



Alharetta Junior Raider Cheerleading Bylaws

Article I: Name

The name of the organization is "Alharetta Junior Raider Cheerleading," referred to in these Bylaws as the "Organization."

Article II: The Purpose and Mission Statement

The Organization is a non-profit organization created to develop and prepare middle school athletes for high school cheerleading. It is a volunteer organization comprised of parents and community members who govern and organize the program. The program is dedicated to developing middle school cheerleaders and preparing its athletes to participate at the high school level.

The Organization shall have members as prescribed in these Bylaws and it shall be managed by a Board of Directors constituted as prescribed in these Bylaws. The Organization has been organized exclusively for charitable and educational purposes.

Article III: Membership

1. The Organization shall have two classes of members, "Full-Voting Members" and "Upcoming Members" as follows:
 - a. Full-Voting Membership consists of adults (parents or legal guardians) who have a child participating in the Organization cheer program and are current in payment of all fees. Full- Voting Members will have 1 vote for each child participant -- meaning that all parents and legal guardians of the child participant who are Full-Voting Members may collectively cast 1 vote for each child participant -- in the election of Board Members and in any other matters put before the membership for a vote.
 - b. Upcoming Membership consists of the parent(s) and legal guardian(s) of a rising sixth grade student if he/she has notified the Organization (using such procedures as the Board may adopt from time to time) that his/her rising sixth grader intends to participate in the Organization's cheerleading program as a sixth grader. Upcoming Membership is bestowed only in the event the Upcoming Member is nominated for a position on the Board. They have no voting privileges prior to being elected to the Board.
2. The annual membership year begins January 1st and runs until December 31st of each year.
3. Eligibility for membership shall be without regard to race, color, creed or national origin.

4. Any member may resign from the Organization by letter directed to the President stating the date that their resignation is to be effective. Such letter shall be presented at the next Board of Directors Meeting and dealt with at that time.
5. Any member may be expelled or dismissed for failure to uphold the Bylaws of the Organization or the Rules and Regulations adopted from time to time by the Board of Directors, or for any action judged to be detrimental to the Organization, but such expulsion shall not occur unless by majority vote of the Board of Directors at a regular or specially called meeting of the Board. Specifically, Members may be expelled or dismissed for disparaging the Organization, child participants, or fellow Board Members, to the public, verbally or in writing; casting the Organization, Board Members or child participants in a negative or false light; intentionally spreading falsehoods or misrepresentations about the Organization, Board Members or child participants; engaging in conduct towards any member of the Organization that is disruptive, toxic, bullying, intimidating, inappropriate or otherwise contrary to the mission and purpose of this Organization.
6. Any parent or child participant or affiliate of the Organization who engages in conduct prohibited by Provision 5 of this document, as well as the Parent Contract, Code of Conduct, and any other relevant documents as incorporated herein, may be immediately dismissed or severed from the Organization, subject to a unanimous proposal by the Executive Committee, and subsequent to a vote by the full Board of Directors.

Article IV: Meetings

1. There shall be an annual meeting held once a year at the end of the cheerleading season. The annual meeting of the members of the Organization will take place on the date and at the time and place established by the Board of Directors. The purpose of the annual meeting is to elect members to the Board of Directors, and for such other purposes as the Board determines. Notice of the annual meeting will be sent to each current member in good standing at least ten days prior to the annual meeting. The notice of the meeting must contain the names of the members who have been nominated by the nominating committee to serve on the Board of Directors.
2. The President, the Board of Directors, or members entitled to cast 25% of the votes at any meeting may call a special meeting of the members upon ten days' notice. The notice of the meeting must include a description of the matters to be considered at the special meeting.
3. Except as otherwise provided in these Bylaws where a greater number is required, at all meetings of the members, including annual and special meetings, the presence in person of members in good standing entitled to cast at least 25% of the votes entitled to be cast at the meeting, including at least two members who are Officers of the Board, shall constitute a quorum for the transaction of business. The affirmative vote of Full-Voting Members holding a majority of the votes cast at any meeting shall be the act of the members.
4. Board meeting dates and locations will be published on the Organization website and are open to all members for observation. Additions to agenda by non-Board members must be requested 24 hours in advance to the President.

Article V: The Board of Directors and Board Members

1. The property, business and affairs of the Organization shall be managed by a Board of Directors (the "Board") which shall have the authority to create policy and make decisions on behalf of the Organization.
2. There will be eight (8) elected positions of the Board by the general membership. Each Board Member will have one vote in all matters before the Board. If more than one person shares a Board position, those persons shall count as one director and shall collectively have only one vote per Board Member position.
3. The Executive Officers of the Board will be elected in the same manner as the Board of Directors and will consist of the following positions: President, Secretary, and Treasurer.
4. Other positions on the Board will consist of the following, which shall have the duties and responsibilities provided herein and as the Board shall specify from time to time: Competition Team Director/Co-Director, Special Events Coordinator, Equipment Manager, Sideline Team Director/Co-Director, and Football Liaison/Co-Liaison.
5. In the case of any Board vote resulting in a tie, per Roberts Rules of Order, the motion does not pass. In the case of a tie vote resulting in a motion that did not pass, but a Board action or essential decision remains, the motion may be decided by a vote of the Executive Committee.
6. Rules and Regulations: The Board of Directors shall have the power to enact and enforce Rules and Regulations from time to time as it sees fit to govern the management of the Organization and conduct of its programs, and the participation in its programs of its members and child participants.

Article VI: Election of Board Members

1. Board Members shall be elected, by ballot or electronic means, annually during the Annual Meeting. Board Members will take office on January 1 of the year they will serve and will serve for a term of one (1) year unless a longer term is specified in these bylaws, or until their successors are duly elected and qualified.
2. A Nominating Committee composed of three (3) members (one from each grade level), shall solicit candidates for Board positions and present a ballot to the general membership prior to the Annual Election Meeting. The Board shall appoint the Chair of the Nominating Committee and shall approve the committee members. A member of the Nominating Committee may not be a nominee for any Board position.
3. Nominees for Board positions must be a member in good standing, meaning a member who has paid in full all participation fees and any other monies or debts that may be owed to the Organization. Additionally, only Full-Voting members and Upcoming members, as they are defined in this document, may be considered.
4. The Nominating Committee shall collect and tally all ballots cast at the Annual Election Meeting or collect data from electronic voting and provide results to the general membership.
5. Term of Office: Officers will serve for a term of one (1) year, or until their successors are duly appointed, and shall not be eligible to serve more than 2 consecutive terms in the same office.
6. Vacancy on Board: In the case where a vacancy appears during the year, a Member may be elected by the Board of Directors to fill the vacancy through the unexpired term.
7. Removal of Board Members: Any member can ask for the resignation of an elected Board Member by sending a notice of such request to the Board Member with a copy

to the President or the Secretary. If the Board Member does not tender his/her resignation then the general membership shall have the right to remove such Board Member by the affirmative vote of Full-Voting Members entitled to cast two-thirds (2/3) of the votes entitled to be cast at a special meeting for this purpose, as outlined in this document. A quorum for this Special Meeting shall be Full-Voting Members entitled to cast a majority of the votes, two of whom must be Officers of the Board. Additional terms and conditions denoted in Article III of this document are hereby incorporated in their totality within this provision.

8. If the President should resign, then his or her resignation must be tendered to the Executive Officers. All other Board Members may resign to the President.

Article VII: Executive Committee; Other Committees

1. The Executive Committee of the Board shall be comprised of the following Board Members: President, Treasurer, and Secretary.
2. The Executive Committee shall create policies and proposals that will be presented to the full Board of Directors for discussion and consideration. The exact policies and proposals that are presented to the full Board for a vote will be subject to the discretion of the Executive Committee as not every policy or proposal will require the approval of the same, as outlined in Provision 3 below, and some decisions must be made to further or ensure the governance, operational functions and/or the continuity of the organization.
3. The presence of all three (3) Executive Committee shall be necessary to constitute a quorum at any meeting of the Executive Committee. The Executive Committee shall be able to make decisions via a majority vote amongst themselves on issues that arise on an emergency or short term notice. Long standing or major decisions must be taken to the Board of Directors for a vote. What constitutes a "long standing" or "major" decision is at the sole discretion of the Executive Committee.
4. The Board may establish other committees from time to time as it desires in the conduct of its business. All committees shall be composed of at least three (3) members appointed by the Board of Directors. All committees shall report their actions, findings and recommendations to the Board of Directors.

Article VIII: Duties of Officers and Board Members

1. President: The President shall serve as chair at all meetings; shall perform all duties usually associated with the office; shall grant authority to all committees; shall be a member ex-officio of all committees; shall serve as a liaison, and performs other duties as assigned. If this position is shared by more than one person, those persons shall share one vote on the Board of Directors and shall divide responsibilities as they see fit.
2. Secretary: The Secretary shall have charge of and keep a full report of all meetings; shall record minutes and have available all previous meeting minutes for at least two years; shall prepare and disseminate correspondence; shall notify members of meetings; shall maintain the complete and official membership roster; shall maintain all official documents; shall help prepare agendas; shall sign official documents as necessary; and perform other duties, as assigned. The Secretary shall further coordinate with the Treasurer on the registration process, including updating all registration forms, compiling and organizing all participant paperwork, coordinating communication of registration time & place; maintaining Jr. Raider Cheer website, and performing other duties, as assigned.

3. Treasurer: The Treasurer shall have charge of all finances; shall receive and record monies from all activities; shall develop an annual budget and present the budget to the Board for approval; shall make available approved budget and actuals to general membership, as requested; shall keep an accurate record of all financial transactions; shall maintain a bank account in the name of the group at a local bank; shall present financial reports, budgets, disbursements at each appropriate meeting; shall prepare financial records for audit at the end of the fiscal year; shall maintain financial records for a period of two (2) years; and performs other duties, as assigned. Shall coordinate with the Secretary for the collection of registration fees and assist Secretary in all registration duties.
4. Special Events Coordinator: The Special Events Coordinator shall appoint committee chairs for Special Events and provide support (i.e. Picture Day, Homecoming, End of Season Banquet, and others); communicate and oversee budgets for Special Events, and perform other duties, as assigned.
5. Competition Team Director/Co-Director: Responsible for arranging competition schedule for the season, communicating directly with the coach at the gym, and oversees competition budget, as well as perform other duties, as assigned.
6. Equipment Manager: Responsible for uniforms and spirit wear, including ordering, fittings, consignment sale, and all other duties related to all equipment.
7. Sideline Team Director/Co-Director: Responsibilities include overseeing all student coaches, all team managers, organizing our UCA camp participation, planning and coordinating tryouts, and other duties as assigned.
8. Football Liaison/Co-Liaison: Responsibilities include working with the Jr. Raider Football program on events and spirit items to make the two programs more compatible. These events may include, but are not limited to 8th grade Homecoming, Trunk or Treat and any pep rallies.

Article IX: Board Meeting

1. All meetings of the Organization Board can be held within a ten (10) mile radius of Alpharetta High School. Members of the Board or any committee may participate in a meeting of the Board or committee by means of conference telephone or similar communications equipment by which all persons participating in the meeting can hear each other at the same time. The Secretary shall record the minutes at all meetings and provide a copy of the minutes to the Board.
2. All official meetings of the Board shall be open to all members of the Organization, provided that the Board may adjourn to executive session if it votes to do so in order to preserve legal privilege or to discuss sensitive matters that might involve legal action.
3. There shall be at least 4 Board meetings held during the one year term from January 1 to December 31.
4. Meetings may be called at the discretion of the President, or the Executive Committee, or a simple majority of the Board Members. Notification of such meeting and its purpose shall be given to all Board Members at least one week prior to the meeting, unless the Board Members all agree to meet on shorter notice (or waive such notice) for a particular meeting. Board Members will be notified of meetings by email and/or by a posting on the website. It is the responsibility of the Board Members to provide the Board with a valid email address.
5. A quorum for Board of Directors vote shall be a majority of the number of directors

- then serving on the Board, of which two must be Executive Officers.
6. The President runs the meetings according to Robert's Rules of Order. However, Robert's Rules of Order may be suspended by a vote of the Board. All motions pass on a simple majority vote of the Board Members present unless otherwise stated in the Bylaws. The Board may choose by majority vote of the Board to conduct any vote of the Board via email or internet.
 7. Any Board Member who has a personal or financial interest in any matter before the Board must disclose the nature of the personal or financial interest to the Board and cannot vote on that matter.

Article X: Basic Policies

1. The Organization will follow all rules of the leagues in which they participate from time to time, i.e., GMSAA, Corky Kell, etc. If there is a conflict between league rules and these Bylaws, the Board will resolve such conflict.
2. The name of the Organization or the names of any members in their official capacities shall not be used to endorse or promote a commercial concern or be used in connection with any partisan interest for any purpose without written permission by the Board.
3. No part of the net earnings of the Organization shall benefit or be distributed to its Members, Board, Officers, or other private persons either directly or indirectly, except that the Organization shall be empowered to pay reasonable compensation for services rendered to the Organization and for the Organization, and to reimburse members, officers and directors for reasonable expenses incurred on behalf of the Organization in compliance with these Bylaws and the expense reimbursement procedures, as set forth herein and on the Organization's website.
4. Payments or purchases not budgeted, or that are in excess of the budget, require pre- approval by the Board.
5. If un-approved expenditures, or expenditures not made under extenuating circumstances, are submitted for reimbursement, the Board reserves the right to deny reimbursement of said expenditures.
6. Only an Officer is authorized to execute contracts on behalf of the Organization and only with prior approval of the Board. The term of any contract shall not exceed a period of twelve months.
7. Only the Treasurer or President is authorized to establish bank accounts or other financial accounts on behalf of the Organization, and only with prior approval of the Executive Committee. Two Board member signatures shall be required to execute all expenses and expenditures to insure budget compliance.
8. The Board shall set participation fees and adjust the same with full approval of the Board members.
9. Fiscal Year. The fiscal year of the Organization shall commence on January 1 and end on December 31 of each year, until such time as the Board shall determine to change to a different fiscal year.

Article XI: Notice

Any notice required to be given to the members by these Bylaws may be delivered by any means reasonably calculated to inform the members of the contents of the notice, in the reasonable discretion of the Board, including without limitation, notice by mail, by electronic mail or other electronic transmission, and by posting said notice on the Organization's internet website.

Article XII: Amendments

These Bylaws may be amended at a meeting of the Board. Notification of the terms of any proposed amendment shall be given to the Board at least one week prior to the meeting at which the amendment is to be considered. Approval of an amendment shall require the affirmative vote of at least two-thirds vote of the directors then serving on the Board. Amendments will be in effect immediately after their approval, or at such later date as may be specified in the amendment. Promptly following the adoption of any material amendment to these Bylaws, the Secretary of the Board shall notify the members of such amendment.

Article XIII: Member Inspection Rights

All Members may inspect the Organization’s books and records by making such inspection request to the Board of Directors.

Article XIV: Liquidation and Dissolution

Upon the dissolution of the Organization, and after the payment of all debts and obligations of the Organization, the remaining assets of the Organization shall be distributed among one or more similar non-profit organizations supporting middle school cheerleading in the Alpharetta, Georgia area.

Article XV: In Effect

Affirmation of these By-Laws were voted upon and passed at the meeting of the Board, and they are effective on [date].

Executive Committee 2018 signatures:

- Signed _____ (President)
- Signed _____ (Secretary)
- Signed _____ (Treasurer)

Other Voting Board Member 2018 Signatures:

- Signed _____ (Sideline Team Director)
- Signed _____ (Competition Team Director)
- Signed _____ (Competition Team Director)
- Signed _____ (Football Liaison)
- Signed _____ (Football Liaison)
- Signed _____ (Equipment Team Manager)
- Signed _____ (Special Events Coordinator)
- Signed _____ (8th Grade Team Parent)
- Signed _____ (7th Grade Team Parent)
- Signed _____ (6th Grade Team Parent)