



BY-LAWS OF

# **Marietta Cheer Association, Inc.**

## **Updated January 2023**



### **ARTICLE I - NAME OF ORGANIZATION**

*The organization shall be known as the Marietta Cheer Association, Inc., referred to herein as the “Booster Club.” The Booster Club shall be recognized by the Athletic Department of Marietta City Schools, as the official booster club for the cheerleading teams.*

### **ARTICLE II - PURPOSE OF THE ORGANIZATION**

*The Booster Club is a corporation established as a not-for-profit (or Non-Profit) entity to support cheerleading activities for the Marietta Cheer Program and referred to herein as the “School(s).” The purpose of the Booster Club shall be to work in cooperation with the School(s) Athletic Department(s), the coaches, the faculty, the cheerleaders, and the parents to develop financial and volunteer support for the Middle School, HS junior varsity, and varsity cheerleading teams, collectively known as the “Program” and to advance the Cheer Program. The Booster Club’s primary objective is to provide support for the Cheer Program through a variety of activities including fundraising, assistance with team activities, and promotion of the sport.*

### **ARTICLE III – SCHOOL AFFILIATION**

**SECTION 2. ADMINISTRATOR.** *The Marietta High School Athletic Director/Principal and the Marietta Middle School Athletic Director/Principal are responsible for the relationship between the School(s) and the Booster Club. The school administration will periodically meet with the Booster Club to train and monitor its activities as they relate to the School. The AD(s)/Principal(s) has the authority to dissolve the relationship between the School and the Booster Club at his or her discretion.*

**SECTION 3. AUTHORIZATION.** *Prior approval is required from the Marietta City School’s Athletic Director (“AD”) for any activity that will be hosted on or utilize a Marietta City School facility and representing their School. In addition, prior AD approval is required for any capital improvement to a school facility. Approval request will be submitted in person or via electronic mail to the AD with reasonable advance notice.*

## ARTICLE IV - GENERAL OPERATIONS

SECTION 2. MEETINGS. *The Booster Club shall have a minimum of three meetings each school year. Meetings are to be announced by the Executive Officers of the club. Meetings will be held at a time and location to be determined by the Executive Officers and Coaches and in a place that is convenient to the majority of the membership, or virtually. Booster Club meetings are open to the public. Minutes shall be taken during each meeting by the Secretary, or designee, and kept on file with the Booster Club and with the Coaches.*

**Budgeting:** *Prior to the beginning of each season, a budget must be prepared and brought before regular or special meeting for ratification by membership. The core year's budget should be developed by the head coach, reviewed and amended by the executive committee then passed by a majority vote, at either the last regular meeting the preceding year or the first regular meeting of the current year. It will be up to the Executive Officers to take into consideration expenditure needs of the Cheer Program, as provided and prioritized by the cheerleading coaches, coupled with expected Booster Club income and other Booster Club expenditures, to determine a fiscally responsible proposed budget. Any proposed expenditures involving capital improvements or alteration to facility controlled by Marietta City Schools will require prior approval from the AD. **The proposed budget will be taken before the general membership for discussion and approval.** Once the budget is ratified by the membership, then it will be filed with the AD.*

SECTION 4. PLACE OF MEETING. *The preferred location for Booster Club meetings is at a School; however, the Executive Officers may designate any place in the city of Marietta for the scheduled meetings or any special meetings of the Booster Club during non-school hours.*

## ARTICLE V - EXECUTIVE OFFICERS AND FUNCTIONS

SECTION 2. NUMBER, TENURE AND QUALIFICATIONS. *An odd number Board minimum will be established for tie breaker purposes, but in no event shall be less than three. The officers will represent the entire Program. These officers shall be elected annually from the membership and shall serve for a term of one year. Elections will be held at the first meeting following the announcement of cheer squads for the next year. Newly elected officers shall take office on a future date after the election. Current Board will decide date after transition period and pass down is completed.*

SECTION 3. ELECTIONS. *The Executive Officers shall be elected to the position in the following manner:*

- 1. The position of President and Treasurer will be selected by the head coach (or The President and Treasurer will be elected by members of the Booster Club and the winners of these elections must be approved by the Head Coach in order to be confirmed as the President and Treasurer)*
- 2. The MCA Board shall solicit nominations for the upcoming Executive Board of the Booster Club openings no later than two weeks after all new teams' selection.*
- 3. New positions will be selected by the nominating committee members which constitutes of the Head Coach, President, Vice-Presidents, Lead Treasurer and one other executive member*

4. *The Head Coach with approval from the Principal, has the right at any time to replace a member of the Executive Committee, including the President, he/she feels is detrimental to the success of the program with the agreement of the Principal and Athletic Director.*
5. *The Principal, at any time, has the authority to replace/remove members of the Executive Committee or dissolve the Booster Club all together.*

## **ARTICLE VI – OFFICERS/BOARD OF DIRECTORS**

*The Marietta Cheer Association Executive Board shall consist of the Head Cheer Coach, Board President, Two (2) Vice-Presidents, Secretary, Treasurer, and a Middle School Liaison.*

**SECTION 3. PRESIDENT.** *The President is the Principle Executive Officer of the organization and shall preside over all meetings of the Booster Club. If unable to preside at a meeting for any reason, the President shall delegate his or her authority to a Vice President. The President shall represent the membership at all meetings called or scheduled by their School(s) or in whatever other capacity arises. The President shall have the authority to appoint chairmen of all committees, as needed. In general, the President shall supervise all of the business and affairs of the organization. The President shall be overall in charge of the operation of all Booster Club functions, projects, and activities. The President in general shall perform all duties incidental to the Office of President and such other duties as may be prescribed by the membership from time to time.*

**Section 2. Vice President(s):** *The Vice President(s) shall assist the Presidents in all business of the organization in relation to the Marietta High School cheerleading program and shall preside at all meetings. The Vice Presidents shall, under the direction of a President, assist in the following as they relate to the Marietta High School and Marietta Middle School cheerleading program: organizing and directing all fundraising events, purchasing supplies, setup of site(s), acquisition of volunteers, communicating with coaches, making sure all areas are clean and event ready, storage of supplies when not in use, breakdown and cleanup of fundraising areas, addressing complaints with parents, etc.*

**SECTION 4. SECRETARY** *The Secretary shall: (a) keep the minutes of the proceedings of the Executive Officers and the membership and maintain proper filings of minutes in accordance with provisions of these By-Laws, (b) see that all notices are duly given in accordance with the provisions of these By-Laws or as required by law; (c) be custodian of the records; (d) keep a register of the contact information of each Booster Club member, including but not limited to postal address, email address, and telephone number to be furnished to the Secretary by such member; and, (e) in general perform all duties incidental to the office of the Secretary and such other duties as from time to time may be assigned to him or her by the President or by the membership.*

**SECTION 5. TREASURER.** *There will only be one treasurer. Treasurer shall: (a) have charge and custody of and be responsible for all receiving funds of the organization, (b) receive and give receipts for moneys due and payable to the organization from any source whatsoever, and deposit all such moneys in the name of the Marietta Cheer Association, Inc. in such banks, trust companies or other depositories as shall be selected; (c) track expenditures to a Booster Club approved budget that categorizes expenses utilizing basic Accounting principles, provide a written financial statement that shall be presented at each meeting. All annual reports shall be prepared at year-end. Bank statements shall be reconciled monthly and an income statement produced and available to membership and the Principal, (d) in general perform all of the duties incident to the Office of Treasurer and such other duties as from time to time may be assigned to*

*him or her by the President or by the membership. The Treasurer will be appointed by the Head Coach and President of the Board. The Treasurer is ideally served by a parent of a Varsity Cheerleader*

*SECTION 6. MIDDLE SCHOOL LIAISON. The Middle School Liaison will be a parent representative from the Middle School program who will advocate and disseminate information from the Marietta Cheer Association to the Middle School Parents.*

#### **ARTICLE IX - AUDITS and FISCAL YEAR**

*The fiscal year of the Booster Club shall begin on the first day of April and end on the last day of March of each year. The books of the organization shall be available for audit by a duly licensed firm when requested by the membership, Executive Officers or AD.*

#### **ARTICLE X - REPRESENTATION**

*All activities of the Booster Club shall be conducted in the name of the organization and shall represent the Booster Club, the Cheer Program, and the School(s) in a positive light and encourage a healthy environment in which team members can engage in athletic competition, develop athletic skills, and learn proper sportsmanship. Members are guided by the Georgia High School Association ([www.ghsa.net](http://www.ghsa.net)) and the National Federation of High School Sports sportsmanship code that is in effect at all their sanctioned events.*

#### **ARTICLE XI - SPECIAL PURPOSE FUND RAISING**

*Fundraising activities shall be conducted only to support the activities of the Cheer Program by assisting with participation in games including game fees, travel costs, and meals, to purchase additional uniforms, supplies, and equipment, to enhance and maintain facilities and equipment, and/or the purchase of trophies or team awards. Fundraising activities shall be done in the name of the Marietta Cheer Association, Inc Booster Club and community-wide activities shall be coordinated through the school administration and coaches to minimize competition with other fundraising activities of the School(s). All fundraising activities shall be in good taste, reflect positively on the players, the School(s), and the Marietta Cheer Association, Inc Booster Club, and provide a healthy growth-oriented opportunity to the participants. Funds shall be deposited in the established checking account for the Marietta Cheer Association, Inc Booster Club. Funds shall be spent and utilized for the support of the Cheer Program and Booster Club expenses related to its operations and fundraising activities at the discretion of the voting membership and under the direction of the Executive Officers. The Booster Club and its Executive Officers retain ultimate control over all funds and how they are collected and spent through the procedures set forth in these By-Laws.*

*All fundraising events must follow the established procedures of Marietta City Schools and will be submitted to the AD.*

## ARTICLE XV – CERTIFICATION

*The above By-Laws are certified to have been amended and adopted by the Executive Board of the Marietta Cheer Association, Inc on the 11th day of January 2023 and presented and approved by the membership of the Marietta Cheer Association, Inc on the 18th day of January 2023.*

