



# Snohomish Junior Cheer Bylaws

(Adopted 4/2026)

## **Article I – Name and Office**

The name of this organization shall be Snohomish Junior Cheer. It shall also be known as SJC.

The principal office of the corporation shall be Snohomish, Washington, or at such place or places as the Executive Board of Directors may determine from time to time.

## **Article II – Purpose/Mission Statement**

Our purpose is to empower and uplift children and young adults by teaching them cheerleading skills and sportsmanship. We strive to foster a strong sense of teamwork and dedication while providing encouragement, motivation, and opportunities for community involvement. Through our program, we aim to instill confidence and inspire success in the youth community.

## **Article III-Non-Profit Operation**

- A. SJC is a non-profit organization. It is intended that this organization shall have the status of an organization that is exempt from Federal income taxation under Section 501(a) of the Internal Revenue Code as an organization described in Section 501(c)(3) of the Internal Revenue Code. These Bylaws shall be construed accordingly, and all powers and activities of the organization shall be limited accordingly. The organization shall not carry on propaganda or otherwise attempt to influence legislation to such an extent prohibited under Section 501(c)(3) of the Internal Revenue Code. No activity of the organization shall consist of participating or intervening in (including the publishing or distributing of statements) any political campaign on behalf of, or opposition to, any candidate for public office.
- B. No part of the net earnings of the organization shall inure to the benefit of or be distributed to its members, officers, or private individuals. The organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions to further the purpose of the organization. No Board Member may solicit funds in the name of SJC unless all funds raised are deposited directly into SJC's common bank account.
- C. Upon dissolution of SJC, the Board of Directors shall, after paying or making provisions for the payment of all the liabilities of SJC, distribute all the assets of the organization exclusively for charitable, educational, or scientific purposes to such "qualified" organizations as the Board of Directors shall determine. SJC shall be deemed to be a "qualified" organization for purposes of these Bylaws only if, at the time of distribution of such assets, it is operated exclusively for the purposes described in Sections 170(c)(2)(b) and 501(c)(3) the Internal Revenue Code.

## **Article IV-Membership**

Everyone serving in an elected or volunteer capacity of any kind will complete a Background Check either through the Washington State Patrol and/or through USA Cheer. Any background issues will be addressed and ultimately the decision will be made by the SJC Board.

1. SJC Board Officers are defined by the positions listed below and are “regular members” of the Board that allows one voting privilege per person, not per position or positions held.
  - a. President (only votes to break a tie)
  - b. Vice President
  - c. Secretary
  - d. Treasurer
  - e. Marketing Director
  - f. Volunteer Coordinator
  - g. Fundraising Coordinator
  - h. Coach Coordinator
  - i. Elite Director

Board Positions : (Non-Voting)

- j. Stunt Specialist
  - k. Board Member at Large
  - l. Fundraising Coordinator for Elite
  - m. Head Coaches (those that do not hold any additional board positions)
2. “Honorary Members” are all SJC supporters, including parents, guardians, and sponsors. Honorary Members have no voting privileges.
3. Parents or Guardians shall be able to apply for board positions or nominate an individual to a board position.
4. Membership may be terminated by resignation or action of SJC Board.
5. All SJC Board Members are required to attend scheduled meetings. Any Board Member will forfeit their position if they miss three (3) consecutive duly constituted meetings. The SJC Board will view medical and/or personal issues on a case-by-case basis. Failure to attend a minimum of 80% of all meetings during the calendar year will result in immediate removal from the SJC Board at the end of that calendar year, without the option to be nominated for any SJC Board position for the following term.
6. If an officer of the board quits for any reason, they shall be unable to run for office for the following term.

## **Article V- Officers**

Officers of SJC Cheerleading Board will consist of President, Vice President, Secretary, Treasurer, Marketing Director, Volunteer Coordinator, Coach Coordinator, Fundraising Coordinator, Elite Director, Fundraising Coordinator (Elite), Stunt Specialist, and any At Large Board Members.

This Board shall manage the overall business operations of SJC, including but not limited to, SJC planning and organization policy, public relations, finance, and budgeting. The Board shall also have specific authority as set forth in these Bylaws. Precedent and Custom apply when there are no written rules governing a situation.

## President:

### The President's responsibilities are, but not limited to:

- Shall preside over all regular and special board meetings and fulfill other duties as required.
- Oversee all business of SJC and support other boards members as needed.
- Will supervise all board member duties and appoint individuals to fill officer vacancies until an election can be held.
- Coordinate annual insurance coverage for the programs, make sure it is UTD.
- Establish an Annual Budget plan with the Treasurer. Supervise Treasurer to ensure that all requirements are met in relation to budget, accounting, non-profit status, and tax filing. Ensure annual review of statements and reports to ensure all expenditures do not exceed set limits imposed by these bylaws.
- Will follow through on any unpaid balances and work with the treasurer in formatting a payment plan if applicable.
- Execute contracts, policies, and decisions as approved by the SJC Board.
- Will mediate, investigate, and resolve conflicts/complaints/irregularities/grievances between players, coaches, and parents as necessary.
- Will serve as the main point of contact for parents and cheerleaders for questions and/or concerns.
- Responsible for managing the BAND app for the organization's sideline team and as a co-administrator for the competition team. This will serve as the main route of communication regarding all team-related events and activities, including practices, competitions, meetings, fundraising, and other important dates. Will also be responsible for communicating any changes or updates to the app to all relevant parties.
- To assist in coordinating practice locations and times to coincide with the assigned football team if possible. To secure indoor location as needed.
- Main point of contact for football and all football related items: scheduling, fundraising, support, practice locations.
- Attend all board meetings or other required meetings for football and cheer.
- Create a parent welcome letter and organize a parent meeting.
- Check the post office for mail.
- Coordinate Cheer camp(s), additional cheer clinics (stunting/tumbling), and parade involvement
- Assist in Coaching Sideline and Elite as needed but it is not recommended to be a head coach due to conflict of interest and scope of responsibilities associated with this position.
- Establish and maintain a relationship with the SHS Cheerleading Team Coaching staff to work on volunteer opportunities for the cheerleaders. Also, to work towards a possible Fall Cheer Camp/having SJC cheer at a HS football game.
- Maintain and update SJC records/forms (code of conduct, etc.).
- Co-director for our Elite Competition Team; working closely with the Elite Director for all the Elite undertakings.
- Keep track of health concerns for cheerleaders including keeping first aid kits current/available.
- Work with the Coaching Coordinator to determine squads and coaches for sideline cheer.
- Work with the Coaching Coordinator to organize preseason coach meetings and meetings during the season as indicated.
- Attend league games and practices to oversee compliance and settle grievances.
- Maintain supplies needed throughout the season, work with coaches for squad needs.
- Be available for anything that needs addressed, changed, or comes up during the season.
- Responsible for care and storage of all SJC equipment (mats, speakers, poms, banners, etc).
- Ensure the program is successful and that the cheerleaders and families have fun!!
- The president will only vote to break a tie on any action.

## Vice President:

**The Vice President's responsibilities are, but not limited to:**

- Attend all regular and special meetings.
- Assume the duties of the President in their absence.
- Back up President in anything needed for the Sideline Program.
- Help in coaching a sideline team if needed (either as Head or Assistant Coach).
- Secure photographer for league and squad photos.
- Sourcing uniforms for sideline - help distribute to families, order fit kits, is the main point of contact for vendors, order the uniforms.
  - Shells, skirts, bow, T-shirt, long sleeve undershirt, etc.
  - Backpack/bag, raincoat, poms
  - Work with board members on parade t-shirt, BCA items
- Coordinate uniform fittings: location, create order forms, help with fitting.
- Secure prizes for car wash tickets sold when applicable.
- Help plan end of season gifts/events (for cheerleaders, teen/junior coaches, and other helpers).
- Provide logo design/verification and usage.
- Design forms/flyers for Spirit Wear sales
- Responsible for official league apparel for sale to the public including presenting suggested items, colors and logo design, production plan, and setting up a team store with a determined distributor/company.
- Work with approved vendors who are safety compliant, carry documentation and production standards.
- Create a design or present ideas for BCA support items, parade tee or jersey.
- Serve as a voting member of the board

## Secretary:

**The Secretary's responsibilities are, but not limited to:**

- Planning, scheduling, and communicating regular board meetings.
- Take minutes at board meetings which should include a summary of the meeting discussions, decisions made, and action items assigned. The minutes should also record any votes taken, including the results of those votes. Using clear and concise language and avoiding any personal opinions or biases in any record-keeping. It's also essential for the board secretary to be familiar with the organization's bylaws and meeting rules to ensure that the minutes accurately reflect the proceedings.
- Timekeeper for meetings.
- Set meetings at end of each board meeting \*\*Adjust if necessary.
- After the meeting, the secretary should review and edit the meeting minutes to ensure that they are accurate and complete. Once finalized, the secretary will ensure that meeting minutes are available to the board members to review within one week following the prior board meeting.
- Send out minutes to board members for review, edits, and approval.
- Post minutes to the Cheer Google drive.
- Send agenda 3-5 days prior to board meeting for additional items to be submitted.
- Online Registration - Set up Registration forms for Sideline season, Cheer camps, and any cheer/stunt/tumbling clinics.
- Orient new members to Band/Email communication and the SJC website. To add members to the appropriate band groups and then remove them after the season.
- Responsible for responding to or forwarding SJC email to the appropriate board members.

- To maintain a digital copy of all SJC equipment inventories. Provide a detailed report for the annual post season meeting.
- Circulate and maintain files of signed cheerleading COC, ParentGuardian COC, Risks of Cheerleading Consent, Stunt Waiver, and Emergency Information Card for all SJC participants. (Electronic/Online format preferred).
- Act as a liaison between SJC and any organization that has fields for practice. Handle all paperwork and requirements to secure field usage. Work with the Parks and Recreation, Snohomish School District, and the Snohomish Boys and Girls Club, and maintain our relationship with each entity. Work with the above-named entities regarding scheduling for the use of facilities.
- Serve as a voting member of the board.

## **Treasurer:**

### **The Treasurer's responsibilities are, but not limited to:**

- Oversee SJC Cheer's financials.
  - Managing cash flow.
  - Paying and recording bills.
  - Maintain a record of debt.
- Work with SJC board members to create financial policies, procedures, and a budget.
- Establish a bank account in a local bank. All SJC accounts will have the name of the President and the Treasurer on them.
- Maintain regular accountings of all financial transactions for monthly review and approval at the monthly board meetings, generate financial reports.
- Prepare and make available a year-end Treasurer's report for the yearly budget review at the end of each season.
- Invoice families for uniform costs.
- Set up a square store for fundraising events.
- Work with the Board President to handle any insurance claims.
- Review and enforce financial policies and procedures.
- Ensure all expenditures exceeding set limits imposed by these bylaws or special expenses previously approved by majority vote are brought before the board for review.
- File state and federal taxes, maintain IRS records.
- Confirm and maintain our nonprofit status is UTD with AYF, the Washington Secretary of State, and our 501©3 status with IRS.
- Audit fundraising as well as all other financial dealings of SJC. Provide detailed reports for each fundraiser including profits associated with each event.
- Will attend regular and special board meetings.
- Support other board members with their responsibilities and duties as needed.
- Coordinate end of season party and funds.
- Oversee Jamboree concession booth when applicable: ordering, operating, menu, shopping, supplies.
- Set up square stores for concession booths for Jamboree and/or Home games for pricing of items.
- Order permits for Jamboree and/or Concession stand.
- Serve as a voting member of the board.

## **Marketing Director**

**The Marketing Director's responsibilities are, but not limited to:**

- Create flyers for registration and events and as needed throughout the season.
- Coordinate league participation in community events such as parades and food drives to increase community awareness and promote SJC's image.
- Manage the organizations' website, ensuring that it is up to date and relevant.
- Will manage the organizations' social media accounts (Facebook/Instagram), including posting regular updates and responding to inquiries and comments.
- Provide any help within the organization that is needed.
- Acquire photographs of SJC events and provide brief descriptions of the events, games, and other highlights, which will be incorporated into a permanent historical record of the SJC.
- Work with Snohomish High School, High School Booster Clubs, and Community leaders to garner support and exposure for SJC. Promote community relations.
- Serve as a voting member of the board.

## **Volunteer Coordinator:**

**The Volunteer Coordinator's responsibilities are, but not limited to:**

- Coordinate the volunteer schedule for jamboree, car wash, and all other fundraising. (Sign up genius).
- Ensure that those families on Registration Scholarship have volunteer opportunities available to meet their required 10 hours of volunteer service for SJC.
- Create a schedule for uniform fittings through sign up genius.
- Work with the Board President to ensure each team has a team parent.
- Help to orient our team parents.
- Work with Team Parents to distribute league/squad photo orders forms and dispensing the photos to our cheerleading families.
- Provide any help within the organization that is needed.
- Help to plan ideas for team bonding, craft night, and parent involvement.
- Develop sign-up genius for donations for craft night and team bonding activities.
- Serve as a voting member of the board.

## **Fundraising Coordinator:**

**The Fundraising Coordinator's responsibilities are, but not limited to:**

- Oversee and help plan Sideline Fundraising.
- Manage the car wash ticket sales when applicable.
- Supervise all fundraising operations with development of ideas and implementation of programs.
- Maintain a fundraising binder with all the information from the event including cost and what was made.
- Work closely with the Treasurer for the handling of all monies generated.
- Request assistance as necessary from the Treasurer for accounting of fundraising expenses, income, and payments.

- Provide detailed reports to the treasurer for each fundraiser and percentage of profits associated with each.
- Coordinate with businesses to get sponsorships.
- Responsible for ordering and distribution of company sponsorship thank you cards with team photos.
- Work on securing scholarships to help those families that may otherwise not be able to participate because of financial issues.
- Serve as a voting member of the board.

## **Coach Coordinator:**

**The Coach Coordinator responsibilities are, but not limited to:**

- Assist the Board President to determine squads and coaches for sideline cheer.
- Review coaching applications and assist in setting up coaches' functions such as stunt clinics, CPR/First Aid training classes or any additional training/certifications as required, to ensure that coaches have the training and support they need to lead their teams effectively.
- Confirm all coaches are registered through USA Cheer and have completed the online training courses including the criminal history background check.
- Confirm Coach's Certifications are up to date/current (USA Cheer, Stunting, first aid, CPR).
- Work with the Board President to organize preseason coach meetings and meetings during the season as indicated.
- Create coach binders for sideline cheer.
- Recruit Junior Coaches and request that they join the General SJC Band app and the pertinent Squad Band Apps.
- Ensure every coach and junior coach sign the Coaches Code of Conduct yearly.
- Serve as a voting member of the board.

## **Board Member At Large:**

**The Board Member At Large responsibilities are, but not limited to:**

- Assist other Board Members to carry out their duties
- Be present at uniform fittings, parent meetings, coaches meetings as able.
- Assist Vice President in sorting uniforms and cheerleading gear to help ease distribution at the beginning of the season.
- To assist in all fundraising activities which could include helping with organizing, ordering, securing volunteers, etc.
- Does not serve as a voting member of the board.

## **Stunt Specialist:**

**The Stunt Specialist's responsibilities are, but not limited to:**

- Develop and enforce stunt policy guidelines to ensure safety, proper technique, and discipline for SJC Cheer teams.
- Offer consultation to coaches and teams regarding stunting techniques and safety.
- Observe teams during practices and games to assess technique and safety, and provide feedback as necessary.
- Attend board/coaches meetings as required to discuss stunting policies and provide input.
- Notify the President of any voting issues related to stunting that require attention.
- Does not serve as a voting member of the board.

## Elite Director:

### The Elite Director's responsibilities are, but not limited to:

- Work with the Head Elite Coach and Stunt Coordinator to create Elite routines, music, cheer, makeup and hair look, and Elite Bow.
- Create schedule and fees for Elite - competitions, path to Nationals, funds needed and length of season.
- Sourcing uniforms for Elite - help distribute to families, order fit kits, is the main point of contact for vendors.
- Register for all competitions after the season is decided.
- Main point of contact for gym locations for Elite.
- Coordinate BAND APP communication for parents/cheerleaders of our elite team. This will serve as the main route of communication regarding all team-related events and activities, including practices, competitions, meetings, fundraising, and other important dates. Will also be responsible for communicating any changes or updates to the app to all relevant parties.
- Organize Elite Team forms - need yearly (all forms shredded and destroyed EVERY YEAR)
  - Birth certificates.
  - Comp Waivers - each comp needs one.
  - Team rules and Regulations.
  - Personal Health Insurance records/Vaccine records (when needed).
  - Gym Waivers are done each fall.
  - General Elite Waivers
  - Music used certificate.
- Serve as a voting member of the board.

## Fundraising Coordinator (Elite):

### The Fundraising Coordinator's responsibilities are, but not limited to:

- Oversee and plan Elite Fundraising.
- Supervise all fundraising operations with development of ideas and implementation of programs.
- Maintain a fundraising binder with all the information from the event including cost and what was made.
- Work closely with the Treasurer for the handling of all monies generated.
- Request assistance as necessary from the Treasurer for accounting of fundraising expenses, income, and payments.
- Provide detailed reports to the treasurer for each fundraiser and percentage of profits associated with each.
- Coordinate with businesses to get sponsorships.
- Responsible for ordering and distribution of company sponsorship thank you cards with team photos.
- Does not serve as a voting member of the board.

The officers have the authority to settle disputes, interpret rules, enforce bylaws, cheerleader and coach discipline, and all other issues to ensure control of the organization.



## **Article VI – Coaches**

The coaches of this organization shall be the responsibility of SJC Cheerleading officers. All coaches must complete a coaching application and have an interview with a member of the board. All coaches, assistant coaches, and team parents will have to submit a Washington State Background Check or USA Cheer Background Check (preferably prior to the season starting.) In addition to a Background Check all coaches must complete concussion training and strong recommendation to complete first aid/CPR/ and Stunt training. There is to be at least one coach or board member present at all practices and games that maintains current certification in first aid, CPR, and stunting safety. Due consideration will be given to all interested in this commitment, although priority is given to those that either have cheerleaders participating in our sideline program or are assisting in our elite competition program. Coaches shall be responsible people of the community. Coaches will be 18 years of age or older. At this time, they may put in a request to be assigned to a specific cheer squad if desired. Priority placement will go as follows:

1. Returning Coach.
2. New Coach with child on the cheer team or football team or has a spouse as football coach.
3. New Coach.

Teams will not be assigned to a Coach until all applicants have been interviewed and the board has voted on the selection. Coaches will receive their team assignments ideally by June. Cheer Coaches or team representatives will be required to attend all SJC Cheerleading Coaches meetings from June through November. Cheer Coaches are required to attend relevant Coaches training. Coaches are non-voting members of the board, except for general elections. If any head coach or eligible substitute (assistant coach, team parent) misses 2 meetings during one season they will be ineligible to coach the following season.

It is the responsibility of the Coach to ensure that all practices end on time, allowing the parents sufficient time to pick up their children. If a parent has not arrived at the conclusion of a game or practice to pick up their child, it is the responsibility of the Coach to remain until all children have been picked up.

Practices will not exceed 3 hours per day and a total of 9 hours per week.

Coaches are responsible for the conduct of their Cheerleaders and Parents during any team function.

Coaches will sign and adhere to the Coaches code of Conduct.

It is the responsibility of SJC Cheerleading and all individuals participating to provide a proper environment for the athletes. At no time will adult participants swear, drink alcohol, take drugs or use tobacco products while participating with the children. In addition, no adult shall physically abuse any athlete in the league, bad mouth the league or any of its participants. As adult participants in the league it is our responsibility to ensure that athletes of the league not only learn the basics of cheer, but that they have a fun time doing so (refer to the code of conduct).

Removal of a Cheer Coach for any actions deemed inappropriate by a league representative will be reviewed and a decision made by vote of the voting members. The individual under review will have the right to address the officers with any character witnesses that person chooses to help explain their circumstances. After the review, the subject must leave the meeting and a vote of 2/3 of the body present will commence. If a vote to remove said individual is rendered, then the subject will not participate in the organization for a period not to exceed one year. Any violation after a one-year suspension will result in being banned for life from SJC Cheerleading. If a vote to remove is not rendered, then no further actions will be taken.

Junior Coaches are those under age of 18 but aged out of our sideline program (>14). There is a separate application for this role and those interested will be interviewed by at least one of the current SJC board members. Priority is given to those that are participating in our Elite Competition Cheer Program or are an active JV or Varsity HS Cheerleader.

## **Article VII– Meetings**

SJC Cheerleading Board meetings will be run by parliamentary procedure (reading of the minutes, old/new business, Treasurer report) and attendance will be recorded. There will be an agenda present for each regular and special meeting. All Board members must attend all meetings. If more than 3 unexcused absences occur in one calendar year, the result will be removal of the member from the board. Bylaw changes/amendments must be accomplished during a meeting with all board members present. Cheerleading business will only be done in person as a group unless prior approval by the SJC Cheerleading Board. Board meetings will only be conducted via video or phone conferencing in the rare event that a physical meeting site is unavailable or if this is the only meeting type in which the majority of the board members can be present. On occasion an email vote may be required if there is not enough time to schedule a special meeting.

Any parent, volunteer or members of the board can call special meetings at any time after giving 1-week notice. Only the special cheerleading business may be conducted at the special meeting. A quorum of 2/3 majority must be present for any discussion or vote related to cheerleading business.

All rules and regulations established by SJC Cheerleading can be overruled by SJC main association rules.

Proxies are accepted and each board member may vote in person or by proxy. Proxy must be in written form and may be withdrawn at any time before the vote.

## **Article VIII – Participants**

Registration is open to boys and girls eligible to enter Pre- Kindergarten through age 14. Participants must register with their legal name and be accompanied by at least one parent or legal guardian. Full payment of registration fees is required for placement on a cheer squad, and all SJC Equipment will be held for participants with unpaid fees. Participants with outstanding balances from the previous season (rec or comp) must settle them before registering for the following season.

All youth will be eligible to participate regardless of race, religion, sex, or income.

Participants seeking financial assistance must complete an application during registration. Scholarships are not available for Competition Cheerleading. Board approval is required for scholarships, which are limited to a partial or full registration fee reduction and equal payments for uniforms. Payments must be ¾ complete before the first game and fully paid by September 30th. Participants with previous season balances must pay in full before registering for the following season. Scholarship applications must be submitted by the closing of registration and scholarships will be reviewed and determined on a rolling basis before cheer camp or first practice whichever occurs first. Any add on accessories purchased by scholarship parents will be held until balance is paid in full. Items above and beyond are not covered by SJC Cheerleading can include but are not limited to: team jackets, sweaters, and things related to Cheerleading but are not required by SJC Cheerleading such as cheer clinics and tumbling clinics.

Cheerleaders will be placed across all teams according to the following:

Age Group by Grade

- Senior (8<sup>th</sup>)
- Bantam (7<sup>th</sup>)
- Junior (5<sup>th</sup> & 6<sup>th</sup>)
- 89er (3<sup>rd</sup> & 4<sup>th</sup>)
- PeeWee (1<sup>st</sup> - 2<sup>nd</sup>)
- Kindy Minis (PreK-K)

Priority placement will be as follows:

1. Returning Cheerleader / Prior Team-Coach
2. Cheerleader with sibling or parent on the cheer/football team
3. New Cheerleader placed in the correct age group by cheer squad division
4. Other family members on football teams.
5. Friend requests

\*Cheerleaders will not be placed on a team that is more than one age bracket apart unless prior approval by the coach and SJC Board\*

All participants and parents/legal guardians of participants must sign a Code of Conduct for parents and cheerleaders. Coaches are responsible for having a copy of the Code of Conduct in a binder with them at every team practice and every game.

Cheerleaders are required to participate in team fundraising to cover team costs of additional items/activities as per team coaches' discretion. If a parent/legal guardian/cheerleader chooses not to actively fundraise then a \$100 charge will be incurred if fundraising is deemed mandatory for the upcoming season. This will be voted on by the board prior to the start of the current Sideline Registration to ensure updated information is provided to our cheer families.

Cheerleaders shall attend all practices and games. Failure to attend practices or games without an excused absence may be a cause for suspension, or dismissal from the squad per the coaches' discretion after the SJC Board has intervened.

A participant may be dropped from the squad and not eligible for further seasons of SJC Cheerleading for the following reasons:

1. Disciplinary Reason (derogatory remarks, profanity, causing dissention, etc.).
2. Failure to attend practices or games (after warnings).
3. Use of drugs, alcohol, or any tobacco products.
4. Participation in any illegal activity or suspensions from SJC Cheerleading for reasons covered in the SJC Cheerleading code of conduct.
5. Failure to participate in fundraising options.

It is the responsibility of the SJC Cheerleading and all participating individuals to ensure the proper environment for cheerleaders. At no time will adult participants swear, drink alcohol, take drugs or smoke while participating with the children. In addition, no adult shall belittle or badmouth

cheerleaders, coaches, or board members or physically abuse any cheerleader. As adult participants in this organization it is our responsibility to ensure that the cheerleaders of SJC Cheerleading not only learn the basics of cheerleading, but they also have fun doing so.

Any music used (i.e., half-time dance or competition routines) must be approved by the board to assure appropriateness. No songs with swear words or inappropriate ideas (i.e. drinking, drugs, sex) will be allowed.

#### **Article IX – General Business**

The term of office for SJC Board Members runs for the period of two years beginning in February and ending in January of the second year. The next season's SJC Cheerleading board officers will be voted in at the annual elections in January. Exchange and control of the newly elected officers will commence immediately following the end of the meeting.

If an officer quits their position, they cannot run for office in the following term. If an officer position is vacant, there must be a public announcement one week prior to the next SJC cheer board regularly scheduled meeting. Any Board member, Head or Assistant Coaches or honorary members of SJC can nominate any member for a Board position. All nominations will have the opportunity to express why they are fit for the position. These elected Officers shall serve the remainder of the term if voted in for vacant positions. Normal voting procedures apply.

If an officer and/or coach is deemed to have acted inappropriately, the removal of that officer/coach from the organization will be reviewed, and a decision will be made by vote of the voting members. The individual under review will have the right to address the officers with any character witnesses that person chooses to help explain their circumstances. After the review, the subject must leave the meeting, and a vote with 2/3 of the body present will commence. If a vote to remove said individual is rendered, then the subject will not participate in the organization for a period not to exceed one year. If a vote to remove is not rendered, then no further action will be taken. Any violation after a one-year suspension will result in being banned for life from the SJC Cheerleading board duties. This may also be referred to as a Vote of No Confidence.

Voting Board Positions: Even Year Elections will include President, Secretary, Marketing Director, Volunteer Coordinator, and Coach Coordinator. Odd Year Elections will include Vice President, Treasurer, Fundraising Coordinator, Board Member At Large, and Stunt Specialist.

A budget shall be prepared prior to any SJC Cheerleading league purchase and submitted to all acting board members for approval and acceptance. The budget shall include all forecasted income and expenses. It is the responsibility of the board members to balance said budget and not overspend. All records and transactions shall be turned over to the newly elected successor.

#### **General Elections Voting Members:**

Eligible voting members of the SJC Cheerleading elections shall vote officers in. Eligible voting members at the SJC Cheerleading office elections consist of all current SJC Cheerleading officers, Head Coach from each team from the ending season, and either assistant coach OR team parent of each team of the ending season (not to exceed 2 votes per team.)

#### Eligibility for Board Officers:

1. To be eligible to run for office on the SJC Cheerleading Board, priority is given to those that have participated as a coach or team parent in the full previous season. If no nominations are received that meet these criteria, then nominations are open to any individual.
2. Nominees may accept nominations for a single Executive Board position only and must provide notice of acceptance to the President or Secretary at least one week prior to the election meeting.
3. Nominees do not need to be present at the election meeting and may submit a written statement to any current Executive Board member to be read during the meeting.
4. SJC Board members must be present to vote at the meeting.

Anti-Nepotism: No SJC Board member or Honorary member may nominate or appoint a Relative. "Relatives" include: father, mother, son, daughter, brother, sister, uncle, aunt, cousin, nephew, niece, husband, wife, in-laws, stepfamily members. Exception: if no other candidates are nominated then a Relative(s) may be nominated.

A Quorum of 2/3 must be present to Vote on changes for Bylaws, Board Member Election Confirmations, any Coaches and Board Policy Manuals, and Vote of No Confidence (removal of board members/head coaches).

SJC Cheerleading is also subject to the bylaws of Snohomish Panther Junior Football Association (SPJFA).

#### **Article X-Finance and Accounting**

The Executive Board shall decide all matters pertaining to the finances of SJC and shall place all funds in a local bank account.

No member shall receive, directly or indirectly, any salary or compensation for SJC for services rendered.

The President and Treasurer will be joint account holders of the SJC bank accounts. Separate accounts will be established for our Elite Competition Team. For all single purchases that exceed \$500.00 Executive Board approval will be required.

All orders will have a Purchase Order attached to them that will be given out by the Treasurer. Failure to obtain a proper Purchase Order will result in disciplinary action from the Executive Board.

Reimbursement requests must be filed within 30 days and include a copy of the purchase receipt. Any exceptions to the 30 days must be approved by 2 Executive Board members not involved in the purchase.

#### **Article XI – Equipment**

The SJC Cheerleading complete uniform will consist of at least a shell, skirt, bow, jacket, and poms. Any additional accessory will be the responsibility of the parent. Cheerleaders shall be in complete uniform for all games and SJC Cheerleading events and any other time as directed by SJC Cheerleading. No jewelry shall be worn during games or practice and will be enforced by the squad coach and officers.

Cheerleading uniforms are not to be worn by anyone other than the individual cheerleading participant.

Cheerleading uniforms are to be retained by the cheerleader/parent.

No cheerleader shall be allowed to participate in any season game or activity unless wearing a full complete cheer uniform, per coaches' discretion.

It is the responsibility of the cheerleader and parent to keep the uniform and equipment in good, clean order.

#### **Article XII – Insurance**

SJC provides secondary insurance to all SJC Cheerleading participants.

Various Cheerleading activities (stunts, tumbling, etc.) shall be pre-approved by SJC Cheerleading and the insurance policy. A stunt certified coach must be present before any stunting or stunt practice can take place. A copy of the coach's stunt certification must be kept on file with the board.

#### **Article XIII – Conflicts**

Conflicts within the SJC Cheerleading organization shall be submitted to the president in writing within one week. The acting officers shall then rule upon the situation. The officers' decision is final. If circumstances beyond parent or child control prevent a child from being able to comply with any of the rules set forth herein and would affect the said child's participation, such matter would be handled on an individual basis.

#### **Article XIV – Competition Cheerleading**

Competition Cheerleading is a division of SJC Cheerleading and will be governed under the same board members and bylaws. To participate in competition cheerleading all candidates must participate on a SJC Cheerleading recreational squad as a Cheerleader or Junior coach (if aged out of Sideline Cheerleading, >14 years) and be physically able to participate as an active team member. The eligible age for competition cheer is second through eighth grade as of October 1st of the current season if desiring placement on the 14Y or 12Y Rec Performance Elite team or be ages 10 to 18 as of October 1st of the current season to be considered for placement on the 10-18 Rec Performance Elite team. Team divisions will be dependent upon the number of registrants and at the discretion of the coaches. Prior to the start of each Competition Cheer season tryouts will be held for team placement. Any participant who has a balance due from the previous season (rec or competition) will be unable to register for the following season until that balance is paid in full. Registration fees must be paid at the time of registration and equal monthly payments may be made for the remaining balance with all competition fees owing being paid by the end of season events or as predetermined by the Board. Any Cheerleader who makes it onto a competition cheer team and does not complete the season is not eligible to try out the next season. A cheerleader may still try out for competition cheer if the reason is related to an injury or other extenuating circumstances.

#### **Article XV-Amendments**

These Bylaws may be amended, repealed, or altered in whole or in parts by 2/3 majority vote of the Board. A ten-day notice specifying the proposed change or changes and date of the meeting must be given to each Board Member.

Whenever any notice is required to be given under these Bylaws, it shall be in writing and signed by a Board Member. Such notice can be given by mail or email.

Any action that could be taken by the Board at a meeting may be taken without a meeting, if consented to, stated clearly in writing, and signed by a 2/3 majority of the Board Members. The Action statement shall be communicated promptly to all Board Members.

#### **Article XVI-Indemnification of Directors**

Directors shall be indemnified and held harmless from all liability beyond the Directors and Officers liability coverage provided by SJC.

#### **Article XVII-Miscellaneous**

##### **Conflict of Interest**

1. Each Director should recognize that he or she functions as a person occupying a place of trust and should not put him or herself in a position in which self-interest conflicts with any duty he or she owes to those for whom he or she acts. A Director or Officer will not be permitted to make a profit for any self-dealing transaction, whether individually or acting as an agent, without affirmatively showing full disclosure and fair dealing. Any Director or Officer who actually or potentially is involved in any conflict of interest due to his or her position as Director or Officer shall make a full disclosure of his or her interest, and shall not vote on the matter, and will not be considered as part of the voting body. The Director shall leave the room during the discussion and vote on the issue, unless requested to stay to either respond to questions or provide information to the Board on the matter under discussion.

SJC will work with the SPJFA (Snohomish Panther Junior Football Association) and its representatives with fundraising events, field practice use and dates, game times and dates, updates at monthly meetings, and supporting the youth football community.

#### **Article XVIII-Sexual Abuse Prevention Policy & Procedures**

As a youth-serving organization, SJC considers the safety and well-being of the youth in our program a top priority. We prohibit abuse and strive to proactively address reports of this type of conduct, even if it means that someone will be embarrassed or upset. We want to hear about problems or concerns, and we will strive to act on them in a fair way in accordance with our policies.

##### **We will report suspected abuse to the proper law enforcement agencies.**

SJC has adopted the following Policy and Procedures to provide a safe environment for our coaches, athletes, and their families.

A: The Coach Recruitment process shall include the following.

- Volunteer Application-Every coach working with youth must complete our organization's written application that sets forth appropriate background information, requires disclosure of any prior claims or allegations of sexual abuse or other inappropriate conduct.
- Screening-A designated representative(s) of the organization will interview each prospective coach/volunteer.
- Background Check-All current and potential coaches will be subject to a background check, including appropriate inquiries regarding any previous record of sexual abuse or other unlawful activity. This background check will be updated at least every five (5) years for each coach.

B: A Board Member will review this policy with coaches each year.

C: The Following Behavior is prohibited:

- Use of degrading language or behavior. Coaches are also responsible for stopping disrespectful behavior between team members, including sexual harassment.
- Threatening or intentionally inflicting physical injury upon anyone, especially a minor. Coaches are also responsible for stopping threatening behaviors by players.
- Committing any sexual offense against a minor or engaging in any sexual contact with a minor.
- Making any sexual advance, or engaging in other verbal, or physical conduct of a sexual nature with a minor.
- Non-related one adult/one child interaction except in an emergency where following this policy would be dangerous to the child. In an emergency, the coach or volunteer must contact a representative of the Board to inform her or him of this contact and the reason for it.
- If a child is receiving individual instruction or working with a private coach, this activity must be in a public setting rather than behind closed doors.

D: Reporting of Suspected Child Sexual Abuse.

- A member of SJC Board or other official representative will be designated to receive reports of sexual abuse or other inappropriate conduct. This representative will promptly notify the proper law enforcement agencies.
- All coaches, volunteers, parents, and program participants are directed to report any incident of abuse or suspected abuse that they witness or that is reported to them to the designated representative of the SJC Board. Note: This does not preclude individuals from reporting abuse or suspected abuse to the proper enforcement authorities.

E: SJC Board Members, in an effort to enforce these policies and ensure the safety and well-being of our youth, will attend random practices and provide oversight.

#### **CERTIFICATE OF SECRETARY**

I, the undersigned, do hereby certify that I am the duly elected and acting Secretary of the SNOHOMISH JUNIOR CHEER Association of Snohomish, Washington, a Washington Nonprofit Corporation, and that the foregoing BYLAWS, constitute the BYLAWS of said Corporation as duly adopted at a meeting of the Board of Directors therefore duly held on \_\_\_\_\_.

IN WITNESS WHEREOF, I have hereunto submitted my name:

Ashly McCall

\_\_\_\_\_  
Printed Name, Secretary

\_\_\_\_\_  
Signature Date

ACKNOWLEDGED

Shana Johnson

\_\_\_\_\_  
Printed Name, President

\_\_\_\_\_  
Signature Date



