

BYLAWS

A. PURPOSE

The purpose of the ACE Cheerleading Athletes Association (ACAA) is to provide fundraising opportunities to members as a means of assisting athletes and their families with the costs associated with being involved in the sport of Cheerleading as required by Alberta Cheer Empire.

B. SCOPE

The ACE Cheerleading Athletes Association is responsible to:

- Provide a forum for the regular exchange of information regarding the fundraising opportunities through email, social media, and bulletin boards.
- To make decisions appropriate to our level of authority to help move practices/initiatives forward;
- Develop strategies to meet yearly goals that support core beliefs, mission or vision of Alberta Cheer Empire and to make recommendations, and support implementation;
- Collaborate and participate in the promotion of ACE initiatives, at meetings, in the North and South gyms and while attending internal and external functions.
- Liaise with Alberta Cheer Empire (ACE) linking members with current information.

C. MEMBERSHIP/ORGANIZATION

Membership

- All parents or guardians of ACE (Alberta Cheer Empire) athletes and athletes that are 18 years of age or older shall be considered members.
- Changes to membership fee if any, shall be determined by the Board.
- The annual membership year runs May 1 – April 30 annually.

Suspension of Membership

The board can suspend a membership for one or more of the following reasons:

- If the member has failed to abide by the bylaws;
- If the member has failed to abide by the expectations outlined in the volunteer agreement when agreeing to work a shift.

The affected member will receive written notice of the Boards intention to suspend membership outlining the cause and reason of such decision.

Roles and Responsibilities of Board

Board of Directors

- It is expected that the Board consists of active members.
- The Board should work collaboratively and actively encourage others to become involved in meaningful ways.
- The Board shall consist of a minimum of 5 and maximum of 7 members, which are elected, and one appointed member.
- The Board is subject to the bylaws or directions given it by majority vote at any meeting properly called and constituted, have full control and management of the affairs of the society.

- Meetings of the Board shall be held as often as may be required but at least twice per year and shall be called by the President.
- Any Board Member, upon a majority vote of ***all*** members in good standing, may be removed from office for any cause which the society may deem reasonable.

Members wishing to serve on the Board must be an active voting member for a minimum of one (1) year.

Elected Board Members – term is for 2 (two) years:

- President
- Vice President, up to 1 per gym.
- Treasurer
- Secretary
- Fundraising Coordinator, up to 1 per gym.

Appointed Board Member – term is determined by Board

- Volunteer Fundraising Coordinator

President

Duties include:

- following existing by-laws/operating procedures;
- calling regular board meetings;
- preparing agendas for board meetings;
- chairing and maintaining meeting decorum;
- ensuring that minutes are recorded and maintained;
- ensuring there is regular communication with the ACE liaison;
- ensuring roles and responsibilities are clearly defined;
- soliciting input from all members;
- promoting teamwork between the board and ACE;
- lead a board self-evaluation (e.g., completing the annual reports).

The President can assign or in his/her unexpected absence a Vice President will:

- call regular board meetings;
- prepare agendas for board meetings;
- chair and maintain meeting decorum;
- ensure that minutes are recorded and maintained;

Vice President :

Duties include:

- following existing by-laws/operating procedures;
- ensuring there is regular communication with the ACE liaison;
- maintain record of all the members and their addresses
- advise volunteer and fundraising coordinators of new members
- maintain the member spreadsheet with accurate member contact information;
- ensuring roles and responsibilities are clearly defined;
- soliciting input from all members;
- promoting teamwork between the board and ACE;
- participate in board self-evaluations (e.g., completing the annual reports)

Secretary

Duties include:

- following existing by-laws/operating procedures;
- act as a recorder at each meeting and ensure the minutes accurately reflect the directions agreed to at the board meeting;
- maintain minutes, correspondence, records and other board documents (e.g. annual submissions to province) filed in an orderly fashion and publicly accessible, in accordance with the *Societies Act*
- have a working knowledge of the operating procedures of the board;
- ensure notice of meetings and other board events are distributed.

Treasurer

Duties include:

- following existing by-laws/operating procedures;
- maintaining accurate records of all transactions;
- report to the board on the receipt and expenditure of funds;
- ensure that records are available, upon request of the board;
- handle transfers / reimbursement of funds to members;
- liaise with ACE representative to ensure accurate reasonable fee transfers and reimbursement to members are generated;
- Accurately complete regular bank deposits.

Fundraising Coordinators :

Duties include:

- following existing by-laws/operating procedures;
- research and present to board for voting on fundraising opportunities;
- pre-set annual campaign dates and advise members;

- timely distribution of fundraising materials to the members;
- ensure money or paperwork associated with respective fundraiser is reconciled and submitted to treasurer.

Volunteer Fundraising Coordinator

- following existing by-laws/operating procedures;
- will coordinate, manage and report all requests for volunteers
- communicate with members in good standing volunteer opportunities; and
- coordinate the number of volunteers required for available shifts.
- Reconcile volunteer hours worked to member worked and cross reference prior to treasurer dispensing dollars to member accounts.

D. MEETINGS

Transparency

The Board respects transparency of the decision-making process. All agendas, meeting materials, and minutes will be made available to ACAA members pending finalization of the material.

Frequency

The Board shall meet minimum of 4 (four) times a year or at the call of the President. Meetings will alternate between the North and South gyms.

Special meetings of the board may be called by the President or at the written request of 10 members of the ACAA.

Voting

Decisions at board meetings will be made by consensus as much as possible. The decision made by consensus must be stated clearly and recorded as such in the minutes of the meeting. If a vote is taken, the motion must be moved, seconded and passed as outlined in Quorum.

Quorum

Quorum is not required to hold a meeting. However, decisions will be made by consensus as follows:

- Board meetings, in-person or electronic voting - 51%
- Meetings with members as a whole, in-person or electronic voting - 51%

Minutes

Minutes shall be recorded for all board meetings and the original will be housed in a binder at the North gym with a copy in binder at the South gym. Both binders to be accessible to members upon request.

Annual General Meeting

- The annual meeting of the Board shall be held in the spring within 30 days of team placements.
- The meeting will be advertised via email, social media and information boards a minimum of 8 days in advance.
- Election of open board positions will take place at the AGM.
- All registered members of ACAA are eligible to vote at the annual meeting.
- You must be an active member to nominate Board positions.
- The business of the annual meeting shall include:
 - the election of open Board positions;
 - any proposed amendments to the by-laws;
 - financial statement of the previous year;
 - budget for upcoming year;
 - discussion of any major issue in which all members should have input.

E. RESOURCES

- **Budget**
 - A balanced financial statement will be submitted at AGM.
 - At the end of the fiscal year the operating account shall have no less than \$2,000.00 remaining so as to provide the board for the upcoming fiscal year activities.

F. AMENDMENTS TO THE BYLAWS

- The Bylaws remain in force from year to year unless amended at the annual meeting.

DATED Revision as of: 21 January 2019

Secretary/ Treasurer _____ Signature <u>Joanne Ferguson, Treasurer</u> Print Name _____ Date signed	President _____ Signature <u>Shannon Litke, President</u> Print Name _____ Date signed	Vice President, South _____ Signature <u>Natasha Smith, VP South</u> Print Name _____ Date signed
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