



Hillgrove Cheer Booster Club By-Laws

Article I - Organization

- Section 1. The name of the organization shall be ***Hillgrove Cheer Booster Club (HCBC)***
- Section 2. The Hillgrove Cheer Booster Club and Coaching Staff oversee the middle school cheerleading program: the Hillgrove Junior Hawks Cheerleading Booster Club.
The booster accounts for these two programs remain separate.

Article II - Purpose(s)

- Section 1. The purpose of this organization shall be to promote and support the Hillgrove High School Hawks Cheerleading Program. The Hillgrove Cheer Booster Club will assist by Providing financial assistance through fundraising projects, future operational and educational activities, and community service projects that promote and support the development of good sportsmanship, squad unity, and mutual respect.
- Section 2. The Hillgrove Cheer Booster Club shall specifically refrain from being involved in or attempting to intervene in any decisions concerning:
1. Selection of uniforms and all cheer related apparel items including accessories
 2. Selection of competitions
 3. Selections of captains, advisors, and coaches
 4. Squad awards
 5. Performances, tryouts, formations, stunts, or choreography, for any squad
 6. Selection of cheer camps
 7. Discipline
- Section 3. This organization shall promote a harmonious relationship among members, cheerleaders, coach(es), school administration, other school organizations, and the community in general.

Article III - Membership

- Section 1. Membership in this organization is required by all parents and guardians of any cheerleader for the Hillgrove High School Hawks Cheerleading program.
- Section 2. Dues should be paid by school year unless otherwise voted on by the executive board. The membership dues entitle each member/family to attend each scheduled meeting and give one vote per family.
- Section 3. Dues will not be refunded.
- Section 4. Dues collected will be used for the cheerleading program at Hillgrove High School.
- Section 5. All adult booster club members shall have the right to vote (One vote per family), and/or hold office.
- Section 6. Each member must conduct themselves by the By-Laws of this organization and in a manner that will bring credit to the organization, the school, and the participating students.

Article IV - Meetings

- Section 1. The schedule of general membership meetings will be communicated by the Executive Committee at the first meetings for the new school year.
- Section 2. Executive Committee meetings will be determined as needed by the majority of the executive committee.
- Section 3. A general meeting will be held a minimum of four times per year, ideally meeting quarterly. Meetings may be called more often as necessary with notification made to the membership.
- Section 4. No general meeting shall conduct business without a quorum of the Executive Committee present.
- Section 5. All actions will be a two-thirds majority vote of the members present.
- Section 6. All members shall lend their support to all activities participated in the organization.
- Section 7. All meetings should follow Roberts Rules of Order.
- Section 8. The order of business at all meetings shall be as follows:
- a. Call to order
 - b. Approval of minutes from the last meeting
 - c. Reports of Officers
 - d. Reports of Committees
 - e. Report of Head Coach
 - f. Unfinished Business
 - g. New Business
 - h. Adjournment

Article V- Voting

- Section 1. At all meetings, except the election of officers, all votes shall be by voice. For elections of officers, ballots will be provided. MEMBERS MUST BE PRESENT TO VOTE.

Article VI - Officers

- Section 1. Officers of the organization shall be elected for twelve months from the first cheerleading booster club meeting in the school year.
- Section 2. The Officers of the organization by their office make up the Executive Committee. They are as follows:
- President** - shall preside at all meetings and shall exercise general supervision and control over the business affairs. The President shall appoint committee chairpersons and see that all of the committees follow through on completion of their duties. Ideally, the president should be the parent of a rising senior, but could also be that of a rising sophomore or junior should it be necessary.
- The responsibility of this position may be a split with a co-president.
- Vice-President** - shall assist the president(s) in their duties and perform the duties of the President in the absence of the President and shall become President should the office for any reason, become vacant. Ideally, the vice-president should be the parent of a rising junior and be prepared to serve as president the following year. This position may be served by the parent of a rising sophomore if necessary.
- Secretary** - shall keep the minutes of the Club's meetings and conduct the general correspondence of the Club. The secretary should also see to it that meeting minutes are posted to the HHS cheerleading website. This position is ideally served by a parent of a rising sophomore or freshman.
- Receiving Treasurer** - will be responsible for receiving and accounting for all incoming funds and deposit them into the bank account of the Club. The RT should be prepared for a written report of deposits monthly. This position is ideally served by a parent of a rising junior, sophomore or freshman.

Disbursing Treasurer - will be responsible for paying the club's bills and keeping an account of all expenses. A written financial statement shall be presented at each meeting. All annual reports shall be prepared at year-end. Bank Statements shall be reconciled and signed promptly by two members designated by the Club. These monthly financial statements should be made available to the membership and the Principal. This position is ideally served by a parent of a rising junior, sophomore or freshman. ****The Treasurer may also be served by one parent acting as receiving and disbursing treasurer if necessary.**

Squad Representative - there shall be one adult representative for each squad. These representatives shall serve as a liaison between the Cheer Advisor, the individual squads, and the Executive Committee. The representative shall assist with the organization and planning of functions in which the squads will participate. They are responsible for making phone calls and or emails to keep the line of communication open and parents and guardians informed of events happening between meetings. The representative will work closely with all members of the Executive Committee as a board member.

Middle School Liaison - shall serve as the main source of communication between the Hillgrove Hawk Junior Cheerleading Program Boosters and the HHS Cheerleading Boosters. The MS liaison shall report any information to either program as necessary. The MS liaison must be present at both Hawks Jr. Cheer Booster meetings and HHS Cheerleading Booster meetings. This position must be served by a parent of a high school cheerleader.

Website Administrator - shall serve as the administrator of the HHS cheerleading website. The website administrator is responsible for updating the website as directed by the board and/or coaches, as well as working through any website problems as they arise. The website administrator and the HHS cheerleading coaches alone will have access to the program website.

This position may be served by the parent of a cheerleader of any grade.

Head Coach-The Head Coach shall be an ex-officio member of the Executive Committee. The Head Coach will have an advisory role and be a non-voting member of the Executive Committee.

Article VII - Executive Board

- Section 1. The Executive Board can act on expenditures that call for immediate action up to \$300. Any other expenditure should be voted on by Club members at either a regular meeting or a special called meeting. Approval must be by a simple majority of those in attendance.

Article VIII- Finances

- Section 1. All funds collected are to be deposited in the Hillgrove Cheer Booster Club account. Distribution of funds (general funds/individual accounts) shall be determined by the Executive Committee.
- Section 2. Approval of the budget will be by two-thirds vote of the membership present at the first general membership meeting.
- Section 3. Upon request of any member, the Treasurer(s) shall allow such members to review their Individual accounts and/or booster club's general income and expense report. Such request must be in writing.
- Section 4. Major fundraisers sponsored by the boosters will be determined at the first general meeting of the new school year.
- Section 5. Funds may be earmarked for the squads who participated in the fundraiser from which the funds accumulated. Funds accumulated from fundraisers including the participation of all squads will continue to go to the general fund.

Article IX -Committees

- Section 1. All committees of this organization shall be appointed by the Executive Committee.
- Section 2. Committees shall be formed as necessary to support fundraising, banquets, cheer competitions, etc.
- Section 3. Executive Committee can call committee meetings.
- Section 4. Committees will be established based on need and will be comprised of club members.

Article X - Amendments

- Section 1. The By-Laws may be amended, altered, repealed, or added to by the affirmative vote of two-thirds of the members present provided that such amendment has been submitted in writing and read at a previous meeting and further provided that the adoption is included as a regular part of the agenda of the meeting.

Article XI - Standing Rule

- Section 1. The fund of this organization may be spent on any approved budget item or any other items approved by the Executive Board or a majority of the membership present at a regular meeting.
- Section 2. Final authority of all activities of this organization shall rest with the Head Cheerleading Coach and representatives of Hillgrove Hawks Cheerleading Organization.
- Section 3. Any officer may be recalled for neglect of duty or misconduct in office. A recall for any office shall be initiated by submission of a recall petition signed by 2/3 of the members of the club and submitted to the President. The Secretary shall verify signatures and membership status. If the recall petition is valid, the President shall call a recall vote at the next regularly scheduled meeting of the club or call a special meeting. The recall shall require an affirmative vote of 2/3 of the membership present.
- Section 4. If for any reason this club should be dissolved, all funds are remaining in the Treasury after Liquidation of all obligations shall be deposited into the Hillgrove Cheerleading Banking account, and designated for uses only in connection with the cheerleading program of the school.
- Section 5. The Executive Board and the Head Coach will work together to establish the budget. The President will then present the final budget to the Club for approval.