

EAST COAST XTREME CHEER BOOSTER CLUB

BYLAWS

For the purpose of defining terms included in this document the following prevails:

EAST COAST XTREME CHEER BOOSTER CLUB shall also be known as Booster Club and/or **ECXCBC**.

EAST COAST XTREME CHEER shall also be known as **ECX**.

ARTICLE I- NAME

The Organization shall be known as the **EAST COAST XTREME CHEER BOOSTER CLUB** (**ECXCBC**)

ARTICLE II- OBJECTIVE

The **EAST COAST XTREME CHEER BOOSTER CLUB (BOOSTER CLUB)** is an organization created to support the **EAST COAST XTREME CHEER (ECX)** cheerleading and tumble program in educating athletes in the proper execution of cheer and tumbling skills and whose purpose is to engage in lawful activities, none of which are for profit. This club shall perpetually remain not-for-profit. The function of this club is to assist its members with alternate methods of not-for-profit fundraising opportunities, provide assistance and information for booster club members enrolled in the **EAST COAST XTREME CHEER** cheerleading program through various committees and to assist **EAST COAST XTREME CHEER** with organizing and coordinating **ECX** sponsored events in addition to the **EAST COAST XTREME CHEER** cheerleading program. The **EAST COAST XTREME CHEER BOOSTER CLUB** is in no way to interfere with or impede on the day-to-day business operations and/or business decisions associated with **EAST COAST XTREME CHEER**.

ARTICLE III- SPONSORSHIP

- 1 **EAST COAST XTREME CHEER BOOSTER CLUB** is exclusively sponsored by **EAST COAST XTREME CHEER**.

ARTICLE IV- BOOSTER CLUB FUNDRAISING FUNDS

Section I- Operating and Administrative Fund

- 1 An operating budget shall be prepared by the Executive Board of Directors to forecast usual and customary costs incurred in the day to day operations of the Booster Club.
- 2 The operating budget shall be reported to the General Membership in the Treasurer's Report.
- 3 Funds shall be applied to an expense account to pay operating and administrative costs, as set forth in the Operating Budget.

Section II- Distribution of Funds

- i. Funds raised shall be designated as distributed according to the year's annual budget..
 1. The operating budget shall be reported to the General Membership in the Treasurer's Report.

Section III- Bank Account

1. All funds paid to and/or raised by the Booster Club shall be deposited into a bank account specifically designated as **EAST COAST XTREME CHEER BOOSTER CLUB**. No funds paid to or raised by the Booster Club shall be deposited into any **EAST COAST XTREME CHEER** bank account.
2. There shall be two (2) co-signers on the **EAST COAST XTREME CHEER BOOSTER CLUB** account consisting of the President and the Treasurer of **EAST COAST XTREME CHEER BOOSTER CLUB**.
3. Checks to be used by **EAST COAST XTREME CHEER BOOSTER CLUB** shall be ordered with two (2) signature lines.
4. Bank account records shall be audited at the end of each term. Such audits shall be performed by an independent outside auditor.

ARTICLE V- MEMBERSHIP

Section I- Membership Types

- a. Athlete Membership- The parents or legal guardians of an ECX athlete
 - i. Submission of one (1) Application for Family Membership, one (1) Participation Agreement, signed by both parents or legal guardians and one (1) Family Membership Application Fee
 1. Family Membership Application fees shall be Thirty Dollars (\$30.00) for each ECX Athlete listed on the Family Membership Application that will receive Distribution Funds.
 - ii. Allows both parents or legal guardians, listed on the Family Membership Application, to attend the General Membership Meetings.
 - iii. Allows one (1) parent or legal guardian, listed on the Family Membership Application, to cast one (1) vote at the General Membership Meetings.
- b. Supporting Membership- One (1) parent, One (1) legal guardian or One (1) other related individual.
 - i. Submission of one (1) Application for Membership, one (1) signed Participation Agreement and one (1) Application Fee.
 1. Supporting Membership Application fee shall be Thirty Dollars (\$30.00)

Section II- Eligibility

1. Parents and legal guardians of **EAST COAST XTREME CHEER** athletes and other associated or related individuals interested in the sole purpose of supporting and promoting the **EAST COAST XTREME CHEER** cheerleading program are eligible for membership in the **EAST COAST XTREME CHEER BOOSTER CLUB**.
2. **EAST COAST XTREME CHEER** athletes are those individuals for whom a signed Financial Agreement is on file with **EAST COAST XTREME CHEER**.
3. All parents, legal guardians and associated or related individuals seeking membership in **EAST COAST XTREME CHEER BOOSTER CLUB** will be sponsored by an ECX athlete. Those athletes will then be considered Supporting Booster Club Members.
4. Only Athlete Booster Club Members of the **EAST COAST XTREME CHEER BOOSTER CLUB** may benefit from any fundraising efforts and/or funds raised by the Booster Club

Section III- Membership Dues

- i. Membership dues shall be Thirty Dollars (\$30.00) annually per athlete.
- ii. There will be no pro-rating and dues will be paid upon submission of an Application for Membership in **EAST COAST XTREME CHEER BOOSTER CLUB**.
- iii. If membership into the **EAST COAST XTREME CHEER BOOSTER CLUB** is denied for any reason, any monies paid as membership dues shall be returned to the applicant.
- iv. If a member becomes INACTIVE for any reason and then chooses to become ACTIVE again, they must re-pay the membership dues of Thirty Dollars (\$30.00) per athlete.
- v. There will be open enrollment until November 1st of each year. Any new members coming to EAST COAST XTREME after November 1st have 30 days to join EAST COAST XTREME BOOSTER CLUB.
 1. All distribution funds accumulated prior to your active membership date will be those of the active members from the previous months.

Section IV- Participation

1. Each Athlete and Supporting member must comply with all participation guidelines, policies and procedures and be current with all annual dues to be considered an Active Member.
2. Each Associate, Family or Individual member must submit a signed **EAST COAST XTREME CHEER BOOSTER CLUB** Participation Agreement to be considered an Active Member.
3. A Non-Active Member is a Family Member or Supporting Member who has paid annual membership dues of Thirty Dollars (\$30.00) but has NOT submitted the signed **EAST COAST XTREME CHEER BOOSTER CLUB** Participation Agreement or has not complied with all participation guidelines, policies and procedures as set forth in the Agreement.
4. All Booster Club members and Supporting Booster Club Members will conduct themselves appropriately and in a manner that will reflect positively on the **EAST COAST XTREME CHEER BOOSTER CLUB** and **EAST COAST XTREME CHEER** while participating in Booster club activities and/or sponsored events.
5. All Booster Club members and/or Associate Booster Club members who chose to prematurely end their contractual obligation with ECX shall forfeit all membership dues paid, credits, donations and/or allocations of Distribution Funds raised by the Booster Club. Those forfeited funds shall be divided equally amongst all of the Active Members.
6. Only Active Booster Club members present during a booster club meeting are eligible to take the floor, offer comments or to cast a vote.

ARTICLE VI- MEETINGS

Section 1- General Membership Meetings

1. General Membership Booster Club meetings will be held twice a year, and/or any other time throughout the season as deemed necessary by the President of the Booster Club.
2. Meeting dates and times are subject to change due to the scheduling of fundraising events/activities or team competitions. Date and time changes will be made and communicated to the Booster Club members as quickly as possible.
3. All Booster Club meetings will be held at the **EAST COAST XTREME CHEER** gym unless otherwise determined by the President and open to all Booster Club members.
4. Meeting agendas will be distributed to all Booster Club members in attendance.
5. Meeting minutes from the previous meeting will be distributed to all Booster Club member attendees.
6. Each meeting will consist of a brief status update from each Booster Club Committee and will be presented by the Committee Chair or a committee member in the absence of the Chair, the Presidents Report, the Treasurers Report, a general discussion and a Questions & Answer period.
7. Booster Club members must sign-in prior to the start of each meeting.
8. The President shall not cast a vote on item(s) presented to the General Membership, except in the event of a tie vote.
9. Voting on items presented to the General Membership shall be conducted via an oral majority vote of "I". If the oral majority vote of "I" is too close to determine a clear indication of approval or rejection, the vote will be determined by a show of hands. In the event of a tie vote by the General Membership the President shall cast the deciding vote.

ARTICLE VII- EXECUTIVE BOARD OFFICERS AND BOARD OF DIRECTORS

Section 1- Executive Board Officers

- a. The **EAST COAST XTREME CHEER BOOSTER CLUB** shall consist of the following Officers:
 - i. President
 - ii. Vice President
 - iii. Treasurer
 - iv. Secretary
 - v. Committee Chair
- b. Officers shall be elected by a majority vote of the general membership. Voting shall be determined by an oral majority vote of "I". If an oral majority vote of "I" is too close to determine a clear indication of approval or rejection the vote will determined by a show of hands. In the event of a tie vote, the previous year's Booster Club President, shall cast the deciding vote.
- c. Elections shall be held at the last Booster Club meeting of the season/year by a vote of the General Membership.
- d. New Officers shall be installed at the conclusion of the last Booster Club meeting of the season year.
- e. The term of office for each Officer shall be one (1) year and begin the first month of the new competition season.
- f. Officers may serve any number of terms of office as elected by the General Membership.
- g. Any Officer who is absent from four (4) meetings of the Executive Board, the Board of Directors, Special Meetings and General Membership meetings combined shall be deemed to have vacated the Office. A Special Election General Membership meeting shall be called to elect a new Officer. Nominations for the vacated office will be accepted from the floor.

ARTICLE VIII- DUTIES OF THE EXECUTIVE BOARD OFFICERS

Section 1- Duties of the President

1. The President shall be the Executive Officer of the Booster Club and shall preside over all meetings of the Executive Board, the Board of Directors and the General Membership, shall oversee the financial affairs of the Booster Club and shall be responsible for the general management of the Booster Club.
2. The President shall appoint Booster Club Committee Chairpersons.
3. The President shall be an Ex-Officio member of all Booster Club Committees.
4. The President shall have co-signature responsibility of checks written by the Treasurer.
5. The President will not cast a vote on any Booster Club issue offered up to a vote at an Executive Board, Board of Directors or General Membership meeting except in the event of a tie. The President shall cast the deciding vote.

Section II- Duties of the Vice President

- i. The Vice-President shall have overall responsibility for planning and coordinating all activities for the betterment of the Club and its members
 1. Activities include but are not limited to; fundraising events, other fundraising actions, meeting locations other than ECX gym, End of Season Banquet, membership drives, etc.
- ii. The Vice-President shall assume the responsibilities of the President in his or her absence at meetings of the Executive Board, Board of Directors and the General Membership.
- iii. The Vice-President shall be responsible for any and all duties as prescribed by the President.

Section III- Treasurer

1. The Treasurer shall have the overall responsibility of all club funds and shall perform, or cause to be performed, full and accurate account of all financial records of the Booster Club.
2. The Treasurer shall have the responsibility of the deposit of monies paid to or raised by the Booster Club.
3. The Treasurer shall have the responsibility of the disbursement of all funds when proper to do so and in a timely manner.
4. The Treasurer shall prepare and present a Treasurer's Report at every meeting of the Executive board, the Board of Directors, the General Membership and any Special Meeting called by the Executive Board.
5. The Treasurer shall have co-signature responsibility of checks written from the **EAST COAST XTREME CHEER BOOSTER CLUB** bank account.
6. The Treasurer shall be bonded while serving on the Executive Board of the Booster Club, which will be paid for by the Booster Club.
7. The Treasurer shall assist the new Treasurer with transitioning into the new term for a maximum of One (1) month at the end of his or her term of office.
8. The treasurer shall be available for consultation during the end of term record audit.

Section IV- Secretary

1. The Secretary should be knowledgeable of the organization's records and related materials, providing advice and resources to the Executive Board and the Board of Directors on topics such as scheduled Booster Club events, ECX events and the like, that will assist them in fulfilling their fiduciary duties.
2. The Secretary shall have the responsibility of accurately recording, printing and distributing the meeting minutes of all Executive Board, Board of Directors, General Membership and Special Meetings.
3. The Secretary shall maintain accurate membership records and report member eligibility to the Board of Directors.
4. The Secretary shall be responsible for notifying the membership of meetings, events and other important happenings of the Booster Club.
5. The Secretary shall be responsible for filing any and all documents necessary to maintain the appropriate and legal status of the Booster Club.

ARTICLE IX- COMMITTEES AND SUB-COMMITTEES

1. There shall be three (3) Charter Committees
 - a. Fundraising Committee
 - i. A Sub-Committee shall be created for each fundraising event or project.
 1. An Event/Project Leader shall be appointed for each Sub-Committee
 - ii. The Sub-Committee shall report to the Fundraising Committee the outcome of the Event/Project.
 - iii. The Fundraising Committee will report to the Board of Directors and the Executive Board Officers.
 - b. Membership/Welcome Committee
 - i. The Membership/Welcome Committee will be responsible for getting new Booster Club members registered, have waivers signed and answer questions pertaining to the Booster Club.
 - ii. The Memberships/Welcome Committee will report to the Board of Directors and the Executive Board Officers.
 - c. Nominating Committee
 - i. Recruits candidates for Office.
 - ii. Reports to the Board of Directors.
2. The Board of Directors will recommend and create committees as needed.
3. All Committees shall be under the direction of the Board of Directors and shall seek approval prior to committing to or implementing any project.
4. Committee Chairpersons shall be appointed by the President and will work with the Vice-President in planning fundraising events, projects, membership drives and assist in resolving any issues.

5. Committee Chairpersons shall prepare a brief status update report regarding the activities of their respective committees during the Board of Directors, General Membership and Special Meetings.
6. Voting on items presented to the committee members shall be conducted via a majority vote of "1". If an oral vote majority of "1" is too close to determine a clear indication of approval or rejection, the vote will be determined by a show of hands. In the event of a tie, the President shall cast the deciding vote.
7. Agents of East Coast Xtreme Cheer
 - a. Serves as a consultant to the Booster Club and a liaison between **EAST COAST XTREME CHEER BOOSTER CLUB** and **EAST COAST XTREME CHEER**.

ARTICLE X- DISSOLUTION PROVISION

Section 1- Dissolution of the **EAST COAST XTREME CHEER BOOSTER CLUB**

- a. In the event of the dissolution of the **EAST COAST XTREME CHEER BOOSTER CLUB** all remaining funds, after payment of all invoices, fees, distributions, etc., shall be donated to the Ronald MacDonald House, Norfolk Virginia. All educational or training materials or equipment shall be made available for purchase by **EAST COAST XTREME CHEER** at the cost of Two Hundred Dollars (\$200.00) that shall be donated to the Ronald MacDonald House, Norfolk, Virginia.