

# MT OLIVE JR MARAUDERS CHEERLEADING ASSOCIATION

## CONSTITUTION AND BY-LAWS

**Adopted – DECEMBER 4, 2022**

### **Article 1 – Preamble**

#### Section 1 – Organizational Name

- A. This organization shall be known as the MT Olive Jr Marauders Cheerleading Association.
- B. The organization shall operate under the DBA "MOJMCA". The officers of the organization are hereby empowered to apply for and maintain such designations with all appropriate authorities.

#### Section 2 – Purpose and Ideals

- A. The purpose of this association is to organize, finance, promote and generally supervise cheerleading squads for the youth of Mt Olive Township.
- B. The program will be consistent with the ideals to encourage scholastic achievement, sportsmanship and citizenship.

### **Article 2 – Terms and Definitions**

#### Section 1 – Association Names

- A. The cheerleaders will be known as the "Marauders".

#### Section 2 – Membership

- A. "General Membership" of the organization will include the following:
  - 1. Current Elected Officers
  - 2. Current Head and Assistant Coaches and Team Commissioners
  - 3. Parents and/or guardians of children participating in the program during the football and cheer season of the current calendar year.

- A. Regularly scheduled meetings of the General Membership are referred to as the monthly "General Meeting" and are described in Article 10 -Meetings.
- B. A "Member of Record" is anyone from the General Membership that has been recorded in attendance at any monthly General Meeting in the current calendar year, including the then-current meeting.
- C. A "Voting Member" is any Member of Record that meets the requirements per Article 6 -General Membership, Section 1 -Registration and Voting.

### Section 3 – Elected Officers and Governing Boards

- A. The "Elected Officers" of the organization will consist of the following positions: President, Vice President, Recording Secretary, Treasurer, Equipment Manager(s), Head Commissioner(Formerly Advisor Liaison), and Head Cheerleading Commissioner, Fundraising Commissioner, and Football Commissioner, etc. The maximum number of Elected Officers is 10.
- B. The "Appointed Officers" will consist of the Football Team and Cheer Team Commissioners, the appointed program-wide Football Commissioner and program-wide Asst. Cheer Commissioner, as well as the Committee Chairpersons as appointed by the Executive Board, which have in the past include Audit, Banquet, Budget.
- C. The "Board of Directors" will include Elected Officers, Appointed Officers. These Board members make up the main governing body of the organization. The Board's responsibilities also include oversight of organizational activities and are authorized to vote on financial matters.
- D. The Executive Board will consist of the Elected Officers. The Executive members of the Board are charged with operational oversight and reporting to the Board of Directors and General Membership. The Executive Board may act with the power of the Board of Directors as necessary to operate the organization. This includes the President, Vice President, Treasurer and Secretary.
- E. More than one member of the same family may serve on the executive board at the same time, but the second member must be voted in unanimously.

## **Article 3 – Election of Officers**

### **Section 1 – Nomination Procedures**

- A. At the October General Meeting (the "nomination meeting"), there shall be nominations from the floor for the Nominating Committee. The Nominating Committee shall consist of four (4) members consisting of one (1) current member of the Executive Board who shall be a non-voting committee member and three (3) members from the General Membership.
- B. At the October General Meeting, the members of the Nominating Committee shall be elected by majority vote of the General Membership in attendance. These persons shall be elected for the sole purpose of presenting the slate of persons to hold Executive Board positions for the following year.
- C. The "Nominating Committee" will present a slate at the November General Meeting, naming one (1) or more persons for each of the Elected Offices to serve for the next calendar year. Nominations for consideration for Elected Officers will also be accepted from the floor until the close of nominations at the December Election Meeting.
- D. Elections shall be held at the December General Meeting.

### **Section 2 – Term of Office**

- A. Elected Officers shall serve for a term of two (2) years. At which time they may be up for reelection.

### **Section 3 – Elections**

- A. Elections of Elected Officer positions shall be held at the December General Meeting from amongst those nominated at the nomination meeting. Any Voting Member, as defined in Article 6, Section 1, Paragraph C, shall be eligible to vote.
- B. Any member in arrears to the organization may not vote.
- C. The member receiving a majority of the votes cast shall be declared elected.
- D. In the case that a majority is not reached on the first ballot, a second ballot listing the two candidates who received the most votes is taken. In the unlikely event of an intractable tie, voting will be suspended for the office in question and will resume at the January General Meeting. The current officer of the position in question shall remain in office until resolved.

- E. Newly elected officers shall assume their respective positions on the First of January following their election.

## **Article 4 – Duties of Officers**

### **Section 1 – President**

- A. Shall preside at all meetings of the Board of Directors, Executive Board and General Membership, subject to Roberts Rules of Order 10<sup>th</sup> Ed. or most current, to preserve order, enforce the provisions of this Constitution and By-Laws and decide all questions of order, subject to an appeal by the members.
- B. Shall be exempt from voting except on the election of officers, candidates for membership, or in the case of an equally divided vote.
- C. Review all signed checks or account debits with the Treasurer on at least a monthly basis, and provide written advance approval for any amount over \$5,000, regardless of method of payment. Only the President (or Vice President acting in lieu of) and Treasurer can authorize payments not to exceed \$500 in aggregate per month for unbudgeted items. Any amount over \$500 in aggregate per month requires approval of the Budget Committee or the Executive Board.
- D. Appoint all committee heads and be an ex-officio member of all committees except the Nominating Committee.
- E. Appoint all non-standing members of the Budget Committee and its Chairperson.
- F. Assign duties to other Board Members.
- G. Appoint, with approval by a majority of the Board of Directors, special members to the Board as may be deemed necessary.
- H. Call special meetings of the General Membership, Executive Board, or Board of Directors with twenty-four (24) hours prior notice as may be necessary.
- I. Recommend to the Board of Directors any un-budgeted contribution to the Long-Range Fund in accordance with Article 17, Section 3 -Management of Funds.

### **Section 2 – Vice President**

- A. Shall preside and exercise the authority of the President in the absence of the President.
- B. Assume oversight responsibility of all revenue-generating functions, including, but not limited to concession and golf outing activities.
- C. Become a standing member of the Budget Committee.
- D. May countersign all checks in the absence of either the President or Treasurer in the event that one of them is unavailable for signature.

### Section 3 – Recording Secretary

#### Recording Secretary

- A. Shall keep attendance of all members at General and Special Meetings.
- B. Accurately record minutes of the proceedings of all General and Special Meetings, and to file copies of all documents relating to the business of the organization including Pop Warner dues, insurance policies, tax filings, service contracts and any other material agreements or contracts involving the organization.
- C. Shall provide assistance to the Head Commissioner and Head Cheer Commissioner as needed to secure the following: General Meeting place(s) for the year, practice fields for the season, home game fields for the season, police and rescue squad for home games.

### Section 4 – Treasurer

- A. Shall receive and deposit, in the organization's banking accounts, all monies received by the organization.
- B. Pay all bills accompanied by appropriate documentation (i.e., monthly invoice, purchase order, etc.) when duly authorized within the approved budget. Any bill that requires clarification for budgeting purposes will be referred to the President and Budget Committee Chairperson.
- C. Sign all checks or authorize debits, subject to the approval of the President, in keeping with the budget. Any payment over the amount of \$5,000, regardless of method of payment, must be authorized in advance by the President in writing.
- D. Keep an accurate account of all receipts and disbursements and submit the accounts to an auditing committee, when called upon to do so.
- E. Prepare a written report on the condition of the organization's finances as of the end of the prior month to be available for review at the Executive and General meetings and upon request.
- F. Prepare Annual Budget with assistance of the President and Budget Committee, to be presented at the March meeting.
- G. Participate as a permanent member of the Budget Committee.
- H. Maintain a general inventory of goods offered for sale by the organization.

### Section 5 – Liaisons

#### Head Commissioner / Advisor Liaison

- A. Shall serve as liaison between the organization and any conference to which the Board, by a majority vote, may decide the organization shall become a member.
- B. Serve as team representative and handle all communications with Team Advisors.

- C. Schedule/prep bags/meetings and communicate all pre-season information.
- D. With the President and Head Cheerleading Commissioner, appoint team commissioners according to Article 3, Section 4 herein.
- E. With the Head Cheerleading Commissioner, team commissioners and head coaches, develop and enforce a consistent discipline policy for cheerleading squads.
- F. Ensure all advisors are certified in accordance with town guidelines.

Football Commissioner / Football Liaison

- A. Shall serve as liaison between the two organizations and any conference to which the Board, by a majority vote, may decide the organization shall become a member.
- B. Serve as team representative and handle all communications with Team Advisors for schedule changes via text or email chains/ website updates- whichever is deemed most efficient.
- C. Schedule/prep bags/meetings and communicate all pre-season/ in-season information.
- D. With the President and Head Cheerleading Commissioner, appoint team commissioners according to Article 3, Section 4 herein.
- E. With the Head Cheerleading Commissioner, team commissioners and head coaches, develop and enforce a consistent discipline policy for cheerleading squads.
- F. Ensure all advisors are certified in accordance with town guidelines.

Head Cheerleading Commissioner / Coaches Liaison (NON BOARD POSITION-- to be overseen by President/Vice President)

- A. Shall coordinate/schedule coverage of all activities of cheerleading coaches at home games and competitions.
- B. Responsible to coordinate with the Corresponding Secretary to secure all cheer practice areas and summer practice indoor backup space.
- C. Responsible to coordinate with the Equipment Manager to order, issue and collect all cheer uniforms.
- D. With the President and Head Commissioner, appoint team commissioners according to Article 3, Section 4 herein.
- E. Ensure all coaches and team commissioners are certified in accordance with town guidelines.
- F. Ensure music, routines and stunts for all squads are ready prior to opening practice on or about 8/7.

Team Advisors (NON BOARD POSITION-- to be overseen by Advisor Liaison)

- A. Must be parent/guardian to a player currently registered and active in our rec cheer program in grades 2nd-8th grade.
- B. Shall enforce all Town regulations and serve as respective team representatives at all practice sessions and games.
- C. Coordinate all team registration forms, rosters, team application forms, medical certification and fund-raising activities.
- D. Serve as team liaison to handle all communications between participants/parents and coaching staff and Head Commissioners.
- E. Responsible to coordinate with parents to arrange for refreshments (younger teams) at scrimmage and games, taking game videos/pictures, and game announcers.
- F. Assist with equipment hand-out and collection, banquet set up.

Section 6 – Equipment Manager(s)

- A. Shall provide care and maintenance of equipment and appropriate storage ensuring that said equipment meets all applicable standards.
- B. Maintain an inventory of existing equipment and issue purchase orders as required.
- C. Together with the Head Commissioner, team commissioners and coaches fit and issue equipment and see to the collection of same.
- D. Supply space for storage of all Cheerleading equipment and uniforms.

Section 7 – Head Coaches (NON BOARD POSITION- Overseen by Coach Liaison)

Cheerleading Head Coaches

- A. Shall be properly certified and part of the Mt Olive 9-12th grade student population currently enrolled and in good standing within Mt Olive High School.
- B. Meet all requirements with approval of the Board.
- C. Adequately condition and train children for the purpose of preparing them to inspire the crowds to inspire the teams. Work with Advisors on any issues with in squads.
- D. Inspire scholastic achievement, encourage sportsmanship and emphasize citizenship.

Section 8 – Appointed Officers (OVERSEEN BY BOARD)

- A. It shall be the duties of the Appointed Officers to act as chairpersons of committees as appointed by the Executive Board.

## Section 9 –Teams (OVERSEEN BY ADVISORS)

- A. Once appointed/elected, Team Advisors and team coaches shall be in attendance at all Special Meetings and Preseason Meetings of the organization. In the event that they cannot attend a scheduled meeting, he/she shall send a representative in his/her place. It is the team representative at the meetings who shall be responsible for disseminating applicable information from such meeting to his/her team. "A team representative sent by them will hold the proxy of said Head Advisor/Coach, such proxy to count towards quorum, but not towards votes of the Board of Directors." No individual may hold more than one (1) such proxy.

## Section 10- Fundraising Director

- A. As a non-profit, 501(c)(3) organization, the mission of Mt Olive Cheer is to provide support to the players of the Cheer program.
- B. Fundraising will go toward the good of the cheerleading program. These funds will be used for various activities provided to the players throughout the year (as outlined at the Parent Meetings) and items identified by the Program Director for the good of the program. The primary sources for general fundraising are the spirit wear and dine out events. For this reason, the MOJMCA kindly requests 100% family participation in these activities each year. Enrolling your player in the cheerleading program comes with the understanding of this expected family participation.
- C. There are no individual family accounts for fundraising efforts. Meaning for example, if your student sells "10 candy bars" for example, your student is not "entitled" to the fundraising profit of those 10 candy bars, nor will she have an individual family account reflecting that fundraising amount. The results of fundraising efforts are collected by the MOJMCA and used to pay bills incurred by the MOJMCA. No fundraising monies will be reimbursed to the student/family as a cash payment, nor can they be transferred to the future cheerleading activities of any family member.

## **Article 5 – Vacancies on the Board**

### Section 1 – Presidential Appointment

- A. The President shall appoint at a regularly scheduled General Meeting, with majority approval of the Elected Officers of the organization, persons to serve out the term of any office declared vacant.

### Section 2 – Expulsion



- A. Any member of the Board of Directors, both elected and appointed, may be expelled by a vote of two-thirds of the members present at a regularly scheduled General Meeting of the organization, provided he/she has been duly notified of charges two (2) weeks prior to said meeting.

## **Article 6 – General Membership**

### **Section 1 – Registration and Voting**

- A. Any person within the General Membership wishing to become a voting member of this organization must register with the Recording Secretary by signing the attendance record at a regularly scheduled General Meeting.
- B. Voting privileges become effective upon registration except as provided in Article 6, Section 1, Paragraph C and those issues relating to Pop Warner National, Regional, Conference and/or financial matters. The Board of Directors is responsible for voting on these issues.
- C. The privilege to vote for Elected Officers at the December General Meeting is conferred upon Members of Record in good standing who have attended a minimum of two (2) General Meetings, one (1) of which must be a General Meeting held between August through December of that calendar year.
- D. Cheer coaches that are conducting practice during a general meeting shall be given credit for attendance at the meeting. The Head Commissioner and Cheer Commissioner are responsible to report to the President which coaches were present at practice during the meeting.

## **Article 7 – Special Committees**

### **Section 1 – Budget Committee (3-5 Members)**

- A. The President shall appoint a "Budget Committee". The committee will consist of the duly elected Treasurer and Vice President as permanent members and three appointed members. To the extent possible, appointed committee members should possess a broad knowledge of the organization's financial needs.
- B. The Budget Committee will review and make recommendations on all expenditure requests that exceed Five Hundred dollars (\$500.00) or any expenditure request not in the current year's approved budget. The decision of the Budget Committee is binding and any challenge, with intent to reverse that decision, must be approved by an 80%

affirmative vote by the Board of Directors attending an official Meeting where a Voting Quorum has been established pursuant to Article 10, Section 4.

- C. The Budget Committee will present the Budget at the March General Meeting for majority ratification by the General Membership.

#### Section 2 – Audit Committee (3-5 Members)

- A. Three auditors shall be recommended by the current President at the January General Meeting, one of which shall be chosen by a majority of the Board present, who will audit the financial books of the organization and report to the newly elected officers at the March General Meeting.
- B. The Audit Committee should, to the extent practical, review a representative sample of financial transactions for the general account, special accounts (i.e., concession), savings deposits, and outstanding loans. The committee should validate proper authorization (i.e., dual signatures), paperwork (i.e., receipt, bill of lading, etc.), and ledger entries have been made. Any questionable practices and/or transactions should be reported along with committee recommendations. The findings of the Audit Committee shall be submitted in writing to the Board and General membership and shall become part of the permanent records of the organization.

#### Section 3 – By-Laws Committee (3-5 Members)

- A. "By-Laws Committee" shall be appointed by the President as needed, with the approval of a majority of the Board, who will review the current By-Laws and report to the General Membership as needed. Any revisions must be done in accordance with Article 11, Section 2 -Amendments to Existing Bylaws.

## **Article 8 – Purchases (Debt)**

#### Section 1 – Purchases by Members

- A. No member shall contract any debt on account, or in the name of the organization, in an amount over five hundred (\$500.00) for any non-budgeted item, except by authority of the budget committee or an 80% majority of the Board Members present at any General Meeting or Presidential Assembly. All purchase requests must be accompanied by a purchase order or price quotation.
- B. The Treasurer and President can approve payment of any debt for un-budgeted items on account under an amount of five hundred dollars (\$500.00).

- C. All committees acting with Board approval after an approximate cost of event is presented, shall be able to purchase needed supplies and services from event proceeds and must submit a Committee Report with all receipts upon completion of the event.
- D. All purchases totaling more than \$2000 (i.e., football and cheer uniforms, equipment, large capital improvements, etc.) must be submitted to the budget committee in accordance with Article 8, Section 1, Paragraph A accompanied by three (3) price quotations or bids. Approved purchases should represent the best overall value to the organization.
- E. Where appropriate, a copy of product warranty, user instructions, and service contracts should be filed with the Recording Secretary.

## **Article 9 –Dissolution**

### Section 1 -Minimum Membership

- A. This organization shall not be dissolved while there can be found five (5) members who are willing to continue.

### Section 2 -Notification and Disbursement of Funds

- A. In the event dissolution becomes necessary, a special meeting shall be called for the purpose and all members of the Board notified two (2) weeks in advance.
- B. Prior to dissolution, all outstanding debts must be paid. Any remaining funds will be donated to one or more charitable youth organizations in Mt Olive Township per a majority vote of the remaining General Membership.

## **Article 10 –Meetings**

### Section 1 – Presidential Assembly

- A. The President as requested by any Board Member can call a Board of Directors/ Executive Meeting.

### Section 2 – Regularly Scheduled Meetings

- A. The officers will hold the General Meeting on the last Sunday of each month, unless otherwise specified, time TBD located at the Mt Olive Municipal Offices or via zoom. January, February, March and April should be off and no meetings held unless the board decides to meet internally only.

- B. All General Meetings held July through October will be open to the public. November meetings will be a postseason recap and December will be for the Executive Board only. If said meetings are held via Zoom, the link will be provided on our website, [MOJMCA.com](http://MOJMCA.com).
- C. August meeting will be onsite after our practice time(s) and at the field (no zoom). The December meeting will consist of the Executive Board only (in person) as a season recap.
- D. The Elected Officers will hold a meeting of the Executive Board once per month or more frequently as decided by the members of the Elected Officers.

### Section 3 – Length of Individual Discussion

- A. No member shall speak more than twice on the same question, nor for a longer period than five minutes, with leave of the presiding chairperson, nor more than once until every member choosing to speak has spoken.

### Section 4 – Voting Quorum

- A. Ten (10) members of the Board of Directors in attendance shall constitute a quorum for the transaction of new business or the ratification of any proposals at a General Meeting or Presidential Assembly.
- B. Four (4) members of the Executive Board in attendance shall constitute a quorum for the transaction of new business or the ratification of any proposals at a meeting of the Executive Board.

## **Article 11 – Adoption of By-Laws**

### Section 1 – Effective Date

- A. This constitution, when adopted in whole, shall go into effect immediately.

### Section 2 - Amendments to Existing By-Laws

- A. No part of this Constitution shall be repealed, altered or suspended unless a proposal has been noted by the Recording Secretary specifying the intended amendment has been read to the members of the organization at two (2) consecutive monthly General Meetings.
- B. A majority affirmation vote of all the General Members present at the second meeting of the General Membership is required to adopt any amendment.
- C. A complete copy of this Constitution and By-Laws as amended will become a permanent record of the organizations and shall be made available to all members upon request.

### Section 3 – Disagreement of Intent

- A. If any disagreement arises as to the true intent or meaning of this Constitution, a majority vote of the Board of Directors present shall decide the question if not designated.

## **Article 12 – Registration**

### Section 1 – Advertising of Registration

- A. Registration for boys/girls will be publicly advertised.

### Section 2 – Registration Date

- A. Registration for boys/girls will be held no later than April 1st of the current year for existing players, with open registration for new players within one week after.

### Section 3 – Registration Limits

- A. Registration for each cheerleading team will be limited to the maximum number of children allowed (not exceed 30) based on the number of volunteer Advisors. Where appropriate, a waiting list can be established based on the order registrations were received.

### Section 4 – Late Registration

- A. Late registrations will only be accepted one week after registration closes for a surcharge of \$50.00 until the maximum number of 30 players per squad has been reached (unless a team is restricted to a lower squad capacity size due to limited number of Advisors). At which time registration will close for that squad for the season.

## **Article 13 – Post-Season Play**

### Section 1 – Length of Season

- A. The cheer season begins on August 7th and will continue per MOJMCA regulations. As of the date of this revision, the season currently ends approximately November 30th.

### Section 2 – Postseason Attendance

- A. Should post-season play or competition be offered, participating coaches and children in that division of play are expected to attend.

- B. Funding of post-season play or competition shall be determined by a majority vote of the Executive Board dependent upon available funds.

## **Article 14 – Fund-Raising**

### **Section 1 – Mandatory Participation**

- A. All registered families are required to fulfill the team fund-raising obligation(s) as will be stated in the registration paperwork. Each team will have a set number of hours for sign up at the start of the season. Families are to sign up for volunteer hours at our cheer gear table during all home games, pep rally, and other fundraising events that will benefit the program in buying new uniforms. A Work Bond of \$50.00 may be paid during registration should your family opt out of volunteering during the season. The Work Bond will be a one time, nonrefundable, payment of \$50.00 at the start of the season in lieu of volunteer hours. Those volunteering either on the board or as advisors during the season are exempt from mandatory hours. They may still volunteer at their discretion.
- B. Oversight of fundraising activities will be maintained by the Fundraising Director as outlined in Section 10.

## **Article 16 – Awards**

### **Section 1 – No Individual Athletic Awards**

- A. No awards will be presented for individual athletic achievements (MVP, Best Defensive Player, etc.). Team awards (Banquet Trophies) received by every participant is permissible.
- B. A banquet and or celebration shall be held at the end of the season for all participants and 1 guest (parent or guardian).
  - a. Tickets will be sold to attend and are required for each player and their guest (parent -one player allowed)
  - b. At this time there will either be one event for all age groups; or two separate events with age groups 2nd -5th grade and 6th-8th grade. That is still to be determined. This depends on venue availability and volunteer participation. The events will be decided upon at a later date and tickets will be sold at that time. It is not a mandatory event.