

Interboro Hornets Cheerleading Bylaws	Date Ratified: 08/26/2006
	Last Updated: 08/28/2006

I. OBJECTIVE

- i. This organization shall be hereby known as Interboro Hornets Cheerleading.
- ii. The general purpose of this organization is to promote youth cheerleading in the Overbrook High School district and surrounding areas. The members of the organization shall keep in mind that winning a game/competition is secondary to the building of strong character and the molding of future women.
- iii. Registration is open to any youth that resides in the Overbrook High School district. Any youth living outside the district is also eligible provided they are released from the areas current cheerleading organization.
- iv. Registration and squad sizes will be decided on a season by season basis.

II. EXECUTIVE BOARD

- i. A Board of Officers shall govern Interboro Hornets Cheerleading. The Board of Officers shall consist of the following seats:
 - a. President
 - b. Vice President
 - c. Treasurer
 - d. Secretary
 - e. General Manager
 - f. Field Manager
 - g. Fundraising Manager
- ii. The duties of seats on the executive board are described as follows:
 - a. **President:** Shall preside over and be in control of all meetings. In addition, the President shall oversee the daily operations and long-term planning of Interboro Hornets Cheerleading. The president's main purpose is to maintain the goals of the organization. The president may not make long-term, lasting decisions with out a board vote. The president shall attend all league meetings and be the contact person between the football and cheerleading.
 - b. **Vice President:** Shall assist the President in daily operations and long-term planning of Interboro Hornets Cheerleading. In addition, the Vice President shall be responsible for overseeing the annual competition hosted by Interboro Hornets, along side the President. The Vice president shall attend league meetings with the General Manager in the absence of the President. The Vice President shall act as President in the event of their absence.
 - c. **Treasurer:** Shall be responsible for the safekeeping of all finances for Interboro Hornets Cheerleading. In addition, the Treasurer shall report all finances at regular meetings and furnish an end of the year report at the year's last regular meeting.
 - d. **Secretary:** Shall be the custodian of all records, reports and other documentation relating to Interboro Hornets Cheerleading. In addition, the Secretary shall carry on all correspondence relating to the organization, record minutes of all meetings and voting history and distribute all information to the Executive Board.
 - e. **General Manager:** Shall oversee and coordinate the distribution of all Interboro Hornets Cheerleading equipment. In addition, the General Manager shall keep an up-to-date inventory of all equipment owned by Interboro Hornets Cheerleading, present an equipment report to the Executive Board at the end of each year. They are responsible for the distribution and collecting of team uniforms, including, sneakers, socks and bows. They shall also be deemed the League Representative. As the League Representative, they shall attend all league meetings.

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- f. **Field Manager:** Shall oversee and coordinate with coaching staff, field and/or gym usage for practice, responsible for the decision on rain delays and cancellations and responsible for organizing coaches for conflicting game/practice schedules. In addition, the Field Manager shall appoint and oversee field parents, coordinate and oversee field events (i.e. raffles, concessions, etc.), coordinate and oversee field clean up and act as a mediator in any grievance. The Field Manager is also responsible for setting up team pictures for all of our squads.
- g. **Fundraising Manager:** Shall coordinate and oversee all fundraisers for Interboro Hornets Cheerleading. In addition, the Fundraising Manager shall create a fundraising committee, present fundraisers for the year at the year's first regular meeting and present a report of how fundraisers fared for the year at the year's last regular meeting.
- iii. The Board of Officers shall have voting power in regards to all matters considered essential and non-essential to the operation of Interboro Hornets Cheerleading.
- iv. Members of Good Standing will become Trustees to the Executive Board.
 - a. **Trustee:** Shall be responsible for tasks directly related to Interboro Cheerleading that are not covered under the above Board of Officer seats. Such examples include but are not limited to: working the sales table, Competition Committee, aiding the fundraising committee, helping with uniform distribution, etc. These trustees will be the go to people for the above Board of Officer seats. They will be responsible for committees to uphold any Interboro Cheerleading tasks. Trustees must be nominated and voted into a position by the Board of Officers.
- v. Trustees shall have voting powers in regards to all matters considered non-essential to the operation of Interboro Hornets Cheerleading.
- vi. Matters considered essential and non-essential, for voting purposes, are decided by the President
- vii. Board of Officers is required to attend all Interboro cheerleading hosted functions, (i.e.: Competition, Banquets, Fundraisers, picnics, etc). If a member is unable to attend, they must find a trustee to replace them at the function. In the event a trustee cannot fill the role at the event, then the Board of Officers will vote a temporary replacement for the event.
- viii. Executive Board members who do not abide by the above-mentioned duties will be removed from their board position by a majority vote of remaining board members.

III. MEETINGS

- i. Executive board meetings shall be held on the second Sunday of each month at a time and place to be designated by the President. A majority vote of the board members present shall decide the course of action to be taken by Interboro Hornets Cheerleading. In the event that a Board Member can't make a meeting, and we have a tied vote, then the board member will be contacted via phone, or the vote will be postponed.
- ii. General Public meetings shall be held on the second Thursday of each month of (August, September, October, November, January, February, March, April, May) at a time and place to be designated by the President. In order to hold a General meeting, five (5) members of the Board of Officers must be present. General meetings are open to all members of Interboro Hornets Cheerleading.
- iii. For all meetings, the President shall set the order of business.
- iv. All Executive Board Members must make 2/3 of all general meetings during the year (6 of the 9).
- v. A meeting date and time may only be changed by the President and rescheduled for a date up to seven days out from the original meeting.

IV. NOMINATIONS, ELECTIONS AND APPOINTMENTS

- i. All nominations made for Executive Board seats can only be made by any member of the Executive Board of Interboro Hornets Cheerleading.
- ii. All nominations for Executive Board seats shall be made during the Executive Board meeting held in the month of May, and will be voted on and elected to a board seat in the Executive Board meeting in the month of June by the Board of Officers.
- iii. Elected Executive Board members will begin their term at the first regular meeting in August of that year.
- iv. Executive Board seats will be voted on every two years. The current seat may run for office again but will need to go through the voting process.
- v. The Executive Board seats of President, Secretary, General Manager and Fundraising Manager shall be nominated and elected during even numbered years.
- vi. The Executive Board seats of Vice President, Treasurer and Field Manager, and all Trustees shall be nominated and elected during odd numbered years.
- vii. The Board of Officers shall make appointments for head coaching positions during the Executive Board meeting in May. Head coaching positions shall be announced during the regular meeting in August.
- viii. Head coaches shall hold their positions until they retire or are asked to leave by a Board of Officers vote.
- ix. The Board of Officers shall vote, in an emergency meeting, any Executive Board seat or head coach position, in the event of a vacancy.

V. COACHES GUIDELINES

- i. Coaching guidelines include but are not limited to:
 - a. Squad practices may begin during the first week of August.
 - b. Squads may practice up to four (4) times a week until the first week after Labor Day in September.
 - c. Squads may practice up to three (3) times a week after Labor Day and (1) day before or after a game in September until the end of the season.
 - d. Squad practices shall last a maximum of two (2) hours, but can be extended at Head Coach's discretion.
 - e. A Head coach does not have to be a Board member of Interboro Cheerleading.
 - f. Head Coaches shall submit the names of their assistants and all other squad personnel to the executive board for approval.
 - g. Head Coaches must attend or send an Assistant Coach to each general monthly meeting.
 - h. Head Coaches are responsible for the equipment issued to their squad. In addition, the head coaches shall follow the guidelines setup by the General Manager for distribution and collection.
 - i. Head Coaches shall have at least one coach from their squad at the field/gym 15 minutes prior to practice/game/competition. In addition, they shall have at least one coach remain on site until the last child on that squad leaves for home or the parent/guardian has taken over as the child's overseer.
 - j. Head Coaches shall be in control of their squad and coaching staff at all times.
 - k. Head and Assistant Coaches shall not use profanity, abusive language or other types of unsportsmanlike conduct.
 - l. No alcohol or smoking allowed on the field/gym.
 - m. Head and Assistant Coaches shall teach the proper techniques and safety aspects of cheerleading.

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n. Head and Assistant Coaches shall encourage good sportsmanship and fair play.

VI. AMENDMENTS TO THE BYLAWS

- i. Two-thirds vote of all Board of Officers present is required for amendment passage.
- ii. Amendments passed after the vote shall be put into effect in August of the next year.

VII. RATIFICATION

- i. The Executive Board approves Interboro Hornets Cheerleading Bylaws on this day, Saturday, August 26, 2006, therefore, making these bylaws official and effective.

VIII. Signatures

Seat	Name	Signature	Date
President	Michelle Rowan	_____	08/26/06
Vice President	Kristen Sager	_____	08/26/06
Treasurer	Debbie Radyshevsky	_____	08/26/06
Secretary	Ken Beasley	_____	08/26/06
General Manager	Ann Fonte	_____	08/26/06
Field Manager	Cheryl Holmes	_____	08/26/06
Fundraising Manager	Dawn Young	_____	08/26/06
Trustee	Devon Nealis	_____	08/26/06
Trustee	Gwen Cunningham	_____	08/26/06
Trustee	Susan Nelli	_____	08/26/06
Trustee	Amanda Radyshevsky	_____	08/26/06