

**PAULDING COUNTY HIGH SCHOOL CHEER CLUB, INC.**

**PCHS & JR. Patriot Cheerleading Booster**

*(State of Georgia Non-Profit Organization)*

Incorporation Date: June 2, 2014

State of Incorporation: Georgia

Fiscal Year: 2014

# **CONSTITUTION**

## **Paulding County High School Cheer Club**

### **ARTICLE I:**

#### **TITLE**

Section 1: The name of this Organization shall be The Paulding County High School Cheer Club (PCHSCC).

Section 2: The official address of the PCHSCC will be a post office box and shall be maintained at the United States Post Office of Dallas in the name of PCHSCC. If the Executive Board acts to change the mailing address, they shall immediately notify all Paulding County High School and Jr. Patriots cheerleading coaches as well as the general membership of the PCHSCC. Mail shall be received on a regular schedule as designated by the Executive Board.

### **ARTICLE II:**

#### **PURPOSE**

The purpose of this Organization shall be to support the cheerleading teams and activities at The Paulding County High School and the Junior Patriots Cheerleading Program in the following manner:

- A. Promote school spirit and sportsmanship through parent/student involvement.
- B. Aid and support in the areas of promotions, publicity, and program development.
- C. Encourage attendance at cheer-related functions.
- D. Provide financial support for those services, facilities and equipment not provided for by the school.
- E. Ensure recognition for the program and its cheerleaders.

The PCHSCC is an independent body of parents, alumni, and community supporters who are aware at all times the rules, regulations, and standards of conduct which govern participation in scholastic sports in the State of Georgia. The club will establish an ongoing and working relationship with The Paulding County High School athletic director and coaching staff to insure that the club's participation in and support of the cheerleading program is at all times consistent with the highest goals of athletic competition among high school students.

**ARTICLE III:**

**MEMBERSHIP**

- A. Membership shall be granted to any parent(s) of a Cheerleader or Mascot of The Paulding County High School or the Junior Patriot cheerleading program, who have paid dues and agrees to abide by the Constitution and By-Laws.

**ARTICLE IV:**

**DUES**

Amount and method of payment of dues shall be governed by the PCHSCC By-Laws.

**ARTICLE V:**

**EXECUTIVE BOARD**

- A. The Organization shall be governed by the Executive Board, which shall be selected by a nominating committee. The Executive Board shall be comprised of the PCHS head cheerleading coach, and 5 active members wishing to serve on the committee. All five executive board officers shall currently be a Paulding County High School cheerleading parent for the upcoming school year.
- B. There will also be four trustees, one to represent each team (Varsity Comp/Sidelines, Varsity Basketball, JV Comp/Sidelines, JV Basketball, and a Junior Patriot Trustee). Trustees will be appointed by the coach of each team represented in the program after being approved by the head coach and executive board.
- C. The Executive Board shall be responsible for the general welfare of the Organization and the Organization's actions to the General Membership.
- D. The Executive Board shall be comprised of at least a President, a Vice President, Treasurer, Secretary, and Community Relations Officer. No one person may serve in more than one office at any one time.
- E. Vacancies in office shall be filled by appointment of the Executive Board with input from the head coach.

- F. The Executive Board shall be responsible for handling day-to-day expenses and authorizing approved expenditures.
- G. The Executive Board shall be responsible for prioritizing proposed projects, recommending policies and presenting budget proposals to the General Membership.
- H. Chairs and Committee Members will be appointed each year in May and make up the general Booster Club Board. The President may create any additional committees and appoint chairpersons as needed, with the approval of the Executive Board. The Executive Board will oversee Booster Club Board Members.

**ARTICLE VI:**

**POLICIES AND PROCEDURES**

The Paulding County Cheer Club shall adhere to the following policies and procedures:

- A. The Organization shall be politically non-partisan.
- B. The activities of the Organization shall be conducted on a strictly non-profit basis.
- C. The Organization shall be subject to the policies and approval of the Principal of The Paulding County High School; The Paulding County Board of Education (BOE); The Georgia High School Association (GHSA); The Georgia Public School Standards; and The Southern Association of Colleges and Schools Council on Accreditation and School Improvement (SACS, CASI).

## **By-Laws**

### **Paulding County High School Cheer Club**

#### **ARTICLE I:**

##### **ORGANIZATION**

Section 1 - The name for the organization shall be The Paulding County High School Cheer Club (PCHSCC).

Section 2 - The Purpose of this organization shall be to promote and support The Paulding County High School and Jr. Patriots Cheerleading Program and cheerleading coaching staff.

Section 3 - The Mission of The Paulding County High School Cheer Club is to provide financial, social and educational support to the cheerleading program at PCHS and to promote and support the development of good sportsmanship, squad unity and mutual respect. This organization shall promote a congenial relationship among the membership, cheerleaders, coaches, school administration, other school organizations and the community in general.

Section 4 - The activities of this organization shall not conflict with the policies of The Paulding County School District Booster Club Guidelines and shall be operated in compliance with the Georgia High School Association.

#### **ARTICLE II:**

##### **QUORUM**

The quorum required to conduct the business of The Paulding County High School Cheer Club (PCHSCC) shall be defined as follows:

Section 1 - Executive Board – at least (4/6) of the board members currently in office shall constitute a quorum of the Executive Board.

Section 2 - General Membership – a quorum of the Executive Board members plus those General Members present at a regular meeting (at least 60%) shall constitute a quorum of the General Membership.

### ARTICLE III:

#### MEMBERSHIP

Section 1 - There shall be (3) classes of membership in the Booster Club: **Active Members, Associate Members and Honorary Members.**

- A. **Active Membership** is the only voting membership category and is open to parents and/or legal guardians of current cheerleaders or mascot(s) who have paid their annual dues.
- B. **Associate Membership** is open to individuals who are designated in the PCHSCC bylaws. The Principal of the school and the Sponsors/Coaches of the cheerleading program will be considered associate members of the Booster Club. Associate members are non-paying members and do not have voting privileges.
- C. **Honorary Membership** is open to any patron, outside of the families of those in the cheer program, who provides financial support for the cheerleading program through the Booster Club. Honorary members do not have voting privileges.

Section 2 - The Term of membership will be from the Monday following cheerleader selection until 24 hours before the cheerleader selection of the following school year.

- A. The Executive committee will continue to act as active members until a new Executive Committee is in place. In this interim period, they have the authority to appoint with input from the head coach, if necessary, to fill any office vacancy.
- B. Any Active member will automatically become an honorary member as a result of graduation of the student from the Paulding County High School cheerleading program.

Section 3 - It is the duty of the membership of this organization to be willing to promote, support and participate in activities of the Booster Club. Members will 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. The Executive Board, in agreement with the head coach, reserves the right to remove any parent/guardian from the club whose actions or behaviors are not consistent with the mission of the PCHSCC or whose behavior is detrimental to the cheerleading program.

Section 4 - Annual Dues

- A. Annual Dues will be used solely to promote the purpose of the Booster Club.

- B. Dues shall be paid once per school year and begins at the 1st Annual meeting after school cheerleader try-outs. Dues will be determined by Executive Board with input from the head coach.
- C. Payment of dues entitles parents and/or legal guardians of current students in the cheerleading program, the right to vote on Booster Club business at general meetings. All Executive Board Officers and trustees must be paying members. Those wishing to cast votes need to have paid their dues at least two weeks prior to elective meetings.
- D. No more than two (2) votes shall be cast on behalf of each cheerleader. Each parent shall be an active member.
- E. Dues will not be refunded at any time for any reason.

#### **ARTICLE IV:**

#### **SELECTION OF OFFICERS**

Section 1 - The Executive Board and the cheerleading coaching staff shall appoint a nominating committee prior to the first general board meeting following cheerleading selection. The committee shall be composed of the PCHS head cheerleading coach, and four active members, whom are current parents in the Patriot cheerleading program wishing to serve on the committee.

- A. Nominations to fill Executive Board Officers will be requested at the first general meeting following cheerleader selection for the upcoming school year.
- B. After deadline for nominating submissions has passed, the Nominating Committee chairperson will contact each nominee either by phone or email, to confirm their interest in holding the office for which they are nominated.
- C. Parents/guardians interested in serving as an officer on the Executive Board then shall be given the opportunity to complete a short narrative or survey which will be utilized in the nominating committees' selection process.
- D. After all nominees have been contacted and their desire to serve has been confirmed, the Nominating Committee will review all nomination forms and select a slate of officers from those nominated by the membership.

Section 2 - In the event that one person does not receive a majority vote of the Nominating Committee, two names for that particular office can be submitted for approval.

Section 3 - If two nominees express a desire to serve as co-chairs of the same office and the Nominating Committee agrees, both names can be submitted as co-chairs to serve together. (Co-chairs who hold one office are only granted one (1) vote in decisions made by the Executive Board; however, for general membership votes, they are each allowed to cast their own vote).

Section 4 - The membership will be notified by email of the slate of officers at least 2 days prior to the next meeting.

Section 5 - The Nominating Committee will present the slate of officers for approval at the final general meeting following cheerleader selection.

Section 6 - The slate of officers will be approved by a majority of the members present at the general meeting. The vote will be taken by voice, unless there is more than one person nominated for a particular office, at which time, a ballot vote will be taken for that office.

Section 7 - New officers shall be presented and installed at The PCHSCC spring meeting and shall assume all duties at the beginning of the fiscal year, which is in April/May. During the interim period, outgoing officers shall be expected to confer with and advise their successors as to their new duties.

## **ARTICLE V:**

### **MEETINGS**

#### **Section 1 - General Meetings**

- A. The schedule of general meetings will be set by the Executive Board with input from the head coach and communicated to the membership at the first meeting following the election of new officers.
- B. Executive Committee reserves the right to change general meeting dates, if conflicts exist or cancel meetings if a meeting is deemed unnecessary; however, notification will be made via text, email, or phone call.
- C. No general meeting shall conduct business without a quorum of the Executive Board present.
- D. There shall be a minimum of 4 meetings with the general membership during the school year.



- E. All topics of concern/discussion must be submitted to the Executive Board in writing or electronically a minimum of three (3) days before a scheduled meeting. General Meetings will not include “open forum” time on the agenda.

**Section 2 - Executive Board Meetings**

- A. Executive Board meetings may be held within the hour prior to the start of the general meeting, unless deemed unnecessary by the Executive Board.
- B. The President may call extra Executive Board meetings as deemed necessary; with advisement from other Executive Officers and the PCHS head cheerleading coach.

**Section 3 - Special Meetings**

- A. The President or Executive Board can call special Committee Meetings as deemed necessary with advisement from the head coach.

**Section 4** - All meetings will follow Robert’s Rules of Order.

**ARTICLE VI:**

**OFFICERS**

**Section 1** - The right to hold office with the PCHSCC shall be confined to active members of the PCHSCC and members who have a child currently cheering in the Patriot Cheer Program.

**Section 2** - The Officers of the organization by virtue of their office make up the Executive Board and the members are as follows: at least a President, Vice-President, Treasurer, Secretary, Community Relations Officer, and a trustee for each team represented in the PCHS and JR Patriot cheerleading program. Trustees will be appointed by the coach of each team represented in the program after being approved by the head coach and executive board.

**Section 3** - The officers shall be elected for a period of twelve months, from the close of the April meeting until the next annual election of officers is held, which will occur within two weeks after tryouts the following year.

**Section 4** - Each cheerleader shall be represented by no more than one parent in an elected or appointed position.

**Section 5** - Each officer shall have an active participant in The Paulding County High School Cheerleading program, and be an active member of The PCHSCC.

Section 6 - Any officer may resign at any time in writing to the PCHS head cheerleading coach and a copy will be provided to the Secretary of the PCHSCC Executive Board. Unless otherwise requested in writing, the resignation shall be effective when tendered. The position shall be filled within 30 days of their written resignation.

Section 7 - Any officer may be removed from office at the discretion of the Booster Club Executive Board by majority vote . There must be proof of misconduct and/or behavior that is detrimental to the PCHS or Jr. Patriots cheerleading program.

## **ARTICLE VII:**

### **DUTIES OF OFFICERS**

Section 1 - The Executive Board or PCHS head cheerleading coach shall supervise, control and direct the affairs of the Booster Club by determining policies or changes within the limits of these by-laws, and they shall actively execute its purpose and have discretion in the disbursement of its funds. Officers shall help transition their duties to the newly elected officers and shall transfer any official records to the newly elected officers. The Executive Board members' specific duties are outlined as follows:

- A. **President**– The President shall, with the assistance of the Executive Board, have general supervision, direction and control of the affairs of the Booster Club. The president must be a due paying member for at least one year before serving the current term.
  - a. Presides at and leads executive Board meetings, and general and special meetings.
  - b. Appoints committee chairpersons as necessary.
  - c. Appoints committees, temporary and permanent as necessary.
  - d. Serves as ex-officio member on any committee formed within the Booster Club.
- B. **Vice-President** – Responsible for leading any meetings that the President may not be able to attend. Plans, organizes and coordinates with Community Relations Officer and sub-committees for the social functions and fundraisers sponsored by the Booster Club.
- C. **Treasurer** – Shall have charge and custody of and be responsible for all funds and monies due and payable to PCHSCC. Treasurer will issue account statements, collect dues, issue receipts, and deposit all monies in the name of the PCHSCC into appropriate accounts. Acts as custodian of the funds of the organization, maintains adequate and accurate financial records and gives detailed financial reports at each monthly meeting, in compliance with the procedures of The Booster Club and The Paulding County School District Booster Club Guidelines.

- D. **Secretary** – Records meeting minutes for Executive Board meetings, general meetings and special meetings and maintains a hard copy of all minutes. Also serves as Parliamentarian for The Booster Club, advising on parliamentary law and matters of procedure when requested. The Secretary submits recorded minutes of previous General Meetings at subsequent General Meetings for approval, and maintains an updated list of memberships’ contact information.
- E. **Community Relations Officer** – Works in partnership with the Vice-President and sub-committees on planning, organizing, and coordinating social functions and fundraisers sponsored by the booster club.

Section 2 - Executive Board, with input from the head coach, has the right to appoint an active member to fill a vacancy among Executive Board members, should the need arise. Any appointee will hold office on the Executive Board for the remainder of the term.

## **ARTICLE VIII:**

### **COMMITTEES**

Section 1 - All committees shall consist of volunteers from the membership and will be established based on the needs of the organization.

Section 2 - Responsibility of Committee Members

- A. Committee members are required to consider budgetary requirements when making decisions regarding expenditures for activities, events and other purchases. Committees are required to submit a budget to the Executive Board.
- B. Committee members will serve as long as the committee work is necessary. Committees are dissolved once the work is complete.
- C. Committee members must work with committee chairpersons to ensure responsibilities of the committee are carried out efficiently and are within the boundaries of the by-laws.

**ARTICLE IX:**

**FINANCES**

**Section 1 - Deposits and Expenditure**

- A. Booster Club monies shall be deposited into a checking account as determined by the Executive Board with input from the head coach. There will only be one checking account, with money being itemized separately for: Varsity/JV/Jr. Patriot/ and a General Fund.
- B. Any expenditure shall require two signatures of elected officers (one being the treasurer and the other being another member of the Executive board, excluding the Community Relations Officer) who have been granted signature authority by the Executive Board and have authorized signature cards on file at the bank.
- C. No person shall serve the club with compensation.
- D. All revenues of the PCHSCC will be strictly used to further the purpose of the cheer club in manner consistent with the goals and approved budget or the expressed wishes of the voting membership.

**Section 3 – Budget**

- A. A preliminary budget will be drafted by the Executive Board and head coach after officer elections are held and will be used until an operating budget is approved. Cheerleading dues are completely determined and budgeted by The Paulding County High School and JR. Patriot head coaches.
- B. A proposed operating budget will be finalized by the Executive Board and voted on at the first General Meeting of the school year.
- C. The Budget will be approved by a majority of the active members present.
- D. Amendments to the budget can be made at any time, provided they are approved by a majority of the active membership at a scheduled general meeting.

**Section 4** - The Executive Committee may accept, on behalf of the Booster Club, any contributions, gift, or bequest, to be used for the purpose of the organization.

**Section 5** - An operating fund will be allowed to be carried forward to the next school year if possible.

- A. The forwarded balance may be voted on and changed throughout the year.
- B. A vote on the balance must be reflected in the agenda for the posted meeting where vote is to be taken.

**Section 6 - Reimbursements**

- A. Members shall submit purchase receipts and a completed reimbursement form to the treasurer for approval of reimbursement. Prior knowledge of purchases must be given to the Executive Board before any purchase can be made for reimbursement. Reimbursement forms can be obtained from the Treasurer.
- B. Approval of reimbursement requires the signature of two Executive Board members who are also signers on the organizations checking account.

**Section 7 - Compliance**

- A. At all times, Booster Club financial affairs shall be in compliance with the Financial Information section of the PCHSCC Guidelines.
- B. At all times, the organization shall be prepared to share all financial information of the Booster Club with PCHSCC general membership, PCHS and Jr. Patriot cheerleading coaches, Paulding County High School Administration or the Paulding County Board of Education when a request for information is made.

**ARTICLE X:**

**FUNDRAISING**

Section 1 - Students who participate in the cheerleading program are, at no time, required to participate in fundraising activities of the Booster Club, unless it is deemed necessary by the coaches, at which time it becomes a program requirement and not a Booster Club responsibility.

Section 2 - No member shall be required to participate in fundraising activities of the Booster Club or reach quotas during fundraising events; however, all members are encouraged to take part in fundraising efforts of the Booster Club in order to maximize the fulfillment of the purpose of the organization.

Section 3 - Fundraising procedures and activities of the Booster Club shall be in compliance with The Paulding County School District Booster Club Guidelines.

**ARTICLE XI:**

**ADOPTION, AMENDMENTS & REVISIONS**

Section 1 – The above by-laws are hereby adopted and voted on by the PCHSCC.

Section 2 - The by-laws may be amended by a majority vote of the active members present at any regularly scheduled General Meeting of the Booster Club, provided the proposed amendment has been submitted in writing at the previous general meeting. The amendment can be submitted by any active member.

Section 3 - After approval of the Executive Board by way of a majority vote, a committee may be appointed by the President and the high school head cheerleading coach to draft a revised set of by-laws as a substitute for the existing by-laws. The revised set of by-laws may be adopted by a majority vote of the active membership present at any regularly scheduled general meeting of the Booster Club, provided the proposed revisions are submitted in writing at the previous general meeting. Final ratification of the new set of by-laws is given by the appropriate school administrative authority.

Section 4 - All amendments and revisions are effective from the date of the next general meeting, following approval by the general membership and Principal/high school head cheerleading coach.

**ARTICLE XII:**

**INDEMNITY**

Section 1 - The Corporation, d/b/a Paulding County High School Cheer Club, Inc., shall indemnify, to the fullest extent permitted by the Georgia Nonprofit Corporation Code and, if applicable, Section 4941 of the Internal Revenue Code of 1986, as amended, any individual made a party to a proceeding because such individual is or was a director or officer of the Corporation against liability incurred in the proceeding, if such individual conducted himself or herself in good faith, and (1) in the case of conduct in his or her official capacity, reasonably believed his or her conduct was in the best interests of the corporation, (2) in all other cases, reasonably believed that his or her conduct was at least opposed to the best interests of the corporation, and (3) in the case of a criminal proceeding, had no reasonable cause to believe his or her conduct was unlawful.

**ARTICLE XIII:**

**INURNMENT**

Section 1 - No part of the net earnings of the corporation shall inure to the benefit of, or be distributable to its members, directors or trustees, officers or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for the services rendered and to make payments and distributions in furtherance of the purposes of the exempt purposes (charitable, educational, religious and/or scientific).

**ARTICLE XIV:**

Section 1 - No substantial part of the activities of the Corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Corporation shall not participate in, or intervene in any political campaign on behalf of, or in opposition to any candidate for public office. Furthermore, notwithstanding any other provision of these bylaws, this Corporation shall not carry on any other activities not permitted to be carried on by (a) corporation exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or (b) by a corporation, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code.

**ARTICLE XV:**

**DISSOLUTION & LIABILITY**

Section 1 - Under the dissolution of the corporation, its assets remaining after payment, or provision for payment of all debts and liabilities of this Corporation shall be distributed for one or more exempt purposes within the meaning of Section 501(c) 3 of the Internal Revenue Code or shall be distributed to the federal government, or to a state or local government for a public purpose. Such distribution shall be made in accordance with all applicable provisions of the laws of the State of Georgia.

**ARTICLE XVI:**

**BYLAW EFFECTIVE DATES**

Section 1 - PCHSCC By-Laws are effective immediately upon approval by the Board of Directors acting on behalf of the General Membership of record.

Original Approval Date: December 16, 2014

**ATTESTATION**

Melissa Shropshire  
Melissa Shropshire, President PCHSCC

Melody Harper  
Melody Harper, Vice President PCHSCC