between the Executive Board
- ix. Oversee Committees / Create Sign-Up Genius

### **2. Vice President/2nd-Vice President**

- i. The Vice President or Co-Vice president shall preside over meetings in absence of President.
- ii. Assist the President in organizational matters.
- iii. Take on special projects as directed by the President
- iv. Serve on Budget committee
- v. Co-sign all checks
- vi. Serve on a committee

### **3. Secretary**

- i. Record all minutes of the PTHS Booster Meetings and Executive Board meetings.
- ii. Provide meeting agenda and minutes to membership in a timely fashion
- iii. Serve on the Budget committee.
- iv. Serve on a committee
- v. Responsible for emailing notices of upcoming meetings and cheer information.
- vi. Compile and maintain cheerleading directory on a yearly basis providing copies and updates to membership. This directory to be emailed to current members and posted on website at the beginning of the season.
- vii. Responsible for updating and posting the organization Bylaws.
- Viii. Will maintain the website for the organization

### **4. Treasurer**

- i. Shall receive and have custody of all monies of the organization.
- ii. Collect all money in the form of direct payments from the parents and fundraisers to pay for needed equipment/clothing, programs/events and camp.
- iii. Keep an accurate record of all receipts and disbursements.
- iv. Make payments as authorized.
- v. Obtains officers signatures for bank signature card.
- vi. The President or Vice President and Treasurer shall co-sign all checks.
- vii. Provide an end of the fiscal year audit in conjunction with the Executive Board and provide the membership with a written end of the year Fiscal report.
- viii. Provide a written financial statement at all Booster and Executive board meetings.

- ix. Serve on Budget Committee
- x. Will notify Non-Members in writing that they will bear the full cost of cheerleading expenses but may participate on a non-credit basis in any Booster club activity.

xi. Will manage the use of the Booster bank card; card will be held in his/her name

**Corporate Card Procedure**

- a. The Booster organization will have access to a debit card to be used for large purchases online which include clothing, camp, training classes, choreography, banquet, etc.
- b. Prior to the use of the card, there will need to be written communication to the Board detailing the purchase and there will need to be an additional written approval by either the President, Vice President, or Treasurer
- c. This written communication will be attached to the Expense Reimbursement form and filed for records in addition to the receipt

**5. Squad Representatives (Junior Varsity & Varsity)**

- i. Keep a list of names and contact information for cheerleaders parents of respective squad.
- ii. Keep their members informed of important meetings, dates, schedules and information from the board, school or coaches with respect to games, fundraisers, events, parties, cheer program events, booster planned events etc.
- iii. Report to the Executive Board with any and all communications amongst their respective squads. Serve on Committees and participate in Booster activities. Coordinate Game day meals, bonfires, events as the Executive Board deems necessary.
- iv. Keep a detailed binder of all duties and communications to be passed on year to year

**Article VI – Committees**

The Executive Board will designate the establishment of standing committees with the specific responsibilities and authority to act on behalf of the organization. Each Committee chairman will communicate with the President, so that the Executive Board may be informed of the committee's activities. The standing committees/chairpersons are as follows, although the Executive Board has the authority to add or delete from this list as needed:

- |  |                       |                          |
|--|-----------------------|--------------------------|
| 1. Clothing Committee (Coach/ President) | 7. Senior Recognition | 12. Parking Lot Painting |
| 2. Community Day                         | 8. Snowball Dance     | 13. Christmas Tree Sales |
| 3. Corporate Sponsors                    | 9. Banquet/Keepsake   | 14. Mum Sales            |
| 4. P-rade                                |                       | 15. Youth Rec Night      |
| 5. Car Wash                              | 10. Spirit Wear Sales |                          |
| 6. Military Night                        | 11. Spirit Committee  |                          |

The responsibility of a Chair/Co-Chair:

- 1. Create a committee if one is necessary / recruit members after appointed
- 2. Set up, attend and run Committee Meetings as needed

3. Remain at event from beginning to end
4. Keep a detailed binder that is to be passed from year to year
5. Keep accurate spreadsheets and submit with all monies and receipts.
6. Communicate with Designated Board member regarding all decisions.
7. Delegate responsibilities and purchases amongst committee
8. Attend Booster Meetings and give report on progress, needs and completion or delegate committee person if unable to attend monthly Booster meeting.
9. Keep under the Budget for the proposed event.
10. At the close of each fundraiser count money with a board member.

The responsibility of Committee:

1. Encouraged to attend all committee meetings
2. Required to consider budgetary requirements when making decisions
3. Will Serve as long as the committee work is necessary
4. Attend set up, the event and tear down if needed.
5. Committee members must work with committee chairperson(s) to ensure responsibilities of the committee are carried out efficiently and are within the boundaries of these bylaws.
6. Keep receipts of all purchases made and turn in receipts with the proper reimbursement form to the Treasurer.

A detailed description and requirements for each committee will be available at the Pre-tryout Meeting and the first Meeting of the Current season.

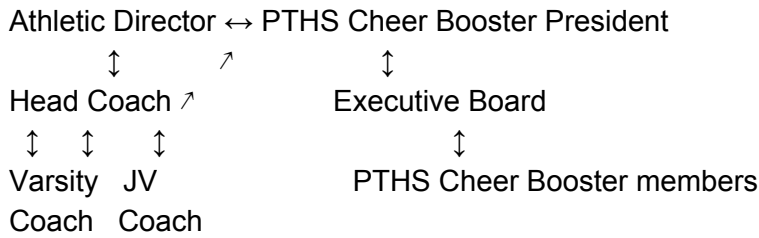
### Article VIII – Executive Board

1. The Executive Board (herein referred to as “Executive Board” or “Board”) shall conduct, manage and direct the business of the organization. The Board shall be composed of the officers of the organization to include: President, Vice President(s), Treasurer, Secretary, Varsity Representative and JV Representative. Other committee chairmen may be invited to attend the Executive Board meetings at the discretion of the President. The Board may invite anyone they deem necessary to satisfy the agenda of the meeting.
2. The Board will meet monthly throughout the year OR as the President deems necessary. The Executive Board meetings will be held at a location determined by the President or President’s designee. These meetings do not need to be held at Peters Township High School.
3. The authority of the Board is limited to transacting the business of the organization. The Board shall not act for the organization on matters that should be brought before the membership.
4. All Board Officers will have 1 vote at the Board meetings with the exception of the President. The President shall only vote in the case of a tie between the Board.
5. The duties of any officers added to the Board after the initial formation of the Booster club organization shall be responsible for upholding any and all duties that may arise from the new position as put forth in writing by amendments added to the Bylaws.
6. The organization will not directly or indirectly participate or intervene in any way

- (including publishing or distribution of statements) in any political campaign for public office.
7. The Executive Board may become aware of information that is private in nature during the course of carrying out their duties. The Board Member agrees to sign a Confidentiality Agreement which includes:
    - a. Refraining from disclosing private information about a Booster, Cheerleader, Board Member or Coach.
    - b. Refraining from posting private or otherwise harmful information on any type of social media about a Booster, Cheerleader, Board Member or Coach.
  8. The Executive Board of Directors is required to follow the Bylaws and district regulations in executing its administration of the Cheerleading Booster Organization.
  9. Eligibility for election and appointment to the Executive Board of directors is limited to members of the Cheerleading Booster Organization who are in good standing.
  10. Board positions may be added or removed dependent on need by a vote of the full membership of the Cheerleading Booster Organization. However, the Executive Board may not consist of less than 4 officers: President, Vice President, Secretary and Treasurer

### Article IX – Head Coach & Sponsor

1. The Head Coach is not a member of the Executive Board and holds only an advisory role.
2. Coaches will not fundraise but can participate in Booster sanctioned fundraisers.
3. Responsible for organizing, coordinating and providing information to cheerleaders and cheer booster membership for: Cheer tryouts, practice and game schedules, pep rallies, PTYCA cheer camp, high school cheer camp, school spirit ideas, camps, clinics and registration for competitions as needed.
4. Development of a budget for any competition squad and communicate the financial needs of the coaches and improvements in the overall Cheerleading Program.
5. Address all parent questions and concerns regarding the Cheerleaders and the Cheer program.
6. Ensure that the proposed changes to the cheerleading program will be cleared through the Athletic Office.
7. Head Coach or designee will be present at all General Booster Membership Meetings.
8. Any decision of the organization concerning and affecting the cheerleading squads must meet with the approval of the coaches.
9. Coaches will be the liaison between the organization and the school
10. Coaches will be informed of all meetings



### Article X – Limitation of Liability

1. Each Board member shall perform their duties in good faith and in a manner that is in the best interest of the organization.
2. In performing the duties of their office, each Board member shall rely in good faith on the information, opinions, reports and financial data prepared or presented by the other officers or committees, upon which the Board member does not serve but which hold responsibility for matters within their designated authority.
3. The officers of this organization shall not be personally liable for monetary damages as such for any action taken, or any failure to take action, unless an individual officer has breached or failed to perform the duties of their office, and the breach or failure constitutes self-dealing, willful misconduct or recklessness.

### Article XI – Meetings

1. The general membership meetings will be held once a month with the Executive Board meeting usually scheduled for the prior week in accordance with the seasonal schedule, and may be cancelled as business warrants.
2. Roberts' Rules of Order shall be followed in the conduct of all meetings in which they do not conflict with these Bylaws.

Order of Business:

- a. Attendance Sheet
- b. Approval of the preceding months minutes
- c. Reports of Officers
- d. Coaches' Report
- e. Report of Committee Chairs
- f. Old and Unfinished Business
- g. New Business
- h. Adjournments

3. The Executive board meetings will be determined as needed by the majority of the Board
4. General Membership meetings will occur monthly and can be cancelled by the board if deemed necessary.



5. Each member has one vote whenever voting is required. There is no proxy or multiple voting allowed; in the event of extenuating circumstances deemed by the Board, an electronic vote may be held over 48 hours
6. Each Board member has one vote whenever voting is required. No multiple or proxy voting is allowed. Only members of the Executive Board of directors can vote at a Board of Directors meeting.
7. Scheduling of Booster meetings will be the responsibility of the President and communicated to the general membership by the Secretary. The Secretary will email all members the agenda, date, time and location for the upcoming meeting. The Executive Board and President may amend the meeting schedule to accommodate organization business.
8. All members are encouraged to attend the organization meetings to promote communication, to facilitate the work of the organization and to vote on issues before the membership.
9. Special meetings may be called by the President or a majority of the Executive Board. Special meetings shall be advertised at least 2 days in advance.
10. Any business matter requiring a vote of the members will be accepted or rejected by the majority vote of the members present at any pre-scheduled monthly meeting.
11. If decisions need to be made and cannot be held until the next scheduled booster meeting, the Executive Board has permission to send out an email vote where majority will rule.
12. No general membership meeting shall conduct business without a quorum of the Executive Board.
13. A cheer coach must be in attendance to hold a meeting.
14. The President or Vice President must be present for a meeting to be considered official.
15. All general Booster membership meetings must be held at the Peters Township High School.

## Article XII – Finances

1. A bank account shall be established in the name of the organization. The maintenance of this account will be the responsibility of the Treasurer. A minimum of 2 members of the Executive Board will have check-signing privileges on the organization account.
2. All checks written must have 2 signatures. A signature of the Treasurer and a signature of another specified officer of the Executive Board. All debit card transactions must have written approval by either the President or Vice President (s) and Treasurer.
3. All financials are to be recorded
4. All funds collected are to be deposited in the PTHS Cheerleading Booster Club account.
5. The fiscal year of the organization shall begin after the first meeting post tryouts and run through the following year's post tryout meeting.
6. The Executive Board will submit a budget at the first meeting after this selection of the Officers. The Cheerleading Booster Organization shall create and operate according to the budget.
7. Committees handling funds shall keep a record of all receipts and disbursements. All committees will utilize the reimbursement form when requesting funds. Committee Chairs

- shall submit a final written report to the Executive Board following the event, which will be presented at the monthly Booster meeting.
8. All expenditures that have not already been approved and include in the fiscal year budget and exceed \$200.00 must be presented to the general group for approval.
  9. The organization will retain the bank-required minimum in the Booster Club checking account.
  10. The Treasurer will provide monthly financial reports to the Executive Board and the general membership regarding the financial status of the organization. An end of the year financial report will be provided by the Treasurer to the Executive Board to help guide financial expenditures for the following year. A copy of the financials will be submitted to the Athletic Director following each Booster meeting.
  11. In the event of the dissolution of the organization, its assets will be transferred Peters Township High School.
  12. District Coaches/sponsors must serve as advisors to the organization and membership not as decision makers in determining what the group will do or how it spend its money, but requesting what they need.
  13. All monies earned through Booster Club Fundraising activities will be applied to the organization's general account unless otherwise specified by the Executive Board to defray the cost of cheerleading activities, expenses, banquets, etc.
  
  14. Should any individual account have a credit balance at the end of the season, the balance will carry over to the next season. When a cheerleader no longer participates, any remaining money will be placed in the Booster General Fund.

### XIII – Fundraising

The Booster Organization provides fundraising opportunity to help defray cost of the cheerleading expenses. Special care is taken to avoid unnecessary spending by the Executive Board. All monies earned through the Booster Club fundraising will be applied to the organization's general account unless otherwise specified by the Executive Board to defray the cost of cheerleading activities, expenses, banquets, etc.

### XIV – Membership Code of Conduct

The prevailing Board shall have the authority to discipline, suspend or terminate at any duly constituted Board meeting, the membership of any Booster Member when the conduct of such person is considered detrimental to the best interest of the Peters Township Cheerleading Association. The member involved shall be notified of such meeting, informed of the general nature of the charges and given an opportunity to appear at the meeting to answer such charged.

### XV – Cheerleaders Responsibilities/Expectations

1. Being part of a team is a commitment. Cheerleaders are expected to come prepared and to

- attend all practices, games, participate in all fundraising events, etc.
2. Cheerleaders are responsible for their own behavior. Disrespectful or disruptive behaviors will not be tolerated. If disruptive behavior occurs, the Coaches will take proper disciplinary action.
  3. Cheerleaders are required to always show good sportsmanship in the community and to all squads as they perform.
  4. Cheerleaders are required to properly maintain uniforms and equipment. Cheerleaders will be responsible financially for the replacement of Booster provided uniform pieces and equipment that are not taken care of properly.

## XVI – Amendments

1. The initial Bylaws must be adopted by the general membership through a vote at the next scheduled meeting following their completion. Should the Bylaws require any amendment during the membership year, any and all changes shall be made by the majority vote of the Executive Board, and put forth to the general membership for a majority vote by the majority of the members present at the meeting.
2. Bylaw revision/amendments shall be available to the membership for review for at least 15 days prior to the membership vote.
3. Bylaws of the Peters Township High School Cheerleading Booster Club were accepted on May 29, 2018.
4. A copy of the Bylaws will be available to all members and the general public on the PTHS Cheerleading Booster Website located in “Booster Group” under other resources on the Peters Township School Districts web page: <http://www.ptsd.k12.pa.us/>.
5. The Executive Board for 2018/19 season:
  - A. President: Sharon Traumuller
  - B. Co Vice-Presidents: Michelle Bametzrieder/ Jill Kriz
  - C. Secretary: Heather Matthews
  - D. Treasurer: Shaun Walter
  - E. Varsity Representative: Melanie Vlah
  - F. Junior Varsity Representative: Rae Ann Macosko