
Harrison Junior Hoya Cheerleading

BYLAWS

Harrison Junior Hoya Cheer Bylaws

ARTICLE I: EXECUTIVE BOARD

SECTION I: DIRECTOR(S)

- A. Oversee the Executive Board, Booster Club, growth and quality assurance of the program.
- B. Preside over meetings for the Executive Board and Booster Club.
- C. Hire and lead coaches for sideline and competition squads.
- D. Act as a liaison to the high school cheer program and other athletic teams.
- E. Organize camps for participants and trainings for coaches.
- F. Attend all practices and will appoint someone in their absence.
- G. Recruit judges, help score and assist coaches in scoring tryouts.
- H. Keep appropriate tryout forms updated.
- I. Obtain the competition and football schedule of events and distribute appropriately.
- J. Organize community activities for participants.
- K. Oversee the Code of Conduct and Discipline Policy/violations of cheerleaders.
- L. Compose weekly emails for Team Moms to distribute to each team.
- M. Will be the only position(s), outside of Coaches, that is compensated.

SECTION II: PRESIDENT

- A. Along with the Director(s) of the program, shall have general supervision and management of all current affairs of this Organization.
- B. Attend all Executive Board and Booster Club meetings.
- C. Act as Chair of the Executive Board.
- D. Serve as a voting member.
- E. Report on any matters that may be of importance to the Organization.



Harrison Junior Hoya Cheerleading

BYLAWS

F. Preside over all sub-committees including: Beginning of Season Potluck, Homecoming, Pink Out Games & Activities, and 8th Grade Recognition.

G. Authorized to sign checks when necessary.

H. Commit all records to the succeeding President.

SECTION IV: SECRETARY

A. Upon taking the office, the Secretary shall review the prior year's minutes and keep the membership advised of previous transactions, which by their context, require continued attention by the Executive Board.

B. The Secretary shall record, report and maintain minutes of all regular meetings and Executive Board meetings, and provide copies to the Executive Board within seven (7) days of the previous meeting for review prior to general membership publication.

C. Coordinate all correspondence and provide secretarial assistance to special committees.

D. Appoint a designee who serves as a Team Mom all duties of the Secretary in his/her absence.

E. The Secretary shall perform any other duties as assigned by the Director(s) and/or President.

F. Will serve as a voting member.

G. The Secretary shall commit all records to the succeeding Secretary.

SECTION V: TREASURER

A. The Treasurer shall set up and maintain one bank account for the Booster Club.

B. The Treasurer shall receive all funds of the Organization. Funds shall be made payable to HJCBC (Harrison Junior Cheerleading Booster Club).

C. The Treasurer shall make all disbursements for the Organization as directed by the Director(s), President and/or Executive Board.

D. The Executive Board may elect at any time to require a second signature, by the President on all disbursements.

E. Maintain a permanent record book with a detailed account of all money received and all money paid out.



Harrison Junior Hoya Cheerleading

BYLAWS

- F. Report on the financial status of the Organization at the Executive Board and Booster Club meetings.
- G. Present a final annual report at the conclusion of each year's business and present it at the End of Season Board Meeting.
- H. Perform any duties as assigned by the Director(s) and President.
- I. The general membership may elect two members of the general membership to serve as the Auditing Committee to review the books. The auditing committee shall provide a report to the Executive Board and the general membership of their findings and recommendations. If no irregularities are found the committee states, "The books of HJCBC were audited and found correct." The report shall be dated and signed by the auditors assigned.
- J. The Treasurer shall appoint a designee who serves on the Booster Club will assume the Treasurer's duties in his/her absence.
- K. The Treasurer shall commit all accounts and other records to the succeeding Treasurer.
- L. Maintain permanent records of all participants for fundraisers.
- M. Provide monthly financial reports to the Director(s), President and Executive Board.
- N. Set-up payment arrangements with HJC families (if necessary). Please note, any outstanding balance will prevent a cheerleader from participating in receiving apparel, weekly practices, playoffs, championship game, competitions (if applicable), and the annual banquet.
- O. Serve as a voting member.

ARTICLE II: BOOSTER CLUB

SECTION I: SIDELINES TEAM MOMS (ONE PER SQUAD)

- A. There shall be one (1) Team Mom per cheerleading squad who shall serve as the liaison between the squad, coach, parents and Executive Board.
- B. Team Moms shall perform all assigned duties given by the Director(s), President and Coaches. Team
- C. Team Moms will not serve in a coaching capacity in the absence of the team Coach.



Harrison Junior Hoya Cheerleading

BYLAWS

- D. Coordinate snacks and drinks for cheerleaders each week for scrimmages, regular season games, Playoffs and Championships.
- E. Send weekly emails to parents/guardians regarding practices, game information, and special events (if applicable).
- F. Maintain copies of all cheerleaders Medical Release and Media Release forms.
- G. Serve on the Booster Club.
- H. Will not serve as voting members.
- I. Commit all records to the succeeding Team Mom.

SECTION II: COMPETITION TEAM MOM (OPERATE AS ONE TEAM INCLUDING 6TH, 7TH AND 8TH GRADES)

- A. There shall be one (1) Competition Team Mom who will serve as the liaison between the squad, coach, parents and Executive Board.
- B. The Competition Team Mom shall perform any/all assigned duties by the Director(s), President and Coaches.
- C. Team Moms will not serve in a coaching capacity in the absence of the team Coach.
- D. Send weekly emails to parents/guardians regarding practices, game information, and special events (if applicable).
- E. Coordinate snacks, drinks and gifts for competition day.
- F. Maintain copies of all cheerleaders Medical Release and Media Release forms.
- G. Serve on the Booster Club
- H. Will not serve as a voting member.
- I. Commit all records to the succeeding Competition Team Mom.

SECTION III: APPAREL COORDINATOR

- A. The Apparel Coordinator shall maintain copies of all purchase order records and shall provide the Treasurer with all original purchase orders and invoices.



Harrison Junior Hoya Cheerleading

BYLAWS

- B. The Apparel Coordinator shall coordinate the distribution of all purchases.
- C. The Apparel Coordinator shall perform any/all assigned duties by the Director(s), President and/or Executive Board.
- D. Will coordinate the Used Apparel Sale.
- E. Distribute extra apparel to respective Team Moms.
- F. Apparel will not be distributed unless respective items are paid in full.
- G. Will request the approval for any additional apparel from the President and Directors in writing. The Treasurer will not give funds or reimbursement on any apparel items without the President and Directors approval.
- H. Will not serve as a voting member.

ARTICLE III: ELECTION OF OFFICERS

SECTION I: NOMINATIONS

- A. The existing President shall appoint a Nominating Committee within three days following spring tryouts. The committee shall be compromised of two members of general membership and two representatives from the existing Board of Directors.
- B. The committee shall meet to compile a slate of officers, contact the candidates to ascertain their willingness to serve, and present the slate of officers to the general meeting of HJCBC to be held within seven days of try-outs. Other candidates shall be nominated from the floor at the time of elections.
- C. The nominating committee shall have completed its duty with the completion of the election and shall cease to exist.

SECTION II: ELECTIONS

- A. After the nominations are closed, each candidate may speak for him or herself or allow another member to do so.
- B. The vote for any contested office shall be taken by paper ballot. The designee and one member of the nominating committee who is not being considered for office shall count ballots.



Harrison Junior Hoya Cheerleading

BYLAWS

C. If more than two candidates are running for the same office and no majority vote is obtained, a run-off vote immediately taken between the two candidates that received the most votes. Those not elected can be nominated again for remaining positions.

SECTION III: INSTALLATION OF OFFICERS

A. Newly elected officers shall be installed at the Spring Meeting of the HJCBC and shall assume all duties beginning at their election. During the transitional period, outgoing officers shall be expected to confer with and advise their successors as their new duties.

SECTION IV: RESIGNATION OF OFFICERS

Any officer may resign at any time in writing to the President. Unless otherwise requested in writing, the resignation shall be effective when rendered.

SECTION V: REMOVAL OF OFFICERS

Any officer may be removed from office upon a two-thirds majority vote of all Executive Board members in office, or by a majority vote of the general membership at any regular meeting or duly called special meeting. Officers removed from their positions will not be eligible for future offices/Board of Director positions.

SECTION VI: REPLACEMENT OF OFFICERS

The President shall appoint, with the approval of the Board of Directors, individuals to complete unexpired terms of office.

ARTICLE IV: FINANCES

SECTION I

The Board of Directors shall make recommendations to the membership for action on financial issues to assure financial soundness of the Booster Club. The Board of Directors shall review all



Harrison Junior Hoya Cheerleading

BYLAWS

motions carried at the meetings of the general membership involving expenditures of funds and determine whether they are appropriately within the resources and stated objective of the Club. Negative findings will be reported at the next meeting of the membership.

SECTION II

The fiscal year of the Harrison Junior Cheerleading Booster Club shall begin on the first day of March.

SECTION III

Annual dues shall be determined based on the number of active cheerleaders.

SECTION IV

No member shall commit the obligation or expenditure of HJCBC funds. Requests for funds shall be submitted to the Executive Committee and approved prior to the commitment of any persons or group for it. Exception: Miscellaneous operating cost amounting to less than \$50 made by an officer shall not require approval.

SECTION V

A tryout fee will be assessed from each individual wishing to try out for a cheerleading squad. This is a nonrefundable fee and will be used to provide funds to the club.

SECTION VI

Checks or other forms of payment should be made payable to the Harrison Junior Cheerleading Booster Club or "HJCBC".

ARTICLE V: COMMITTEES

SECTION I: Standing Committees – There shall be no standing committees.

SECTION II: Special Committees – The President may appoint special committees for specific purposes and appoint the chairpersons and members of said committees.



Harrison Junior Hoya Cheerleading

BYLAWS

SECTION III: Special committees shall cease to exist when the functions of the said committee have been fulfilled.

SECTION IV: The President shall be a member of all committees, excluding the nominating committee.

ARTICLE VI: COACHING STAFF

SECTION I: DUTIES & COMPENSATION

A. Coaches for the sixth, seventh and eighth grade football cheer squads, and competition squad will be interviewed and appointed by the Director of Cheer and Board of Directors.

B. Coaches will be compensated for their services based on the size of the general membership.

C. Coaches shall not hold an elected position, but will serve as Advisor on the Booster Club.

D. Coaches duties shall include, but not be limited to the following: provide cheer, chant, stunt, and dance instruction for the cheerleaders, maintain attendance and discipline records; schedule all practices and cheer activities; attend summer cheer camp; attend football games; attend all playoff games; attend championship game; review cheerleaders' report cards; assist with tryouts; be responsible for the discipline and the appearance of the cheer squad; provide squad and team representatives with all pertinent information regarding practices, games, uniforms, camps, and related cheer activities; be responsible to the general membership and Board of Directors for his/her actions.

E. Team Moms will not serve in any coaching capacity in the absence of the Coach for practice, game day and/or team related activities. Only Coaches can cover practices, game day, playoffs, championships and other coaching responsibilities.

F. Coaches shall insure compliance of Academic Eligibility.

G. Coaches shall treat all cheerleaders with respect and objectivity. Profanity, smoking, drinking alcohol, or use of abusive substances during cheerleading activities, or in the presence of the cheerleaders shall not be permitted.

H. If parents disagree with a coach regarding any disciplinary action, the coach and parents shall follow the procedures outlined in these Bylaws. In the event of a true grievance, the parent is responsible for approaching the President of the Executive Board. The direct approach of a parent to a coach is not acceptable. Appropriate steps in addressing a grievance are contained within Article X of these HJCBC By-Laws.



Harrison Junior Hoya Cheerleading

BYLAWS

I. Any coach may be dismissed from the said position by a two-thirds vote of the Board of Directors, providing the coach has not performed as per the Bylaws of HJCBC. Recommendation to remove a coach from his/her position should be reviewed thoroughly prior to any action taken.

ARTICLE VII: CHEERLEADING SQUADS AND MASCOTS

SECTION I: ORGANIZATION

A. The Harrison Junior Cheerleaders will consist of a sixth grade squad, a seventh grade squad and an eighth grade squad. Each squad size will be selected based on scoring scales and size will vary based on the talent level of each group's participants for the given year. Each squad will be selected from rising sixth graders for the sixth grade squad, rising seventh graders for the seventh grade squad and rising eighth graders for the eighth grade squad. Each squad will support its corresponding athletic teams during the full school year.

B. Each squad size will vary based on the talent level of each group's participants for the given year.

C. The governing body of the cheerleaders will be the Harrison Junior Cheerleading Booster Club.

SECTION II: ELIGIBILITY AND QUALIFICATIONS

A. The Harrison Cheerleaders shall consist of sixth, seventh, and eighth grade persons who live in the Harrison High School attendance zone or be eligible to attend a HHS feeder school according to CCSD Attendance Policy.

B. Cheerleaders are required to try out each spring and must try out for the succeeding year in order to earn a position on the squad.

C. All cheerleaders shall provide report cards in order to show school attendance and grades to coaches.



Harrison Junior Hoya Cheerleading

BYLAWS

- D. Team members must provide a physical exam by a physician dated after January 1st of the current year.
- E. All elected cheerleaders shall abide by the HJC Rules and Regulations, the Bylaws, Code of Conduct, and the Discipline Policy, published by HJCBC.
- F. If a cheerleader is dismissed from either the sideline squad or the competition squad, it dismisses them from both squads & any remaining activities for the school year.
- G. Please note, any outstanding balance will prevent a cheerleader from participating in receiving apparel, weekly practices, playoffs, championship game, competitions (if applicable), and the annual banquet.
- H. Any outstanding balance from the previous season will disqualify a returning cheerleader from tryouts for both sidelines and competition.

ARTICLE VIII: COMPETITION SQUAD

- A. The Competition Squad shall cheer competitively if so determined by the Director(s), Coach and Board of Directors.
- B. Participation in competitive events shall be determined by Director(s), Coach and Board of Directors.
- C. The Harrison Junior Cheerleading Program Competition will consist of between 16 - 30 cheerleaders selected from the sixth, seventh and eighth grade squads. This number will vary by year based on talent and skill levels assessed at tryouts and is determined by the head competition coach.
- D. Participants on the Competition Squad are not required to cheer for Sideline - applicants must make it known at tryouts whether they would like to try out for both squads or competition squad exclusively.
- E. Participants on the Competition Squad shall abide by the HJC Rules and Regulations and the Bylaws.

ARTICLE IX: TRYOUTS

SECTION I- Tryouts will be held in the Spring of each year. Arrangements and announcements will be the responsibility of the Director(s).



Harrison Junior Hoya Cheerleading

BYLAWS

SECTION II- Any eligible seventh grader may tryout for the upcoming eighth grade squad, any eligible sixth grader may tryout for the seventh grade squad, and any eligible fifth grader may tryout for the sixth grade squad.

SECTION III- Registration forms shall be available prior to tryouts. Parental permission shall be required.

SECTION IV- Previous membership on a Harrison Junior Cheerleading squad does not automatically qualify a candidate for placement the following year.

SECTION V- Attendance at all days of tryouts is mandatory to qualify a candidate for placement on a squad.

SECTION VI- Any previous Harrison Junior Cheerleading program cheerleader who was dismissed or voluntarily left the squad prior to the completion of the season is ineligible to try out.

SECTION VII- Tryouts shall be conducted in an objective manner. Candidate names shall not be used or displayed during tryouts. Clothing identifying school affiliation or competitions shall not be allowed.

SECTION VIII- Candidates shall be evaluated on poise, appearance, spirit, personality projection, voice projection, crowd appeal, cheer and dance skills, tumbling, precision and execution.

SECTION IX- Projected expenses for elected cheerleaders shall be published prior to tryouts. The projected expenses are estimates.

ARTICLE X: GRIEVANCES



Harrison Junior Hoya Cheerleading

BYLAWS

SECTION I

In the event that a parent feels that a cheerleader is not being treated fairly, the first action shall be to contact the President and discuss the problem with him/her. An alternative to the above would be to ask for a conference with the coach(es), the President and Director(s) would be in attendance. Such requests should be made to the President. It is his/her responsibility to arrange such a meeting and act as arbitrator if required. The direct approach of a parent to a coach in a true grievance is not acceptable.

SECTION II

Grievances concerning Club activities shall first be directed to a disinterested Board member. This member shall act as arbitrator and shall call a meeting of the involved parties to seek a solution.

SECTION III

In the event a grievance cannot be settled by the above arbitration, formal written charges should be presented to the Board of Directors. The Director(s) and President shall be the receiver of such written charges and call an Executive Committee meeting for the purpose of the Executive Committee acting as a Grievance Committee. The meeting shall be called promptly following receipt of such grievance. Decisions of the Executive Committee shall be final and binding.

ARTICLE XI: UNIFORMS

Uniform styles shall be selected by the Director(s). Procurement of uniforms shall be addressed by the general membership.

ARTICLE XII: AMENDMENT OF DOCUMENTS



Harrison Junior Hoya Cheerleading

BYLAWS

The amendment of Bylaws requires prior notification to the Board of Directors. The Bylaws may be amended at any scheduled meeting of the Board equal to two-thirds of the Board of Directors.

ARTICLE XIII: RULES OF ORDER

The procedural rules contained in the current edition of THE NEW ROBERT'S RULES OF ORDER shall govern the conduct of meetings.

