

# El Modena High School Cheer Booster Club *By-Laws*

## **Mission Statement**

The Cheer Booster of El Modena High School, within the Orange Unified School District, shall work to provide support and financial assistance for the betterment of the El Modena High School Pep Squad.

### **Article I – Name**

This organization shall be known as the El Modena High School Cheer Booster Club.

### **Article II – Purpose**

The El Modena High School Cheer Booster Club exists to provide assistance with the execution of Pep Squad activities.

The El Modena High School Cheer Booster Club shall also serve as a link with the community to enhance the understanding of the activities associated with the El Modena High School Pep Squad, and to distribute such information to the community regarding activities associated with the El Modena High School Pep Squad.

### **Article III – Membership**

#### **Section 1: Membership Selection**

The membership of the El Modena High School Cheer Booster Club will consist of a minimum of one parent/guardian or representative from each student who currently participates in the El Modena High School Pep Squad, the Cheer Advisor or their designee, the coach, and the Principal or their designee.

#### **Section 2: Term of Office**

Membership shall commence upon your student being selected for a position on the El Modena High School Pep Squad and end upon the completion of the current school year. Members may serve unlimited consecutive years.

#### **Section 3: Attendance**

- A. Members are expected to attend all meetings of the El Modena High School Cheer Booster Club. If a representative member cannot attend, members may send a designee.
- B. The Secretary shall record attendance.

#### **Section 4: Member Conduct**

It is the duty of every member to conduct themselves in accordance with the By-laws of this organization and in a manner that will bring credit to the organization, the school, and the participating students.

#### **Section 5: Member Information**

Members are required to inform the Secretary of any changes in information including: primary home address, email addresses, and phone numbers.

#### **Section 6: Roster Privacy**

Information included on the Cheer Roster shall be used to facilitate communication among members of the El Modena High School Cheer Booster Club. The use of this information for any other purposes shall be prohibited.

### **Article IV – Meetings**

#### **Section 1: Regular Meetings**

There shall be a minimum of six (6) booster meetings held upon notice by the President or their designee. The date and time of the meeting shall be determined by the President, in cooperation with the Executive Board, Cheer Advisor and the Cheer Coaching Staff. A minimum of one (1) weeks notice shall be given prior to calling any regular meeting.

## **Section 2: Quorum**

A Quorum shall consist of eight representatives.

## **Section 3: Public**

All meetings of the El Modena High School Cheer Booster Club shall be open to the public.

## **Section 4: Minutes**

Minutes of each meeting shall be distributed to its members, the cheer advisor, coaches and the school principal or their designee.

## **Section 5: Speakers**

By invitation of the President, guest speakers may be invited to address the El Modena High School Cheer Booster Club.

## **Section 6: Voting**

Each member is entitled to one vote, representing one Pep Squad member.

## **Section 7: Agenda**

- A. An agenda shall be prepared for each meeting by the President.
- B. Members who wish to place an item on the agenda shall submit the item to the President at least one week prior to the scheduled meeting.
- C. Subject to the approval of the majority of voting members present, items not on the agenda may be raised and discussed by its members, or members of the public, at the conclusion of the scheduled agenda items.
  1. Presentations shall be allowed only if pertinent to the stated purpose of the El Modena High School Cheer Booster Club.
  2. Such presentations shall be limited to five minutes with time for questions by members of the El Modena High School Cheer Booster Club.

## **Section 8: Executive Board Meetings**

The Executive Board shall meet when necessary. The President plans and schedules Executive Board meetings.

## **Section 9: Committee Meetings**

The Executive Board can call other committee meetings. Committees will be established based on needs. Each individual committee will determine the need of its meetings.

## **Section 10: Special Meetings**

The President or Vice President may, with a minimum notice of forty-eight (48) hours, call special meetings.

## **Section 11: Parliamentary Procedure**

The meetings of the El Modena High School Cheer Booster shall be conducted in accordance with the most recent edition of Roberts Rules of Order, newly revised.

## Article V – Officers and Executive Board

### Section 1: Officers and Executive Board

- A. The officers of the El Modena High School Cheer Booster shall be: President, Vice President, Treasurer, Treasurer Assistant (as needed), Secretary, Event Coordinator, Event Coordinator Assistant(s) (as needed), Varsity Parent Representative, JV Parent Representative and Pom Parent Representative.
- B. Officers shall be elected at the first scheduled meeting after tryouts, held on behalf of the incoming cheer booster members.
- C. Officers shall serve for one year.
  1. The terms of the officers of the organization will be from June 1 to May 31 each year.
- D. The Executive Board shall fill a vacancy in any office if for any reason an officer is unable to fulfill his or her duties. In the event the office of President becomes vacant, the Vice-President shall become President. The Executive Board shall appoint an interim officer from its Executive Board to fulfill any other open officer position until a suitable replacement is elected. The election process shall begin at the next general meeting in which the President will take nominations from the floor and if there are no objections, a vote will take place at the same meeting by majority vote of the membership present. If there are objections, the election process shall take place at the next general meeting.

### Section 2: Duties of the President

- A. The President shall preside at all regular, special and Executive Board meetings of the El Modena High School Cheer Booster Club.
- B. The President shall prepare an agenda for each meeting of the El Modena High School Cheer Booster Club.
- C. The President serves as a liaison between the El Modena Cheer Booster Club, the Advisor, the Coach(s), and the Principal or their designee.
- D. The President shall perform such duties as prescribed by the El Modena High School Cheer Booster Club.

### Section 3: Duties of the Vice President

- A. The Vice-President shall perform the duties of the President in his or her absence.
- B. The Vice-President will chair all fundraising activities for the El Modena High School Cheer Booster Club.
- C. The Vice-President shall perform such duties as prescribed by the El Modena High School Cheer Booster Club.

### Section 4: Duties of the Secretary

- A. The Secretary shall take and keep minutes of the El Modena High School Cheer Booster Club meetings, keep records of attendance, and collect name, address, phone numbers and e-mail information for all its members, and provide copies of information to all members.
- B. The Secretary shall perform such duties as prescribed by the El Modena High School Cheer Booster Club.

### Section 5: Duties of the Treasurer

- A. The Treasurer shall receive, give receipt, and account for monies received on behalf of the El Modena High School Cheer Booster Club and each individual Pep Squad Member.
- B. The Treasurer shall give a financial report at each meeting on balances and expenditures of the El Modena High School Cheer Booster Club.
- C. The Treasurer shall provide upon request, individual Pep Squad member balances owed.
- D. The Treasurer shall perform such duties as prescribed by the El Modena Cheer Booster Club.
- E. The Treasurer shall submit all bills to the Executive Board and disburse funds as approved by the Executive Board.
- F. Books shall be audited at the request of the Executive Board, Cheer Advisor, or school administration.
- G. Upon expiration of his/her office, the treasurer shall transfer all properties of the office to the successor.
- H. The year ending financial review, along with the appropriate tax forms, will be submitted by the outgoing treasurer and given to the current fiscal year treasurer when turning over financial records.

**Section 6: Duties of the Special Event Coordinator and Assistant(s)**

- A. The Special Event Coordinator shall be responsible for organizing the following events on behalf of the El Modena High School Pep Squad.
  - Homecoming Game Event
  - Football Senior Night Event
  - Basketball Senior Night Event
  - End-of-Year Banquet
  - Mini Cheer Camp
  - Showcase
- B. The Special Event Coordinator shall be the responsible liaison for any event, as prescribed by the El Modena High School Cheer Booster Club, on its behalf.
- C. The Special Event Coordinator shall perform such duties as prescribed by the El Modena Cheer Booster Club.

**Section 7: Duties of the Junior Varsity Parent Representative**

- A. The Junior Varsity/Freshman Parent Representative shall be the liaison between The Executive Board and JV/Freshman Parents.
- B. The Junior Varsity/Freshman Parent Representative shall perform such duties as prescribed by the El Modena Cheer Booster Club.

**Section 8: Duties of the Pom Parent Representative**

- A. The Pom Parent Representative shall be the liaison between The Executive Board and Varsity Parents.
- B. The Pom Parent Representative shall perform such duties as prescribed by the El Modena Cheer Booster Club.

**Section 9: Duties of the Varsity Parent Representative**

- A. The Varsity Parent Representative shall be the liaison between The Executive Board and Varsity Parents.
- B. The Varsity Parent Representative shall perform such duties as prescribed by the El Modena Cheer Booster Club.

**Section 10: Removal of Officers**

Any officer elected or appointed by the Organization may be removed by the Organization whenever in its judgment it is in the best interest of the Organization and would be served thereby. A majority vote of adult members in attendance at the meeting is required.

**Article VI – Subcommittees**

- A. The President may appoint such subcommittees as deemed necessary, designate the chairperson of the subcommittee, and specify the objectives of the subcommittee.
- B. The Executive Board can call any subcommittee meetings.

**Article VII – Finances**

- A. All funds collected are to be deposited in the El Modena High School Cheer Booster Club account.
- B. Approval of the budget will be by majority vote of the membership present at the first general meeting of the new school year.
- C. Upon request of any member, the Treasurer shall allow such member to review their individual account and/or El Modena High Cheer Booster Club's general income and expense report. This request must be in writing.
- D. The Executive Board has the discretion to spend up to \$500.00 without requiring approval of the general membership. All other expenditures over \$500.00 not allocated in the budget will require a vote at a general or special meeting.

**Article VIII – Amendments**

**Section 1: Amendments**

These by-laws may be amended by the following procedures:

- A. The President shall appoint a By-Laws Subcommittee
- B. The By-Laws Subcommittee shall submit written recommendations for proposed changes to members, showing deletions and additions.
- C. The proposed By-laws shall be provided to each board member prior to being presented to the El Modena High School Cheer Booster Club for consideration.

D. Proposed amendments shall be reviewed by the El Modena High School Cheer Booster Club members.

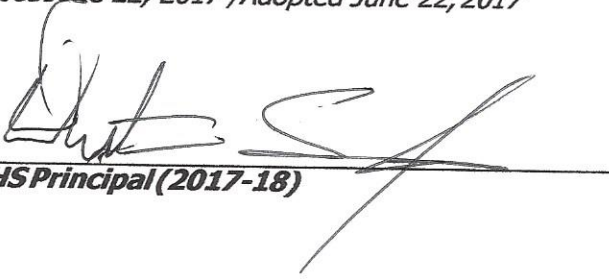
**Section 2: Adoption of Amendments**

Proposed amendments to the By-laws shall be adopted by a majority of members present at the meeting.

**Article IX – Standing Rules**

The By-laws shall be reviewed and revised as necessary.

*El Modena High School Cheer Booster Club By-laws & Standing Rules  
Revised June 22, 2017 /Adopted June 22, 2017*

  
**EMHS Principal (2017-18)**

  
**EMHS Cheer Booster President (2017-18)**