

Langham Creek High School Cheer Booster Club By-Laws

Article I

Name and Objective

- Section 1. The name of this organization shall be the Langham Creek Cheerleader Booster Club.
- Section 2. The purpose of the Langham Creek Cheerleader Booster Club is to promote good fellowship among its members, give positive support at times, and provide financial aid and any other needed assistance for the Langham Creek cheerleading organization.
- Section 3. This organization shall be both nonprofit and non-political in characters but may cooperate in civic and school enterprises.
- Section 4. Upon the dissolution of the corporation, assets shall be distributed for one or more exempt purposes within the meaning of section 510 C-3 of the Internal Revenue Code, or corresponding section of any future federal code. Or shall be distributed to the federal government, or to the state or shall be disposed of by the Court of Common Pleas of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

Article II

Officers and Their Elections

- Section 1. **President** - The President shall be the chief Executive Officer of the organization and shall have general supervision of the affairs of the organization. They shall preside over all meetings of the members and of the Board. They shall have power to appoint all standing committees. The president shall also serve as Parliamentarian. The President shall provide an outline of duties and responsibilities for the incoming President. They will turn over all information and go over all board and committee responsibilities with the newly elected president within a month of the election.

- Section 2. **Vice President of Fundraising** - In absence of the President, shall assume the duties of the President. The Vice President in conjunction with the President will oversee all fundraisers. The Vice President will turn in all requests to the coaches. Will coordinate with chairs and treasurer to turn in financials to school.
- Section 3. **Secretary** - The Secretary shall attend all meetings of the members and of the Board, shall preserve the minutes of the proceedings of all meetings and shall perform such other duties as may be delegated to them by the President. Secretary shall conduct the general correspondence of the club and maintain the booster club social media.
- Section 4. **Treasurer** - The Treasurer shall have custody of all treasury funds and shall keep accurate accounts of all receipts and disbursements. Treasurer shall disburse funds of the organization as may be ordered by the Board, taking proper voucher for such disbursements, and shall render to the President and coaches at regular meetings of the Board. The Treasurer shall, whenever requested by them, provide an account of these transactions as Treasurer and of the financial condition of the organization. The Treasurer, with the President and coaches shall create a budget and provide compliance to that budget throughout the year. The Treasurer and President will review all financial documents monthly and submit a report to coaches and administrator.
- Section 5. **Executive Board** - The Executive Board shall consist of the elected officers and the cheerleading coaches. They shall have the power to bring any measures before any meeting of the membership for vote. The Board will approve the proposed budget created by the Treasurer, President, and coaches. The Board shall review all proposals to amend the by-laws of the organization. The currently elected President shall preside over the Executive Board.

Article III

Proper Procedures- Booster Club Finances & Money Handling

- Section 1. **Proper Documentation/Record Keeping** - The treasurer is expected to keep appropriate, timely records of budgetary transactions and document all transactions on a digital ledger. Access to this ledger should be shared with the coaching staff.

- Section 2. **Credit Card Use** - Any purchases using the booster club credit card must have prior approval from the coaching staff. Invoices/receipts must be provided promptly after use.
- Section 3. **Reimbursement/Disbursement** - In order to receive a disbursement or reimbursement, the individual must fill out the Reimbursement or Disbursement Form completely. The Reimbursement or Disbursement Form must have receipts attached and be submitted to the treasurer, who will then gain final approval/signatures from the coach(es). In order to receive reimbursement, expenditures must be approved by the coaching staff prior to purchase and reimbursement claims must be submitted within 30 days of expenditure. Remember - the Booster Club does NOT reimburse/pay sales tax.
- Section 4. **Gifts** - Student athletes are prohibited from accepting valuable consideration for participation in school athletics (anything that is not given or offered to the entire student body on the same basis that it is given or offered to an athlete).

Article IV

Conduct of Meetings

- Section 1. A regular meeting of this club shall be held on one night each school month, or as may be determined by the Board.
- Section 2. The time and place for each meeting shall be under the direction of the President and Coaches.
- Section 3. Parliamentary Standard - "Robert's Rule of Order" shall be the parliamentary standards on all points not covered by the by-laws.

Article V

Elections

- Section 1. The current President and Coaches shall meet before the first booster club meeting for the purpose of nominating officers for the upcoming year.

Section 2. Elections shall be held at the first meeting. Nominations may be made from the floor of any office by any member, provided however, that any candidate so nominated shall have signified willingness to serve if elected. Elections of officers will require a simple majority of the membership present and can be an oral vote.

Article VI

Proper Procedures to Amend By-Laws

Section 1. These by-laws shall be amendable by proper procedure.

Section 2. Proposals by members to amend the by-laws must be submitted to the Executive Board in writing and signed by at least (4) members of the organization. The Board shall consider all proposals. The proposals accepted and approved by the Board shall be presented to the membership for approval. Should the Board disapprove the proposal, the proposers may then withdraw the proposal, accept any change suggested by the Board, or insist on the original form, sending their decision to the President who must then submit the proposal to the membership within sixty (60) days. The Executive Board may propose amendments to the by laws.

Amended and Revised - March 2022