



KENNESAW MOUNTAIN HIGH SCHOOL

CHEERLEADING BYLAWS



MARCH 1, 2023

Article I – Organization

The name of the organization shall be Kennesaw Mountain Cheerleading Booster Club. It shall be hereafter referred to as KMHSCBC.

Article II – Purpose(s)

Section 1. The purpose of this organization is to be a tax-exempt organization that shall provide support for The Kennesaw Mountain Football/Competition Cheerleading Program.

Section 2. To provide support financially, emotionally, and physically for Kennesaw Mountain Cheerleaders and Coaches.

Section 3. To promote a congenial relationship among members, cheerleaders, coach(es), school administration, other school organizations, and the community in general.

Article III – Government

Section 1. The KMHSCBC general membership shall consist of parent(s) or legal guardian(s) of cheerleaders on the Varsity, JV, Freshmen (if applicable), cheerleading squads for the Kennesaw Mountain Cheerleading program who have paid family dues and agree to abide by the Constitution and By-Laws.

Section 2. Dues: The booster club annual dues will be included in the cheerleader dues. All dues and fees paid to KMHSCBC are non-refundable.

Section 3. All adult members of the KMHSCBC booster club who have paid dues have the right to vote and/or hold office.

Section 4. An email will be sent to all booster club members prior to the “Make It Meeting” to ask for all nominations for the Executive Board to be emailed back. The Executive Board and Head Coach will review nominations, and form a ballot of nominees for the vote. A slate of officers is to be compiled prior to the Make It Meeting each year and will be approved by a vote of all members present at the meeting. If no nominations are sent by the due date, the current executive board will compile a ballot for voting.

Section 5. Officers

To be appointed by the Head Coach

1. President
2. Treasurer

To be voted on at the make it meeting:

3. Vice-President
4. Secretary

****No Executive Board member shall hold dual position of a chairperson.****

Section 6. The Executive Board will vote and appoint chairpersons in Section 7 yearly. These chairpersons do not attend Executive Board meetings, unless requested by executive board for special events. These Chairpersons do not vote on Executive Board matters. Chairpersons are strictly prohibited to share or use any information pertaining to emails, phone numbers, addresses, or other information made available to them via the KMHSCBC program. Should inappropriate and or unapproved use of private information occur, the chairperson will be removed from the position as well as the program.

Section 7. Chairpersons & Committees

- All chairpersons of this organization shall be appointed by the Executive Board.
 - Committees shall be formed as necessary to support fundraising, banquets, tryouts, camp, etc.
 - Executive Board can call committee meetings.
 - Committees will be established based on need and will be comprised of club members.
 - No email address shall be set up by a chairperson or committee member without prior approval from the board. All communication with the community and corporate sponsors should not be sent through personal emails so that the next representative will have all contacts available.
1. Middle School Rep at Large
 - shall serve as the main source of communication between the KMJC and the KMHSCBC. The MS liaison shall report any information to either program. The MS liaison should be present at both Jr. Mustangs Cheer meetings and if requested, KMHS Cheerleading Booster Club meetings.
 2. Community Outreach Chair
 - Set Up Hayes/Bullard Carline
 - Set up volunteer opportunities for Cheerleaders, Horizon field, etc.
 - Set up participation in the Kennesaw Christmas Parade
 3. Activity Chair- (One for Varsity and one for JV)
 - group get togethers, party planning, team bonding
 4. Competition team mom (One for Varsity and one for JV)
 - Gatorade/water dropped off at practice at Coaches request- drop at the door, practices are closed
 - Hanging banner at comps
 - Taking pompoms to comps, and collect at end
 - Coaches favorite things list, Celebrating comp coaches birthdays
 - Organizing State Hotel, goodie bags, gifts, state swag, door signs
 - Uniform hand out and collection
 5. Sideline Team mom-(One for Varsity and one for JV)
 - Friday night home game snacks
 - Away game snack basket, Filling of megaphone/basket for visiting team treats
 - Coaches favorite things list, and organizing coaches birthday gifts
 - Uniform hand out and collection
 - Sending reminders for pregame meal server- handling replacement if needed
 - Gatorade/water dropped off at practice at Coaches request- dropped at the door, practices are closed
 6. Fundraising Chair
 - Secure Corporate sponsorships
 - Oversee card fundraiser
 - Oversee little cheer camp
 7. Mountain Cheer Classic Chair
 - Oversee entire competition
 - Form a committee to help
 8. Social Media Chair
 - Update KMHS cheer social media, and share information

Section 8. The Executive Board shall be responsible for handling day-to-day planning, expenses, and authorization of approved expenditures.

Section 9. It is the duty of each member to conduct themselves in accordance with the ByLaws of this organization and in a manner that will bring credit to the organization, the school, and the participating students.

Section 10. The board may, at its discretion, create and fill (by appointment) or dissolve any such additional offices or committees it may deem necessary. Appointments shall be cast by a simple voice vote, or email ballot.

Article IV – Officers & The Board

Section 1. The Executive Board will consist of the President, Vice President, Secretary and Treasurer.

Section 2. The Executive board members shall serve one calendar year and may be reelected for subsequent years, elections to be held after squad try-outs in the spring. Any officer who resigns shall be replaced by an interim appointment from the board and an election will be held during next General Membership Meeting, or via email.

Section 3. The goal is to appoint an Executive Board in which one grade will not comprise more than 50% of the board members (when possible). The officer and board responsibilities 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. Liaison with Football and Band Booster Clubs. Liaison for MS program, or appoint another Executive Board Member to oversee.
- 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.
- Secretary- shall keep the minutes of the Club's meetings and conduct the general correspondence of the Club to parents and the Board, including electronic (e-mail) reports of meeting minutes.
- Treasurer- shall have custody of all the funds of the organization and shall keep a full accurate account of receipts and expenditures. The treasurer shall sign all checks and will be responsible for ensuring that the appropriate signatures are on file at the bank. The treasurer shall report on the financial status of the organization at meetings of the board of directors and the general membership. The treasurer will also make sure that the taxes are accurate and filed each year.

Article V – Meetings

Section 1. An annual membership meeting will be held after tryouts each year for the purpose of electing new officers, presentation of annual financial report, and discussion of any other business that addresses itself to the general membership. A General Membership meeting will be held a minimum of twice per calendar year. Meetings may be called more often as necessary with notification made to the membership.

Section 2. Executive Board meetings will be held as needed prior to general membership meetings for the purpose of discussing financial needs, coaches' needs, and any matters to be brought to the entire organization.

Section 3. No general meeting shall conduct business without a quorum of at least 2/3 of the Executive Board present.

Section 4. All actions will be by majority vote of the members present.

Section 5. All members shall lend their support to all activities participated in by the organization.

Section 6. The Order of business at all meetings shall be as follows:

- a. Call to order
- b. Approval of minutes from last meeting
- c. Reports of Officers
- d. Reports of Committees
- e. Unfinished business
- f. New business
- g. Adjournment

Section 7. All agenda items must be emailed to the President one week prior to the meeting.

Article VI – Voting

Section 1. At all meetings all votes shall be by voice of all Booster Club members that have paid their dues. Members must be present at meeting, to vote.

Article VII – Finances

Section 1. The Executive Board, being elected representatives of the organization, shall decide all matters pertaining to the finances of the organization. Receipts must reconcile all expenses. The President and Treasurer are the only Board Members that are allowed to have a bank card, but must have prior approval to use the card if it does not meet the preapproved budget. All expenses must meet the budget line, or be preapproved by the Board, or the expense will not be reimbursed.

Section 2. Coaches and Executive Board shall make available a list of all projected expenses to prospective cheerleaders at spring tryouts.

Section 3. The projected annual budget shall be presented at the spring (post-tryout) general club meeting and approved by a majority of the membership present.

Section 4. All funds collected are to be made out to “KMHSCBC” and deposited in the Kennesaw Mountain High School Cheerleading Booster Club account.

Section 5. Upon request by any member, the Treasurer 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 6. Major fundraisers sponsored by the boosters will be presented at the first general club meeting. Minor fundraisers may be added throughout the season according to program needs.

Section 7. In the case of delinquent fees (30 days or over), the treasurer will issue a written warning to the parent or guardian of the cheerleader, and payment will be expected within fifteen days. No cheerleader with an outstanding balance shall receive practice gear, or extra items purchased for the team.

Section 8. All squads must stay within budget; the only means of paying for overages is by fundraising, which must be approved by the board.

Section 9. A minimum of \$1000 from the current year’s budget for MS will roll over to the following year each year for potential improvements to the cheer program. A minimum of \$4,000 will rollover to the next year for HS. The amount of the roll over fund may be increased if a large expense (i.e.mats) is anticipated in the subsequent year(s). These funds should be considered restricted and are to be used only for pre-season required expenses. If used, the fund must be reimbursed immediately upon the season’s first dues payment date.

Section 10. Any and all financial questions or concerns that should come up should be directed to Booster Club Officers and/or Treasurer, not to the coach. The Booster Club Executive Officers are ultimately responsible for those issues, not the coach. The coach needs to oversee those areas and work in unison with the board as issues arise and need to be addressed. Any and all coaches can receive monetary gift(s) that are of a reasonable nature per county policy GBCD.

Section 11. All dues and fees paid to KMHSCBC are non-refundable. Refund requests, due to extreme circumstances, will be considered/approved at the discretion of the board.

Article VIII – Amendments

Section 1. The by-laws may be amended, altered, or added to by 2/3 vote of majority of the Executive Board.

Article IX – Standing Rule

Section 1. The funds of this organization may be spent on any approved budget items or any other items approved by the executive board.

Section 2. Final authority of all activities of this organization shall rest in the Executive Board and representatives of Kennesaw Mountain 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 majority 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 majority of the membership present.

Section 4. If for any reason this club should be dissolved, all funds remaining in the Treasury after liquidation of all obligations, shall be deposited into the account of the General Athletic Account at Kennesaw Mountain High School.

Section 5. The Executive Board and Coaches will work together to establish the budget, and vote to approve.

Article X – Tryouts

Section 1. Per GHSA rules Tryouts shall be held in the spring.

Section 2. The Executive Board and coaches of the previous season are responsible for scheduling spring tryouts.

Section 3. An informational meeting should be held prior to tryouts for parents and cheerleaders. The Kennesaw Mountain Cheerleading Handbook/Tryout Packet and a projected expenses document should be provided at this time.

Section 4. Coaches are responsible for running tryouts and teaching all material (or using KMHS cheerleaders to teach material with a booster club donation).

Section 5. Final tryouts may be judged by KMHS cheerleading coaches or other hired judges with a booster club donation.

Section 6. Cheerleaders' score sheets will remain confidential, only to be viewed by the judges and tabulator.

Article XI – Coaches

Section 1. Coaches are responsible for all direction of every cheerleader and all functions of the squad. He/she will monitor behavior, grades, and consequences. He/she will be in charge of practices and games.

Section 2. Coaches and/or an Executive Board member are required to stay at all practices and games until girls are picked up by a parent or an approved adult. Girls are to always remain under the supervision of coaches/or appointed chaperone/board member during events, including before and after games, until released to guardian, or if driving, they may drive home.

Section 3. Coaches may select a captain and/or co-captains which can be rotated weekly, monthly, or by season.

Section 4. MS Coaching is a paid position filled by an approved coach. MS coaches must sign a contract defining duration, duties, expectations and pay rate for the season.

Section 5. A coach can hold dual positions as a coach. A coach may not hold dual positions as a coach and a team mom.

Article XII – Uniforms

Section 1. Uniforms will be selected by the coaches.

Section 2. Uniforms are supplied for cheerleaders and property of the program.

Section 3. All uniform and clothing costs must remain within budget or brought to Executive Board for budget amendment.

Article XII Summer Camp

Section 1. The competition coach may hire an outside company to choreograph a competition routine, as well as create music. The Executive Board must approve any compensation prior to the use of an outside company.

Section 2. The competition coach may consult with the board to hire an outside community coach to work with the competition team, if they so choose.

Section 3. The KMHS cheer program sideline teams may attend summer camp(s) which will conduct sideline instruction for Sideline Squads, fundamentals of jumps, stunts, and motions in the context of KMHS cheers and chants will be the focus of this camp. The cost will be included in team dues.

Article XIV -- Liability

Section 1. KMHSCBC Executive Board Members, Coaches, or any other supervisory personnel are NOT responsible for injuries to participants. Cheerleaders, coaches, and spectators participate at their own risk.

Article XV- Action in Lieu of Meeting.

Section 1. Any action required or permitted to be taken at any meeting of the Board or any committee thereof may be taken without a meeting if a written consent record is kept on file. E-mails shall constitute such written consent and provide clear evidence of the consent of the Executive Board.

Article XVI- Practices

Section 1. Practices are closed to all parents, except when prior notice is sent from coach to parents.