

# **JENKS POM BOOSTER CLUB BYLAWS**

## **ARTICLE I NAME**

The name of this nonprofit organization shall be the JENKS POM BOOSTER CLUB; hereafter referred to as JPBC.

## **ARTICLE II OBJECTIVE**

The objectives of the JPBC shall be:

SECTION 1. To lend all possible support to the Jenks Pom Squads.

SECTION 2. To enhance communication between squads.

SECTION 3. To provide fundraising opportunities.

## **ARTICLE III MEMBERSHIP**

SECTION 1. ACTIVE MEMBER: All parents or legal guardians of pom squad members who affirm the objectives of the JPBC and pay an annual membership fee of \$25.00 per pom squad member shall be considered active members with one voting privilege per pom squad member for a period of one year. Membership fees shall be deposited into the treasury account of the students' participating squad. However, parent membership in JPBC is not a requirement for student participation in pom.

SECTION 2. ASSOCIATE MEMBER: Anyone interested in the progress and development of the pom squads and pays \$25.00 or more shall be considered an associate member without voting privileges.

## **ARTICLE IV FINANCES**

### **Section 1: Fundraising**

- A. Based on the fundraiser, all funds raised by JPBC shall be deposited to either the General Fund or the member's account. Only those squad members with JPBC membership by parents and /or guardians may receive money from JPBC
- B. Each pom member and parent shall be asked to help plan, coordinate and work on fundraising activities which shall provide financial support. Any member not willing to participate in fundraising shall accept full responsibility for expenses incurred. No participant shall be exempt from required fundraising activities.
- C. Fundraising benefits may not exceed a member's expenses for the year in addition to the expenses (hotel and/or airfare) for one parent or guardian attending the national competition.
- D. If a pom member accumulates funds from fundraising in excess of the fiscal year's cost, in order to keep our non-profit status, the following options are available:
  1. Excess funds from fundraising may be transferred forward to the next pom year for a current pom member who makes a squad after tryouts.

2. Excess funds from fundraising may be transferred to the account of a sibling who remains in the Jenks Pom Program. Funds may not be transferred or sold to another student who is not a sibling.
3. Excess funds from fundraising can be donated to the Jenks Pom General Fund for administrative and/or scholarship opportunities to be determined at the discretion of the Jenks Pom Executive Board and the Jenks Pom Coordinator(s).

## SECTION 2. UNIFORMS

- A. The purchase of new uniforms shall be left up to the discretion of the pom Coordinator(s) with the approval of the JPBC and Athletic Director.
- B. Uniforms may be purchased new by the squad member or rented from the JPBC at the discretion of the Coordinator(s).
- C. Each member renting a uniform shall pay a nonrefundable, minimum annual rental fee of \$100.00 and a one-time deposit of \$75.00, refundable upon exit from program. Fees may increase with JPBC approval.
- D. All uniforms and school equipment must be turned in at the end of the season or the deposit shall not be returned and the remaining balance charged to the Pom member.
- E. When returned, uniforms must be in reasonable condition determined by the condition in which the uniform was issued. If unreasonable damage has occurred, the deposit shall not be refunded.
- F. If a uniform is returned unclean, the Uniform Coordinator can return it to be properly laundered or assess a cleaning fee which would be deducted from the member's deposit.
- G. If a pom member voluntarily dismisses herself or is removed from the squad, all uniforms must be returned and any outstanding fees must be paid. Providing all outstanding fees and bills have been paid, individual fundraising monies will be returned to the pom member. The refunded amount, however, may not exceed the member's expenses for the current year during the period of participation on the pom squad.

## SECTION 3. COACHING

- A. Coaching fees shall be assessed monthly as part of the pom fee. Additional coaching fees may be necessary to cover choreography and additional practices. Coaching personnel shall be hired upon recommendation of Coordinator(s) and approval of the JHS athletic director. Fees shall be determined according to expertise and the going market rate and presented for approval of the JPBC.
- B. Coaches are expected to adhere to Jenks Athletic Policies and must attend required safety training.

SECTION 4. TRY-OUT FEES: Try-out fees collected shall be used to pay 8<sup>th</sup> Grade, Freshman, JV and Varsity camp deposits. Remaining funds shall stay in the General Fund.

SECTION 5. OUTSTANDING BALANCES: SECTION 5. OUTSTANDING BALANCES: No member of a JHS Pom Squad shall be allowed to perform at football or basketball games if there are any outstanding balances due to JPBC and arrangements have not been made with the Coordinator(s). A balance is considered outstanding if the payment due on the 1st of the current month is not paid by the 15th of the current month. Members are encouraged to discuss any financial problems with the Coordinator(s) or Squad Treasurer in order to develop a plan of payment. According to JPS policy, grades shall be held at the end of each semester if monies due to JPS activities are not paid in full.

#### ARTICLE V EXECUTIVE BOARD

SECTION 1. OFFICERS: Officers of the JPBC shall be: President, First Vice President, Second Vice President, Secretary and General Fund Treasurer.

#### SECTION 2. SQUAD REPRESENTATIVE

- A. Each squad shall elect one representative that shall report to the President.
- B. Squad representatives shall voice the majority opinion of their squad at any occasion where a vote is necessary.
- C. Squad representatives shall provide a written report of squad activities at the JPBC meetings. They shall summarize and provide squad minutes to the Secretary.

#### SECTION 3. SQUAD TREASURER

- A. Each squad shall have one treasurer slated for election.
- B. Squad Treasurers shall have charge of all the books, records, papers and accounts of the squad.
- C. Squad Treasurers shall disperse funds upon the squad's approval.
- D. Squad Treasurers shall provide reports on all items noted in B and C to the squad during the JPBC meetings.

SECTION 4. NOMINATION AND ELECTIONS: Nominations for the Executive Board Officers and the Squad Treasurers shall come from the Nominating Committee, which is made up of the Executive Board Officers and Squad Representatives. In the event the Squad Representative is unable to attend the nominating session, the Squad Treasurer shall attend. If both the Squad Representative and Squad Treasurer are unable to attend the nominating session, the squad shall have a representative to attend so that each squad is represented.

Any parent or guardian of a squad member who is a member in good standing shall be considered qualified for the above offices with the exception of the President who must have been a member of the Board for one year prior to assuming office. After try-outs, officers shall be elected for a one-year term by the vote of a simple majority of the voting

members present. Vacancies shall be filled by appointment by the President and approval of the Executive Board for the balance of the term. The term of all offices shall be one year. (April 1<sup>st</sup> to March 31<sup>th</sup>).

## ARTICLE VI DUTIES OF OFFICERS

### SECTION 1. PRESIDENT

- A. Shall preside at all meetings of the JPBC and assume responsibility of the agenda.
- B. Shall communicate with the Coordinator(s) and the Athletic Department.
- C. Shall appoint all committee chairmen with the approval of that member. Committee chairmen report to the Executive Board.
- D. Shall perform the duties provided by these by-laws and the parliamentary procedures adopted by the JPBC.

### SECTION 2. FIRST VICE PRESIDENT

- A. Shall assume all duties of the President in his or her absence.
- B. Shall coordinate fundraising requests for school approval and work with Coordinator(s) on new fundraising opportunities for all squads.

SECTION 3. SECOND VICE PRESIDENT: Shall assume the responsibility for the public relations and news releases.

### SECTION 4. SECRETARY

- A. Shall keep records and minutes of all meetings.
- B. Shall attend to correspondence.

### SECTION 5. GENERAL FUND TREASURER

- A. Shall have charge of all the books, records, papers and accounts of the JPBC's General Fund and oversight of all funds.
- B. Shall disperse funds upon JPBC'S and Coordinators' approval.
- C. Shall provide reports on all items noted in A and B at each Executive Board and JPBC meetings.
- D. Shall fulfill all varsity Squad Treasurer responsibilities unless there is another person suitable for that position that is slated and elected to that position by the varsity squad.

## ARTICLE VII MEETINGS

SECTION 1. **The Executive Board and JPBC shall meet the first Monday of the month or any other day voted upon by the current Executive Board.** Attendance at Executive Board meetings will be limited to the Executive Board and Coordinator(s). Chairmen will be included on Executive Board meeting agendas. Anyone wishing to attend must gain prior approval and be placed on the agenda.

SECTION 2. Additional JPBC meetings may be called by the President upon written or telephone notice to all active members.

SECTION 3. A minimum of three elected officers and ten active members shall constitute a quorum at JPBC meetings.

ARTICLE VIII AMENDMENTS: Any portion of the By-laws may be amended by two-thirds majority of the members present and voting at any meeting of the JPBC with prior, written notification of suggested amendments at least two weeks in advance.

ARTICLE IX LIABILITY: No officer or Coordinator shall be or shall become personally liable for any indebtedness or liability of the JPBC, except for embezzlement, misapplication or misappropriation of funds.

ARTICLE X DISSOLUTION OF THE JPBC

SECTION 1. This organization has been formed to assist the Jenks Pom Squads. It can be dissolved only by the vote of the membership after all members have been informed of the intent to dissolve.

SECTION 2. All remaining funds of the JPBC will then be turned over to the Jenks High School Pom Activity Account upon dissolution of this organization, with no money reverting to the members of the JPBC.

Revised 10/15