

Dallastown Cheerleading Booster Club Bylaws

Article I: Name

The name of the association shall be the Dallastown Cheerleading Booster Club (Also referred to as DT Cheer Booster Club). This Booster Club will be inclusive of the Middle School Cheer program.

Article II: Purpose

The purpose of the DT Cheer Booster Club is to provide encouragement and generate support for the cheerleading program of Dallastown High and Middle School. Activities in which the DT Cheer Booster Club will engage include, but are not limited to:

1. Positive interaction between the Cheer Club, school officials, the coaching staff, the student body and the general public.
2. Pre-game and post-game activities.
3. Fundraising activities.
4. Communication of Dallastown Cheer news to the various media.
5. Provide support to the Dallastown Cheerleading Coaching Staff.
6. Facilitate the funds collected to pay for cheerleading apparel, cheerleading camp, etc...

Article III: Membership

Membership in the Cheer Booster Club shall be made up of faculty and parents interested in supporting and encouraging the cheer program at Dallastown High and Middle Schools. 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.

Article IV: Officers and Their Election

Section 1: The officers of the Cheer Booster Club shall consist of a President, Vice-President, Secretary and Treasurer. Each officer must be an active member in good standing with the DT Cheer Booster Club.

Section 2: Officers shall be elected at the Annual Meeting held in August.

Section 3: The people in attendance at the Annual Meeting will be the voting parties for the Officers.

Section 4: No officer or advisor shall be appointed without approval of the Head Varsity Cheer Coach.

Section 5: In case a vacancy occurs in the office of the President, the Vice President will assume the position of President. The remaining Officers and Head and Assistant Cheer Coaches will serve as the nominating committee to fill the vacancy.

Section 6: Any Officer may be removed from office for failure to perform duties or using unethical practices while conducting Dallastown Cheer Booster Club business or for criminal misconduct. The Head Varsity coach may ask any Officer to be removed based on conflict with the Cheer program.

Article V: Duties of the Officers

Section 1: President

- Chair the business and officers meetings of Dallastown Cheer Booster Club.
- Develop the agenda (Agenda to be approved by Head Varsity Cheer Coach) for the meetings.
- Act as a spokesperson for the Dallastown Cheer Booster Club.
- Work directly with the Head Varsity Cheer Coach.
- Oversee all fundraising efforts.

Section 2: Vice President

- Work closely with the President on all duties listed above.

Section 3: Secretary

- Record all minutes of all meetings of the Dallastown Cheer Booster Club.
- Make the Dallastown Cheer Booster Club documents available to school administrators and district personnel as requested.
- Have a current copy of the by-laws.
- Maintain a membership list.
- Keep all records of attendance of meetings.

Section 4: Treasurer

- Make disbursements in accordance with the bills received for the Dallastown Cheer Booster Club.
- Sign on bank account.
- Submit books to the administration at the end of the fiscal year in which they held the office of treasurer within 90 days of conclusion of fiscal year.
- 2 signatures will be required on all checks-The president and the treasurer.

Section 5: Records Retention Policy

- Financial records will be kept for a period of 7 years. Records will be turned over to the new Treasurer within 30 days of the date of an election.

Article VI: Financial Advisor

- Keep books and records including bank statements, receipts, budgets, invoices, purchase orders, inventory records, paid receipts, and canceled checks.
- Reconcile all bank statements and resolve discrepancies with the bank immediately.
- Present a financial report at any meetings.
- Manage the program budget and fundraising records
- Financial Advisor will be appointed at the Annual Meeting in August

Article VII: Meetings

Section 1: Meetings of the Dallastown Cheer Booster Club will be held 3 times a year at a minimum as determined by the President and the Head Coach. No Meeting shall be deemed official if the Head Varsity Coach has not been notified.

Section 2: A quorum shall consist of the Head Varsity coach and a majority of the Officers must be present.

Section 3: Notice of Meetings shall be posted on the Dallastown Cheerleading website and/or via email to the booster club membership email list.

Article VIII: Committees

Section 1: Only members of the Dallastown Cheer Booster Club shall be eligible to serve as a chairperson of a committee.

Section 2: The Dallastown Cheer Booster Club Officers with the approval of the Head Varsity Cheer Coach shall create committees as is deemed necessary to carry out the work of the Dallastown Cheer Booster Club.

Section 3: Fundraising

- All fundraisers require the approval of the DT Coaching Staff
- DT Coaching staff will communicate with Athletic Director for fundraising approval

Article IX: Fiscal Year

The fiscal year of the Dallastown Cheer Booster Club shall be July 1-June 30

Article X: Conflict of Interest Policy

Section 1: No officer, member, or volunteer of the Dallastown Cheer Booster Club 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 which any of the above individuals is negotiation or has an arrangement concerning prospective employment.

Article XI: Amendments

These bylaws may be amended at any regular meeting of The Booster Club 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.

Completed August 2019

APPROVED OCTOBER 24, 2019 VIA DALLASTOWN SCHOOL BOARD

APPROVED OCTOBER 28, 2019 BY DT CHEER BOOSTER MEMBERS