



North Paulding Megaphone Club By-Laws

ARTICLE I ORGANIZATION

- Section 1: The name for the organization shall be North Paulding Megaphone Club (NPMC).
- Section 2: The Purpose of this organization shall be to promote and support the North Paulding Cheerleading Program and cheerleading coaching staff.
- Section 3: The Mission of the North Paulding Megaphone Club is to provide financial, social and education support to the cheerleading program at NPHS and to promote and support the development of good sportsmanship, squad unity and mutual respect. This organization shall promote a congenial relationship among the membership, cheerleaders, coaches, school administration, other school organizations and the community in general.
- Section 4: The North Paulding Megaphone Club shall specifically refrain from being involved in or attempting to intervene in any decision concerning:
1. Selection of uniforms.
 2. Selection of officers among cheerleaders.
 3. Squad awards.
 4. Performance, tryouts, formations, stunts or choreography.
 5. Selection of cheer camps.
 6. Selection of additional clothing to be worn by cheerleaders during camp, school or other events.
 7. Discipline.
- Section 5: The activities of this organization shall not conflict with the policies of the Paulding County School District Booster Club Guidelines and shall be operated in compliance with the Georgia High School Association.

ARTICLE II QUORUM

The quorum required to conduct the business of the North Paulding Megaphone Club (NPMC) shall be defined as follows:

Section 1: **At least 50% +1 of the board members currently in office shall constitute a quorum of the Executive Board.**

Section 2: General Membership – a quorum of the Executive Board members plus those General Members present at a regular meeting shall constitute a quorum of the General Membership.

ARTICLE III MEMBERSHIP

Section 1: There shall be (3) classes of membership in the Booster Club: Active Members, Associate Members and Ex-Officio Members.

- A. Active Membership is open to parents and/or legal guardians of current cheerleaders or mascot(s). It is a voting membership category to those who have paid their annual membership dues.
- B. Associate Membership is open to any individual who is interested in supporting the activities of the Booster Club and has a genuine interest in the promotion of the cheerleading program. It is a voting membership category to those who have paid their annual membership dues. The Principal of the school and Director/Sponsors/Coaches of the cheerleading program will also be considered Associate members of the Booster Club.
- C. Ex-officio membership is open to any patron, outside of the families of those in the cheer program, who provides financial support for the cheerleading program through the Booster Club. Ex-officio members do not have voting privileges.

Section 2: The Term of membership will be from the Monday following cheerleader selection until 24 hours before the cheerleader selection of the following school year.

- A. The Executive committee will continue to act as associate members until a new Executive Committee is in place. In this interim period, they have the authority to appoint, if necessary, to fill any office vacancy.
- B. An Active member will become an Associate member as a result of graduation, cheerleader selection or removal/departure of the student from the cheerleading program.

Section 3: It is the duty of the membership of this organization to be willing to promote, support and participate in activities of the Booster Club. Members will conduct themselves in accordance with the By-laws of this organization and in a manner that will bring credit to the organization, the school and the participating students.

Section 4: Annual Dues will be used solely to promote the purpose of the Booster Club.

- A. Dues shall be paid once per school year at the 1st Annual meeting after school try-outs.
- B. Payment of membership dues entitles Active and Associate Members the right to vote on Booster Club business at general meetings.

- C. One vote per paying family is allowed, unless each parent/guardian wishes to pay the amount of annual dues in order to cast their own individual vote. No more than two (2) votes shall be cast within each family.
- D. Dues will not be refunded at any time for any reason.

ARTICLE IV SELECTION OF OFFICERS

- Section 1: The Executive Board shall appoint a nominating committee prior to the end of the school year. The committee shall be composed of the Principal/designee, the Cheerleading Coaches, and 5 active members wishing to serve on the committee.
- A. Active or Associate members interested in serving on the Executive Committee shall be given the opportunity to complete a short narrative or survey which will be utilized in the selection process.
 - B. The committee shall meet to compile a slate of officers, contact the candidates, to ascertain their willingness to serve, and present the slate of officers at the general meeting.
- Section 2: Each officer in the North Paulding High School Cheer program must be a dues paying member of the NPMC.
- Section 3: New officers shall be presented and installed at the NPMC spring meeting and shall assume all duties at the beginning of the fiscal year (June 1). During the interim period, outgoing officers shall be expected to confer with and advise their successors as to their new duties.
- Section 4: Any officer may resign at any time in writing to the head Cheerleading Coach. Unless otherwise requested in writing, the resignation shall be effective when tendered.

ARTICLE V MEETINGS

- Section 1: General Meetings
- A. The schedule of general meetings will be set by the Executive Committee and communicated to the membership at the first meeting following the election of new officers.
 - B. Executive Committee reserves the right to change general meeting dates, if conflicts exist or cancel meetings if a meeting is deemed unnecessary; however, all dates will be posted on the cheer organization website and all members will be notified electronically of any change at least 2 days prior to the meeting.
 - C. No general meeting shall conduct business without a quorum of the Executive Committee present.
 - D. There shall be a minimum of 3 meetings with the general membership during the school year.
 - E. All topics of concern/discussion must be submitted to the Executive Board in writing or electronically a minimum of three (3) days before a scheduled meeting. General Meetings will not include "open forum" time on the agenda.

Section 2: Executive Committee Meetings

- A. Executive Committee meetings will be held within the hour prior to the start of the general meeting, unless deemed unnecessary by the Executive Committee.
- B. The President may call extra Executive Committee meetings as deemed necessary.

Section 3: Special Meetings

- A. The President or Executive Committee can call special Committee Meetings as deemed necessary.

Section 4: All meetings will follow Robert's Rules of Order.

ARTICLE VI OFFICERS

Section 1: The right to hold office with the Booster Club shall be confined to active and associate members of the organization.

Section 2: The Officers of the organization by virtue of their office make up the Executive Committee and the members are as follows:

- A. President
- B. Vice President
- C. Fundraising Chair
- D. Co-Treasurer
- E. Co-Treasurer
- F. Secretary

Section 3: The officers shall be elected for a period of twelve months, from the close of the May meeting until the next annual election of officers is held.

Section 4: Each cheerleader shall be represented by no more than one parent in an elected or appointed position.

Section 5: Election of Officers

- A. Nominations to fill Executive Committee offices will be requested at the first general meeting following cheerleader selection for the upcoming school year.
- B. The Nominating Committee shall be composed of the Principal/designee, the Cheerleading Coaches, and 5 active members appointed at the first general meeting.
 - 1. At a minimum, there will be one (1) parent representative from each cheer squad (JV, Varsity and Junior Wolfpack).

- Section 6: After deadline for nominating submissions has passed, the Nominating Committee chairperson will contact each nominee either by phone or email, to confirm their interest in holding the office for which they are nominated.
- Section 7: After all nominees have been contacted and their desire to serve has been confirmed, the Nominating Committee will review all nomination forms and select a slate of officers from those nominated by the membership.
- A. In the event that one person does not receive a majority vote of the Nominating Committee, two names for that particular office can be submitted for approval.
 - B. The Nominating Committee will make every reasonable effort to include at least one parent representative of each cheer squad in the slate of officers.
 - C. If two nominees express a desire to serve as co-chairs of the same office and the Nominating Committee agrees, both names can be submitted as co-chairs to serve together. (Co-chairs who hold one office are only granted one (1) vote in decisions made by the Executive Committee; however, for general membership votes, they are each allowed to cast their own vote).
- Section 8: The membership will be notified by email of the slate of officers at least 2 days prior to the next meeting.
- Section 9: The Nominating Committee will present the slate of officers for approval at the final general meeting of the school year.
- Section 10: The slate of officers will be approved by a majority of the members present at the general meeting.
- A. The vote will be taken by voice, unless there is more than one person nominated for a particular office, at which time, a ballot vote will be taken for that office.

ARTICLE VII DUTIES OF OFFICERS

- Section 1: The Executive committee, Sponsor/Coaches, and Principal shall supervise, control and direct the affairs of the Booster Club by determining policies or changes within the limits of these by-laws, and they shall actively execute its purpose and have discretion in the disbursement of its funds. Officers shall help transition their duties to the newly elected officers and shall transfer any official records to the newly elected officers. The Executive Committee members' specific duties are outlined as follows:
- A. President – The President shall, with the assistance of the Executive Committee, have general supervision, direction and control of the affairs of the Booster Club.
 - 1. Presides at all executive Committee meetings and general and special meetings.
 - 2. Appoints committee chairpersons as necessary.

3. Appoints committees, temporary and permanent as necessary.
 4. Serves as ex-officio member on any committee formed within the Booster Club.
- B. Vice-President – Plans, organizes and coordinates with necessary social co-chairs and/or sub-committees the social functions sponsored by the Booster Club.
 - C. Fundraising Chair – Plans, organizes and coordinates with necessary fundraising co-chairs and/or sub committees the fundraising opportunities of the Booster Club. VP of Fundraising shall present all fundraising ideas to the Executive Committee for approval
 - D. Co-Treasurers – Acts as custodian of the funds of the organization, maintains adequate and accurate financial records and gives detailed financial reports at each monthly meeting, in compliance with the procedures of the Booster Club and the Paulding County School District Booster Club Guidelines.
 - E. Secretary – Records meeting minutes for Executive committee meetings, general meetings and special meetings and maintains a hard copy of all minutes. Also serves as Parliamentarian for the Booster Club, advising on parliamentary law and matters of procedure when requested.
 1. Submits recorded minutes of previous General Meetings at subsequent General Meetings for approval. Minutes can be submitted verbally or in writing.
 2. Maintains an updated list of memberships’ contact information.

Section 2: Executive committee has the right to appoint an active member to fill a vacancy among Executive Committee members, should the need arise. Any appointee will hold office on the Executive Committee for the remainder of the term.

Section 3: An officer elected or appointed may be removed whenever it is in the best interest of the Booster Club by a majority vote of the Executive Committee.

ARTICLE VIII COMMITTEES

Section 1: All committees shall consist of volunteers from the membership and will be established based on the needs of the organization.

Section 2: Responsibility of Committee Members

- A. Committee members are required to consider budgetary requirements when making decisions regarding expenditures for activities, events and other purchases. Committees are required to submit a budget to the Executive Committee.
- B. Committee members will serve as long as the committee work is necessary. Committees are dissolved once the work is complete.
- C. Committee members must work with committee chairpersons to ensure responsibilities of the committee are carried out efficiently and are within the boundaries of the by-laws.

ARTICLE IX FINANCES / FISCAL POLICIES

Section 1: An operating fund shall be carried forward at the end of each school year and shall be no less than \$2,000 or ½(Half) of the remaining balance by March 1st.

- A. Fund balance amount may increase from year to year, but may only decrease if approved by 2/3 majority vote of the active members present.
- B. A vote on decreasing the Fund Balance must be reflected in the agenda for the posted meeting where vote is to be taken.
- C. Under no circumstances may the Fund Balance be less than \$500.00

Section 2: Deposits and Expenditures

- A. Booster Club monies shall be deposited into a checking account as determined by the Executive Committee.
- B. Any expenditure shall require two signatures of elected officers who have been granted signature authority by the Executive Committee and have authorized signature cards on file at the bank.

Section 3: Budget

- A. A preliminary budget will be drafted by the Executive Committee after officer elections are held and will be used until an operating budget is approved.
- B. A proposed operating budget will be finalized by the Executive committee and voted on at the first General Meeting of the school year.
- C. The Budget will be approved by a majority of the active members present.
- D. Amendments to the budget can be made at any time, provided they are approved by a majority of the active membership at a scheduled general meeting.

Section 4: The Executive Committee may accept, on behalf of the Booster Club, any contributions, gift, bequest, or devise to be used for the purpose of the organization.

Section 5: Reimbursements

- A. Members shall submit purchase receipts and a completed reimbursement form to the treasurer for approval of reimbursement.
- B. Approval of reimbursement requires the signature of two Executive Committee members who are also signers on the organizations checking account.
- C. Reimbursement forms can be found on the cheer program website.

Section 6: Compliance

- A. At all times, Booster Club financial affairs shall be in compliance with the Financial Information section of the NPMC Booster Club Guidelines.

- B. At all times, the organization shall be prepared to share all financial information of the Booster Club with NPMC or North Paulding High School Administration, when a request for information is made.

Section 7: Fiscal Year

- A. The fiscal year of the NPMC shall begin on the date of the Annual Meeting each year.

Section 8: Contracts

- A. The board may authorize any Officer or Officers, agent or agents to enter into any contract or execute and deliver any instrument in the name of and on behalf of the association within the constraints of these bylaws, amendments, and the approved budget. Such authority may be general or confined to specific instances. (a) all contracts for, and purchases of supplies, materials, equipment, and contractual services in the amount of \$1,000 or more shall be based, when possible, on at least 3 competitive bids. All purchases less than \$1000.00 in amount may be made in the open market, but shall, when possible, be based on at least 3 competitive quote or prices. All purchases made in the open market shall be consummated after careful pricing. The bidding process requires 3 bids from 3 different vendors and accepting the best bid. If for some reason the lowest bid is not accepted, written documentation must be filed with the invoice or purchase order.

Section 9: Loans

- A. No loans shall be contracted on behalf of the association and no evidence of indebtedness shall be issued in its name unless approved by the General Membership and authorized by a resolution of the Board. Such authority will be confined to specific instances.

Section 10: Auditing

- A. The Board shall be responsible to arrange an annual independent audit at the end of each fiscal year. The results shall be presented to the board at the completion of the audit. The audit report will be presented to the General Membership at the Annual Spring Meeting.

Section 11: Excess Funds

- A. Any excess funds at the end of the fiscal year shall be used: (a) To purchase cheerleading equipment to be donated to the school. (b) For a monetary donation to the next year's NPMC general fund. (c) Fund an additional scholarship(s).

ARTICLE X FUNDRAISING

- Section 1: Students who participate in the cheerleading program are, at no time, required to participate in fundraising activities of the Booster Club, unless it is deemed necessary by the cheer sponsor/coaches, at which time it becomes a program requirement and not a Booster Club responsibility.
- Section 2: No member shall be required to participate in fundraising activities of the Booster Club or reach quotas during fundraising events; however, all members are encouraged to take part in fundraising efforts of the Booster Club in order to maximize the fulfillment of the purpose of the organization.
- Section 3: Fundraising procedures and activities of the Booster Club shall be in compliance with the Paulding County School District Booster Club Guidelines.

ARTICLE XI AMENDMENTS & REVISIONS

- Section 1: The by-laws may be amended by a majority vote of the active members present at any regularly scheduled General Meeting of the Booster Club, provided the proposed amendment has been submitted in writing at the previous General Meeting. The amendment can be submitted by any active member.
- Section 2: After approval of the Executive Committee by way of a majority vote, a committee may be appointed by the President to draft a revised set of by-laws as a substitute for the existing by-laws. The revised set of by-laws may be adopted by a majority vote of the active membership present at any regularly scheduled general meeting of the Booster Club, provided the proposed revisions are submitted in writing at the previous general meeting. Final ratification of the new set of by-laws is given by the appropriate school administrative authority.
- Section 3: All amendments and revisions are effective from the date of the next general meeting, following approval by the general membership and/or North Paulding High School Administration.