

# Cumberland Valley Youth Cheerleading Association By-Laws

## MISSION STATEMENT

Cumberland Valley Youth Cheerleading Association (CVYCA) is dedicated to promoting and showcasing excellence and sportsmanship through cheerleading and community service.

## ARTICLE I - Name

The name of this organization shall be the Cumberland Valley Youth Cheerleading Association, Inc. herein referred to as CVYCA. CVYCA, headquartered in Mechanicsburg, Pennsylvania, is an incorporated, non-profit organization bound by the rules and regulations of said organizations of the Commonwealth of Pennsylvania.

## ARTICLE II – Purpose

The purpose of this organization shall be to instill in children the ideals of honesty, loyalty, respect, courage, good sportsmanship, and teamwork through participation in cheerleading so they will grow to become trustworthy, responsible, productive citizens.

## ARTICLE III – Objectives

It shall always be the goal of CVYCA:

1. To acquaint the participants with the basic skills, techniques, and fundamentals of cheerleading.
2. To provide a safe environment in which children can learn, grow, and have fun.
3. To promote physical fitness and "safety first" participation.
4. To build self-esteem, self-confidence, and a feeling of accomplishment.
5. To develop personal integrity, discipline, and cooperation.
6. To provide an opportunity for age-appropriate teams to cheer for a recreational sport and to compete.
7. To encourage proper conduct of participants, coaches, advisors, and spectators.
8. To instill a sense of community service, community pride, and community spirit.

## ARTICLE IV - Membership

1. Membership shall consist of cheerleaders, parents and/or guardians of cheerleaders, coaches, volunteers, and officers who reside within the community.
2. Term of membership shall be annual from the close of registration.
3. The rules and regulations shall bind all members.
4. There shall be squads organized by grade levels.

<b>Minis</b>	Grade 2 & Under
<b>Pee Wees</b>	Grade 4 & Under
<b>Ponies</b>	Grade 6 & Under
<b>Juniors</b>	Grade 8 & Under

## ARTICLE V - Dues and Assessments

1. The CVYCA Board of Directors shall set all registration fees.
2. Registration fees for each cheerleader shall become non-refundable after 72 hours of registering.

## ARTICLE VI - Board of Directors

1. The governing body of the CVYCA shall be the Board of Directors, hereafter referred to as the "Board."
2. The Board shall consist of no more than ten (10) members.
  - a. President, vice-president, secretary, treasurer, immediate past president, general manager, mini program manager, registrar, equipment manager, and web site manager.
  - b. There will be four (4) elected officers: president, vice-president, secretary, and treasurer.

- c. All remaining board positions shall be appointed by the President following consultation and agreement of the elected officers.
  - d. Board members will not be compensated for their services and will not draw upon the funds of the organization for personal gain.
3. The responsibilities of the Board shall be:
- a. To promote the CVYCA cheerleading program and to assist in the recruitment of children.
  - b. To set and direct policy concerning the CVYCA
  - c. To abide by the by-laws of the CVYCA.
  - d. To provide leadership and foster team building.
  - e. To maintain communication between all interested parties.
  - f. To approve advisors and coaches for all teams.
  - g. To have sole authority in disciplinary matters dealing with advisors and coaches.
  - h. To approve the budget.
  - i. To have final say on all expenditures exceeding \$500.
  - j. To approve all fundraisers for the association and all team fundraisers for individual accounts.

## **ARTICLE VII – Meetings and Voting**

- 1. Board meetings shall be held bi-monthly: January, March, May, July, September, and November.
  - a. A quorum of six (6) members of the Board shall be required to conduct business with a minimum of two (2) elected officers.
  - b. Special board meetings may be called by the President or by a majority of the board members whenever they deem it necessary.
  - c. Members are welcome at all board meetings.
  - d. Persons wishing to have items placed on the agenda must contact the president or secretary not less than three (3) day before the meeting date.
  - e. Robert’s Rules of Order shall govern all matters to come before this association. CVYCA by-laws shall take precedent in instances of conflict with Robert’s Rules of Order.
- 2. Board meetings may be held by conference telephone calling providing all participating members can hear each other at the same time.
- 3. There will be one (1) general parent meeting at the first official practice of the season.
- 4. The Board will abide by the following voting procedures:
  - a. All Board members are voting members and entitled to one (1) vote except the President who will vote only when the Board is deadlocked.
  - b. All matters concerning CVYCA policy shall be decided by a vote of the Board.
  - c. Voting shall consist of a show of hands or voice vote, unless deemed that a paper vote is necessary for accuracy or in order to avoid conflict.
  - d. Motions receiving a favorable vote of a simple majority of the Board members present will pass.
  - e. Proxy votes are not permitted.
  - f. Expulsion of a Board member will require a three-fourths (3/4) majority vote of all Board members.

## **ARTICLE VIII – Elected Officers and Duties**

### **1. President**

- a. Oversee all activities of the CVYCA and oversee the work of all board members and volunteers.
- b. Preside over and conduct all meetings of the Board.
- c. Assure the by-laws, rules, policies, and principles of the CVYCA are adhered to at all times.
- d. Organize short term and long term planning and goal setting.
- e. Appoint the general manager, mini program manager, registrar, equipment manager, and web site manager following consultation and agreement with the elected officers.
- f. Appoint a mini program manager to oversee the mini program under the direction of the general manager.
- g. Conduct at least one (1) general meeting with members at the first official practice of the season.
- h. Appoint committees as needed and serve as an ad hoc member of all committees.
- i. Emails all CVYCA communications.
- j. Shall vote only to break a tie.
- k. Shall have a working knowledge of Robert's Rules of Order.
- l. Responsible for building relationships and communicating with the Cumberland Valley High School cheerleading staff and administration.
- m. Turn over all records, documents, and other property of CVYCA to the Board at the end of the term of office.

### **2. Vice-President**

- a. Perform the duties of the President in the absence of the President.
- b. Assume the office of President in the event of the President’s resignation, absence, or inability to serve.

- c. Submit fund raising ideas designed to meet yearly funding needs for board review and approval.
- d. Act as the chairperson of at least one (1) major fund raising activity to support the CVYCA.
- e. Responsible for the distribution of fundraising information.
- f. Oversee the collection of funds from CVYCA fund raising activities and submit funds to Treasurer with a written recap/voucher of the funds.
- g. Serve as the Individual Accounts Manager or appoint an Individual Accounts Manager.
  - 1) Plan and oversee all red team fundraisers for individual accounts.
  - 2) Provide individual account statements to participants throughout the season.
- h. Act as the chairperson for the annual financial audit.
- i. Carry out other duties and assignments as may be delegated by the President and assist the President as needed.
- j. Turn over all records, documents, and other property of CVYCA to the Board at the end of the term of office.

### **3. Secretary**

- a. Record the minutes of all meetings and have them posted to the web site upon board approval.
- b. Conduct all external correspondence on behalf of CVYCA.
- c. Notify TV and newspaper for publicity of program accomplishments.
- d. Maintain a current contact list of all board members and distribute the list to all board members.
- e. Collect and maintain background checks of all board members, advisors, and spotters.
- f. Responsible for maintaining and updating the by-laws with changes as directed by the Board.
- g. Assist the President with the annual meeting schedule and reserve a facility for board meetings.
- h. Reserve all facilities for practices, tryouts, and general meetings.
- i. In the absence of the Secretary, the President or person presiding over the meeting shall appoint a temporary secretary for that meeting.
- j. Carry out other duties and assignments as may be delegated by the President.
- k. Turn over all records, documents, and other property of CVYCA to the Board at the end of the term of office.

### **4. Treasurer**

- a. Shall be bonded by an insurance company in an amount determined by the Board.
- b. Maintain insurance coverage for all CVYCA participants and personnel.
- c. Deposit in CVYCA account within three business (3) days of receipt, all payments received from registrations, monies collected from uniform accessory purchases, fund raising proceeds, and all other incoming funds.
- d. Deposit income from individual account fundraising into a separate account other than the general fund.
- e. Make disbursements for on-time payment of liabilities only as approved by the Board when accompanied by vouchers and invoices.
- f. All CVYCA checks over \$500 must be co-signed by the President or in the absence of the President, the Vice President.
- g. Prepare and present an accurate, detailed financial report at each meeting of the organization and as requested by the officers.
- h. Manage bank accounts in the name of the Cumberland Valley Youth Cheerleading Association for the fiscal period of May 1<sup>st</sup> through April 30<sup>th</sup>.
- i. Implement and maintain a voucher system for all incoming and outgoing monies.
- j. Prepare and maintain the budget for the new season.
- k. Pursue grant money from the State of Pennsylvania and subsidies from Hampden, Silver Spring, Middlesex and Monroe Townships.
- l. Prepare and distribute an annual report at the May meeting showing the financial status of the CVYCA. This report shall contain all receipts and expenditures for the previous year.
- m. Responsible for filing annual returns with the appropriate governmental agencies, including PA Bureau of Charitable Organizations and the Internal Revenue Service (Form 990).
- n. Carry out other duties and assignments as may be delegated by the President.
- o. Turn over all records, documents, funds, and other property of CVYCA to the Board at the end of the term of office.

### **5. Immediate Past President**

- a. Provide counsel to the President.
- b. Provide historical context of past board actions and decisions.
- c. Assist President in representing CVYCA in all contacts with the CV School District, local townships, and all cheerleading organizations CVYCA is in contact.
- d. Serve as a resource for all board members in regards to their positions and duties.
- e. Serve as the chairman of the election results committee.
- f. Turn over all records, documents, funds, and other property of CVYCA to the Board at the end of the term of office.

## **ARTICLE IX – Appointed Positions and Duties**

### **1. General Manager**

- a. Recruit adult advisors and coaches (typically high school cheerleaders) for all teams.
- b. Present names with their assignments to the Board for approval.
- c. Organize and coordinate training for the advisors and coaches with the emphasis on safety.
- d. Assure all advisors agree to abide by the Advisor's Code of Conduct.
- e. Assure all coaches agree to abide by the Coach's Code of Conduct.
- f. Serve as the liaison between the cheerleading advisors, coaches, cheerleading parents, and the Board.
- g. Provide information to the advisors and coaches regarding competitions, games and practices.
- h. Assist coaches with the choreography of competition routines and obtain music for routines.
- i. Responsible for scheduling tryout dates with keen regard to school and community functions; recruiting tryout judges; supervising tryouts; and providing the web site manager with the results for posting on the web site.
- j. Shall not serve as a head advisor or assistant advisor during term of office.
- k. Carry out other duties and assignments as delegated by the President.
- l. Turn over all records, documents, funds, and other property of CVYCA to the Board at the end of office.

### **2. Mini Program Manager**

- a. Assist the Registrar with the recruitment of mini-level children within the community.
- b. Assist General Manager with the recruitment of adult advisors and coaches for mini teams.
- c. Assist mini coaches with teaching age-appropriate skills, choreographing simple exhibition routines, and obtaining music for the routines.
- d. Organize and coordinate events specific to the mini program.
- e. Serve as the liaison between the mini advisors, mini coaches, mini parents, and the Board.
- f. Provide program updates at board meetings.
- g. Provide information, guidance, and assistance to the mini advisors, mini coaches, and mini parents regarding practice schedules, exhibitions, community service events, and end-of-season party.
- h. Carry out other duties and assignments as delegated by the President.
- i. Turn over all records, documents, funds, and other property of CVYCA to the Board at the end of office.

### **3. Registrar**

- a. Set registration dates, times, and location and reserve the building.
- b. Prepare all promotional materials and registration materials.
- c. Advertise registration dates through schools, newspapers, and emails to recruit children within the community.
- d. Organize and administer registrations with sufficient personnel to ensure a successful registration.
- e. Submit all monies collected from registrations to the CVYCA Treasurer with proper documentation within three (3) to five (5) business days.
- f. Collect and maintain copies of physical waiver forms and birth certificates for all participants.
- g. Compile and maintain an accurate roster for each team and distribute copies to board members and advisors.
- h. Provide Advisors with individual team participant form.
- i. Submit first day reminder post-card to the Board for approval by May board meeting.
- j. Mail first day reminder post-card to all cheerleaders by mid-July.
- k. Submit the layout design for the program t-shirt to the Board for approval by May board meeting.
- l. Order and distribute the program t-shirt by the first official practice of the season.
- m. Register teams for cheerleading competitions in a timely fashion.
- n. Coordinate the payment of competition fees with the Treasurer.
- o. Carry out other duties and assignments as delegated by the President.
- p. Turn over all records, documents, funds, and other property of CVYCA to the Board at the end of office.

### **4. Equipment Manager**

- a. Makes recommendations for uniforms and accessory items to the Board.
- b. Responsible for ordering uniforms, clothing items and equipment as approved and directed by the Board.
- c. Maintain an inventory (with assigned values) of all association-owned equipment.
- d. Has full charge and custody of all uniforms.
- e. Responsible for all communication to participants regarding uniform requirements and optional accessories.
- f. Oversee ordering, selling, and distribution of all uniform accessories, i.e. shoes, socks, briefs, bodysuits, etc.
- g. Submit all monies collected for uniform accessories to the Treasurer with a voucher within 3 to 5 business days.
- h. Distribute, collect, and inspect all uniforms and report discrepancies to the Board.

- i. Prepare an annual equipment report to be submitted at the May board meeting with recommendations.
- j. Carry out other duties and assignments as delegated by the President.
- k. Turn over all records, documents, funds, and other property of CVYCA to the board at the end of office.

## **5. Web Site Manager**

- a. Shall maintain the CVYCA web site.
- b. Post current team photos on web site.
- c. Post seasons' accomplishments on web site.
- d. Responsible for posting CVYCA communication on web site.
- e. Carry out other duties and assignments as delegated by the President.
- f. Turn over all passwords, documents and records to the Board at the end of office.

## **ARTICLE X - Advisors**

- 1. Agree to follow the CVYCA Advisor's Code of Conduct and adhere to the CVYCA Bylaws.
- 2. Report to the General Manager.
- 3. Serve as the manager of the cheerleading team.
- 4. Respect all confidential information.
- 5. Communicate all activities in writing to the cheerleaders, coaches, parents, and General Manager.
- 6. Responsible for cheerleaders from the beginning of practice until all participants go home.
- 7. Supervise all cheerleaders and coaches involved in team activities.
- 8. Serve as team spotters and promote the highest standards of safety.
- 9. Support and assist the coaches.
- 10. Model and require good sportsmanship at all times.
- 11. Generate excitement and enthusiasm for cheerleading, the team, and the CVYCA Program.

## **ARTICLE XI - Coaches**

- 1. Agree to follow the CVYCA Coaches Code of Conduct and adhere to the CVYCA Bylaws.
- 2. If possible, there shall be a minimum of two "CVYCA" coaches per squad.
- 3. The Board shall have final approval of all coaches for all squads.
- 4. All coaches are under the direction of the General Manager.
- 5. It shall be the responsibility of the coaches to manage each individual squad within the guidelines set by the coach's rules and regulations.

## **ARTICLE XII - Committees**

The Board shall appoint all committees and their term of office shall be for a period of one year. Any committee member not acting in the best interest of CVYCA shall be removed by majority vote of the Board. The permanent committees shall be:

- 1. Audit Committee
  - a. Will consist of a minimum of three (3) Board members, excluding the Treasurer, one member being the Vice-President.
  - b. Shall conduct an annual audit of the association's financial books.
  - c. Will present said findings to the Board at the July meeting.
- 2. Scholarship Committee (Status pending)
  - a. There will be a separate scholarship account maintained by the Treasurer.
  - b. Funds transferred to the separately maintained scholarship account shall not be available for any other reason.
  - c. The committee shall annually determine, no later than January 30, the criteria for selection of the award recipients, including number of recipients and the amount of the award.
  - d. Said guidelines and criteria shall be in writing and will be deemed to be the rules and regulations of the CVYCA scholarship.
  - e. The scholarship application shall be posted on the web site no later than January 30.
  - f. In March, the committee shall review all applications and determine the recipients according to the established criteria.
  - g. In April, the name of the recipient (s) along with the amount of the award will be provided to the school district.
  - h. A member of the scholarship committee will attend the awards ceremony to present the award.

3. Nominating Committee
  - a. Will consist of a two (2) elected board members and two (2) general board members, to be appointed by the officers of the board.
  - b. The Nominating Committee shall propose a list of nominees for offices to the Board at the January board meeting. In addition to the list of nominees proposed by the Committee, it shall be the privilege of any member of the CVYCA to nominate any other member by phone or by email to the Nominating Committee, at least fifteen (15) days prior to the election. At least ten (10) days before the election, a member of the Nominating Committee shall email to each board member the list of nominees.
  - c. The committee shall brief all nominees on the pertinent job descriptions and required duties prior to the election.

### **ARTICLE XIII - Nominations and Elections**

1. The elected officers shall be president, vice-president, secretary, and treasurer.
2. Elected officers must have been a member of CVYCA the previous year.
3. Candidates running for President must have been a Board member the previous year.
4. The term of office for elected officers shall be one (1) year and two (2) months.
5. Incoming officers shall assume office upon election in May.
6. Elections for the President, Vice President, Secretary, and Treasurer shall occur once every year.
7. Election shall be by simple majority vote of the board members present and voting provided there is a quorum.
8. All members of the Board, including the President, shall be entitled to one (1) vote during the elections.
9. Elections will be held at the May meeting.

### **ARTICLE XIV - Vacancies**

1. In the event the office of president is vacated, the Vice-President shall fulfill the term.
2. In the event of a vacancy in any other office, the elected officers shall appoint a qualified member to fulfill the term, with the approval of the Board.
3. All resignations must be submitted to the Board in writing.
4. A three-fourths (3/4) majority vote of all Board members is required to remove any officer or board member from office.
5. Board members may be removed for the following reasons:
  - a. Breach of confidentiality.
  - b. Breach of the Code of Conduct.
  - c. Failure to exercise the duties of a board member.
  - d. Failure to attend three consecutive board meetings.
  - e. Or any other incident deemed inappropriate by the board.

### **ARTICLE XV – Amendments**

These by-laws may be amended by a two-thirds (2/3) vote of the members present at any meeting of the organization provided that written notice of the proposed amendment is given to the membership three days prior to the meeting date.

### **Article XVI – Dissolution**

In the event that the Cumberland Valley Youth Cheerleading Association should ever dissolve or disband, all of the assets of the CVYCA shall be transferred to the Cumberland Valley High School Cheerleading Boosters to be used to sponsor youth cheerleading activities or to provide scholarships to high school cheerleaders who have taught cheerleading to young students. No individual Board member shall receive any benefit in the event of such dissolution.