**duPont Manual High School**

**Cheer Boosters Bylaws**

**2014-15**

**Article I: Name**

The name of the association shall be duPont Manual High School Cheer Boosters. (Also referred to as Cheer Boosters or dMHS Cheer Boosters).

**Article II: Purpose**

The purpose of the dMHS Cheer Boosters is to provide encouragement and generate support for the cheerleading program of duPont Manual High School. Activities in which the dMHS Cheer Boosters will engage include, but may not be limited to:

1. Positive interaction between the Cheer Boosters, school officials, the coaching staff, the student body and the general public.
2. Pre-game and post-game pep rallies and award ceremonies.
3. Fundraising activities.
4. Communication of duPont Manual Cheer news to various media.
5. Communication of a positive image of duPont Manual Cheer news to the community.
6. Work for the development of constructive attitude by all students towards all levels of athletic endeavors.
7. Provide support for the duPont Manual High School Coaching Staff.

**Article III: Membership and Dues**

**Section 1:**

Membership in the Cheer Boosters shall be made up of faculty, parents, citizens and businesses interested in supporting and encouraging the cheer program at duPont Manual High School. All members shall be required to conduct themselves in accordance with the bylaws of the organization and in a manner that will bring credit to the organization, the school and the participating students.

**Section 2:**

There may be different levels of membership as determined by the Membership Committee and the approval of the dMHS Cheer Boosters Officers and Head Coach.

**Section 3:**

Dues shall be per membership year unless otherwise voted on by the Officers and go towards general operating expenses.

**Section 4:**

Dues shall go towards but not be limited to the following:

1. Assistant Coach’s fee
2. Clinician/Judging fee
3. UCA Camp deposit
4. Decorations
5. Bond insurance
6. Website fee
7. Practice and Clinic necessities (i.e. food, utensils, paper goods, beverages)
8. General Office Supplies (i.e. stamps, envelopes, printer ink and paper)
9. Expenses the team incurs that are not covered by lack fundraising

**Article IV: Officers and Their Election**

**Section 1:**

The officers of the Cheer Boosters shall consist of a President, a Vice President (President-elect), a Secretary and a Treasurer.

**Section 2:**

Each officer of the Cheer Boosters shall be an active member in good standing of the dMHS Cheer Boosters.

**Section 3:**

1. Officers shall be elected at the second regular Cheer Boosters meeting following try-outs.
2. The new officers shall assume their duties upon election.
3. There shall be a transition meeting of the outgoing Officers, the incoming Officers and the Head Coach after the elections have been held and before the next regular Cheer Boosters meeting.

**Section 4: Nominating Committee**

1. The President shall appoint a nominating committee composed of (3) Cheer Boosters members at least two weeks prior to the election.
2. Additional nominations may be taken from the floor the night of the election.
3. Only those persons who have consented to serve if elected shall be nominated or elected to an office.

**Section 5: Vacancies**

1. In case a vacancy occurs in the office of President, the President-elect (Vice President) will assume the position of President. The remaining Officers and the Head Coach shall serve as a nominating committee and fill the vacancy of President-Elect.
2. A vacancy occurring during any other Officer position shall be filled by the remaining Officers.

**Section 6: Reasons to Remove**

Any Officer may be removed from office for failure to perform duties or using unethical practices while conduction dMHS Cheer Boosters business or for criminal misconduct.

**Article V: Duties of Officers – See Addendum A**

**Article VI: Meetings**

**Section 1:**

Meeting of the dMHS Cheer Boosters will be held monthly, as set by the Officers and Head Coach.

**Section 2:**

Special meeting of the dMHS Cheer Boosters may be called by the President. At least three (3) officers must be in attendance and the membership must be notified as soon as possible.

**Section 3: Quorum**

1. Shall consist of the Head Coach and a majority of the Officers must be present (three Officers must be present for a quorum).
2. Once quorum is established, all actions will be by a majority vote of the members present.

**Section 4: Notice of Meetings**

1. Shall be posted on the Manual High School Cheer Boosters website.
2. Via the membership email or text list.

**Article VII: Committees**

**Section 1:**

Only members of the dMHS Cheer Boosters shall be eligible to serve as chairperson of a committee.

**Section 2:**

The dMHS Cheer Boosters Officers, with the approval of the Head Coach, shall create committees as is deemed necessary to carry out the work of the dMHS Cheer Boosters.

**Section 3:**

The President shall appoint the chairpersons of all committees.

**Article VIII: Club Banquets and Dinners**

dMHS Cheer Boosters may provide a pre-season kick-off dinner before the first game each fall and a post-season awards banquet after the last game or competition of the season.

**Article IX: Fiscal Year**

The fiscal year of dMHS Cheer Boosters shall be from May 1 – April 30.

**Article X: Audit Committee**

The audit committee is responsible for conducting an annual audit of the organization’s financial report and the related financial activity for the school year. The audit committee should include three members consisting of officers and club members; however, the committee should have at least one non-officer review the information. If the membership size does not allow, the audit committee may be comprised of two individuals with one being a non-officer. The audit committee must prepare a written Audit Report that communicates the results of the audit to the organization. The Treasurer should not be on the committee. Since the Treasurer is the person being audited he/she cannot also be the person performing the audit. However, he/she may meet with the committee to explain their records or answer questions.

The objectives of the audit are to:

1. Verify the accuracy of the Treasurer’s financial reports.
2. Ensure that the club’s cash balances are accurate.
3. Determine that established procedures for handling booster funds have been followed.
4. Ensure that expenditures have two sources of approval and occurred in a manner consistent with the organization’s bylaws.
5. Ensure that all revenues have been appropriately received and recorded.
6. All members of the audit committee shall sign a statement indicating their agreement with the findings detailed in the report.

The audit committee shall make a report to the general membership upon completion of the audit. Any discrepancies noted shall be brought to the attention of the President of the dMHS Cheer Boosters and a resolution reached prior to presentation. All officers of the dMHS Cheer Boosters shall make records available as requested by the committee.

The only time a committee would not need to be formed is when the Athletic Department of duPont Manual High School does their own audit.

**Article XI: Conflict of Interest Policy**

A conflict of interest is defined as an actual or perceived interest by a booster club member, officer or volunteers that results in, or has the appearance of resulting in, personal, organizational or professional gain. Officers, members and volunteers are obligated to always act in the best interest of the dMHS Cheer Boosters. This obligation requires that any officer, member or volunteer, in the performance of dMHS Cheer Booster duties, seek only the furtherance of the organization mission. At all times, officers and board members are prohibited from using their job title or name or property of dMHS Cheer Boosters for private profit or benefit.

**Section 1:**

The officers, members and volunteers of dMHS Cheer Boosters should neither solicit nor accept gratuities, favors or anything of monetary value from contractors/vendors. This is not intended to preclude bona fide organization fund raising activities.

**Section 2:**

No officer, member or volunteer of the dMHS Cheer Boosters shall participate in the selection, award or administration of a purchase or contract with a vendor where, to their knowledge, any of the following has a financial interest in that purchase or contract:

1. The officer or member
2. Any member of their immediate family
3. Their partner
4. An organization in which any of the above is an officer, director or employee
5. A person or organization with whom any of the above individuals is negotiating or has an arrangement concerning prospective employment.

**Section 3: Disclosures**

Any possible conflict of interest shall be disclosed by the person or persons concerned.

**Section 4: Booster Club Action**

When a conflict of interest is relevant to a matter requiring action by the dMHS Cheer Boosters, the interested person(s) shall call it to the attention of the dMHS Cheer Boosters and said person(s) shall not vote on the matter. In addition, the person(s) shall not participate in the final decision or related deliberation regarding the matter under consideration. When there is a doubt as to whether a conflict exists, the matter shall be resolved by the vote of the dMHS Cheer Boosters, excluding the person(s) concerning whose situation the doubt has arisen.

**Section 5: Record of Conflict**

The official minutes of the dMHS Cheer Boosters shall reflect that the conflict of interest was disclosed and the interested person(s) did not participate in the final discussion or vote and did not vote on the matter.

**Article XII: Whistleblower Protection Policy**

dMHS Cheer Booster members and volunteers must practice honesty and integrity in fulfilling their responsibilities and comply with all applicable laws and regulations. The Whistleblower Protection policy applies to all dMHS Cheer Booster members and volunteers, each of whom shall be entitled protection.

**Section 1: Reporting Responsibility**

The Whistleblower policy is intended to encourage and enable booster members and others to raise serious concerns internally so that dMHS Cheer Boosters can address and correct the inappropriate conduct and actions. It is the responsibility of all booster members, Head Coaches and volunteers to report concerns about violations of dMHS Cheer Booster bylaws or suspected violations of the law. Anyone reporting a violation must be acting in good faith and have reasonable grounds for believing that the information shared in the report indicates that a violation occurred.

**Section 2: No Retaliation**

No booster member or volunteer who in good faith reports a concern shall be subject to retaliation. A booster member or volunteer who retaliates against someone who has reported a concern in good faith is subject to dismissal from the boosters or volunteer position.

**Section 3: Confidentiality**

Reports of violations or suspected violations shall be kept confidential to the extent possible, with the understanding that confidentiality may not be maintained where identification is required by law or in order to conduct an adequate investigation.

**Article XIII: Amendments**

These bylaws may be amended at any regular meeting of the boosters, provided a quorum is present and by a majority of the vote of the members present. The amendments must be read at a meeting, discussed and voted on at the same meeting.

These bylaws were put into place June 25, 2014