

ARTICLE I: GENERAL

SECTION 1. NAME

Carver Youth Cheer

(A Not for Profit Corporation)

The organization shall be known as Carver Youth Cheer hereinafter referred to as "Lady Cowboys".

Section 2. Principal Office/Geographical Area

The principal office of the corporation in the State of Massachusetts shall be located in Carver. The jurisdiction of Carver Youth Cheer shall be approved by "Carver Youth Cheer" Board of Directors.

Section 3. Definitions

- A. **Lady Cowboys** - The name of the corporation is Carver Youth Cheer, Inc and has IRS status as nonprofit, tax exempt, 501(c)3 corporation – EIN 92-3092767 and hereafter referred to as "Lady Cowboys".
- B. **Association** – Carver Youth Cheer.
- C. **Bylaws** – Refer to the amended and restated bylaws of Carver Youth Cheer as they may be amended from time to time.
- D. **Membership** – The membership of Carver Youth Cheer shall consist of parents of players and/or cheerleaders, coaches, assistants, and persons who are involved in the daily activities of Carver Youth Cheer.
- E. **Voting Members**- with paid registration and in good standing as a parent/guardian or volunteer have the right to vote in annual elections. One voting card per family will be provided to the active members for participation in election.
- F. **RISMA Pop Warner** - charter of national Pop Warner organization.
- G. **Divisions** – Teams/Squads grouped as defined by Pop Warner organization in their national handbook.
- H. **The Executive Board** – The Executive Board of Carver Youth Cheer as selected annually by the voting membership of the Lady Cowboys.
- I. **Participants** – Any registered child that participates in Pop Warner events.
- J. **The Board of Directors** – The voting membership of the Carver Youth Cheer board consists of the elected Executive Board and the appointed extended board members as identified in Article V Section 2.

## ARTICLE II: OBJECTIVES

The objective of Carver Youth Cheer is to provide youths with an opportunity to participate in cheerleading in a good moral/ethical environment, supervised and organized with an emphasis on scholastics and physical fitness throughout our geographical area. To uplift, enhance and support athletes and enable them all to grow while learning a sport as well as life lessons.

## ARTICLE III: GOALS

### Section 1. The basic purposes are to:

- A. Familiarize participants with the fundamentals of cheerleading.
- B. Provide the opportunity to play in an organized and supervised environment where the emphasis is on team participation and maximum safety.
- C. Keep the game free of adult and parental pressures to win at any cost.
- D. Identify and bar from further participation any adult volunteer whose actions conflict with goals A, B and C above.
- E. Encourage student athletes to continue to participate in cheerleading once they reach the High School level.

## ARTICLE IV: MEMBERSHIP

**Section 1.** The membership of Carver Youth Cheer shall consist of parents of participants, coaches, assistants, and persons who are involved in the daily activities of Carver Youth Cheer.

**Section 2.** Membership in this association will consist only of active members.

**Section 3.** An active member shall be family or single parent or guardian with a child in the program or volunteer with a sincere desire to help where their talents may lend for the betterment of the youth regardless of race, creed, national origin or sex.

**Section 4.** A member in good standing with paid registration or volunteer shall become a voting active member and vote in elections. A voting mechanism will be provided to the active member for participation in election.

**Section 5.** Any member may be censured, suspended, or expelled from the Association as evidenced by 2/3 vote of the full Executive Board.

**Section 6.** All complaints against a member must be submitted in writing to the Executive Board.

**Section 7.** The Executive Board will review and make the decisions concerning complaints against a member submitted in writing.

**Section 8.** The Executive Board will follow the Hearings and Appeals section of the Pop Warner Administration Manual and RISMA Pop Warner policies and procedures.

**Section 9.** Any member whose membership in the association has been terminated for any reason whatsoever shall forfeit all rights to use of the association name, emblem, and insignia and participation in any association function.

**Section 10.** A vote of 2/3 of this entire Executive Board shall be required to reinstate any member who has been expelled or suspended pursuant to the provisions of this section.

## ARTICLE V. EXECUTIVE BOARD

**Section 1.** The Executive Board shall govern the affairs of the association and all voting membership.

**Section 2.** The Executive Board shall be elected by the voting membership as: , President, Secretary, Scholastics Director, Treasurer, and Cheer Coordinator. In the event a vote ends in a tie, the At-large Director position will then become the tie breaker. The Executive Board shall appoint Coordinator, Sponsorship Director, Concession Director, Equipment Director, Safety Director, Merchandise Director, At-large Director and Volunteer Coordinator, who shall have voting rights as the Board of Directors.

**Section 3.** A majority of the officers on the Executive Board shall constitute a quorum for the transaction of business.

**Section 4.** Vacancies caused by resignation, removal, or death of an elected Officer during the year, the Executive Board shall vote on (2/3 vote) and appoint a replacement to fill the unexpired term.

**Section 5.** The Executive Board shall act on, as needed, all business presented to them by Pop Warner Little Scholars, Inc. and Mid-Massachusetts Pop Warner. The Executive Board shall present in writing all information necessary for association function to the association members.

**Section 6.** The Executive Board shall help formulate and approve the association budget for the current and up-coming season.

**Section 7.** The Executive Board shall execute the By-Laws and rules in a professional and business- like manner in the operation of Carver Youth Cheer.

**Section 8.** The Executive Board shall provide a safe environment for all members of Carver Youth Cheer, including players, cheerleaders, coaches, and parents. Any member of the Executive Board has the authority to stop any act that is interpreted as unsafe to its members.

**Section 9.** The Executive Board should attempt to be present at all association functions including, but not limited to, registration, equipment issuance, and physical day. They should also be present at most games.

**Section 10.** There will not be any proxy voting.

## ARTICLE VI. OFFICERS

### Section 1. President

- A. The President shall be Chief Executive Officer of Carver Youth Cheer and shall manage all association business and implement policies established by the Executive Board.
- B. The President shall preside at all meetings of the association, call special meetings as needed, and appoint all committees with a two-thirds vote by the Executive Board.
- C. The President shall delegate responsibilities of the Executive Board appointed to him and shall perform the duties usually required of a presiding member.
- D. The President shall be authorized to co-sign Carver Youth Cheer checks for disbursements and shall co-sign checks only with the amount, payee, and reason for disbursement being complete on the check prior to endorsing.
- E. The President shall perform such duties ordinarily incumbent upon Presidents and such other duties as may be assigned by Carver Youth Cheer.
- F. The President shall be responsible for all participant rosters, physical forms, books, and waivers required by Carver Youth Cheer.
- G. The President may appoint, with a 2/3 vote from the Executive Board such special committees as may be necessary to assist in the administration of the affairs of the Association.
- H. The President shall perform all required functions in the absence of any the Executive Board
- I. The President shall be responsible for all participant rosters, physical forms, books, and waivers required by Carver Youth Cheer.
- J. The President shall be responsible to make sure that all Cheer Coaches and volunteers of the association who comes into direct interaction with any of the participants (kids) have the necessary Pop Warner certifications.
- K. The President's position requires a minimum of two years as a member in good standing with the Pop Warner program to become eligible for nomination and elected as outlined in Article VII Section 7.

## Section 2. Secretary

- A. The duties of the Secretary shall be to take minutes of all meetings of the Association and the Executive Board, and to enter such minutes in proper books to be provided for that purpose.
- B. The Secretary shall conduct the correspondence of the Association, read the minutes and notices of all meetings, and papers and communications.
- C. Mail and/or call all notices of the meetings to the Offices and Executive Board.
- D. The Secretary shall maintain a file of the reports of all committees.
- E. The Secretary shall keep in his/her possession the registration of all active members and verify if needed, the eligibility of any active member present at a regular meeting and shall also further note the number of duly registered members and officials in attendance of any meeting.
- F. The Secretary should provide a written agenda to all Board of Directors members prior to the Executive Board meeting to include a time limit per topic.
- G. The Secretary shall mediate the meeting to include enforcement of the time limit of discussion per topic.

### Section 3. Treasurer

- A. The Treasurer shall receive and record all monies belonging to Carver Youth Cheer. and shall deposit all monies into a designated bank account.
- B. The Treasurer shall make all disbursements by check at regular monthly meetings and give an accounting of funds in the form of a balance sheet monthly.
- C. He/She shall also maintain a petty cash fund in the amount of \$100.00 for incidental expenditures.
- D. The Treasurer shall be authorized to be a co-signer of Carver Youth Cheer checks for disbursement and shall co-sign checks only with the amount, payee, and reason for disbursement being complete on the check prior to endorsing.
- E. The Treasurer shall present a final written financial report to include a balance sheet by December 31st of the current year.
- F. The Treasurer along with the President will make all reports to the IRS and the State of Massachusetts within the deadlines required by these agencies.
- G. The Treasurer shall provide the Concession Director with a cash deposit sufficient to provide change prior to the game and will give a written receipt to the concession. The Concession Director will return the original cash deposit back to the Treasurer at the close of the concession stand.
- H. All check and withdrawal slips must be signed by one (1) of the three (3) following officers: President, Cheer Coordinator, and Treasurer.
- I. The Treasurer will provide a financial report at each Board meeting to include the monthly bank reconciliation.

#### **Section 4. Scholastics Director**

- A. The Scholastics Director shall insure that each participant is academically eligible to participate by reviewing every participant's report card and forwarding reports concerning All-American candidates to Pop Warner Little Scholars, Inc.
- B. The Scholastics Director reserves the right to deny participation to any player who does not meet scholastic requirements.
- C. The Scholastics Director will review and calculate All American eligibility and complete the necessary applications.
- D. The Scholastic Director will distribute applications to the participants who qualify for All American. Then will collect completed applications to forward on to Mid-Massachusetts.
- E. The Scholastic Director will attend the RISMA Little Scholars Banquet as the Associations representative.
- F. The Scholastic Director will be responsible for collecting progress reports from participants who are under Scholastic Eligibility and verifying they are still able to participate in program based on grades.



## Section 5. Cheer Coordinator

- A. The Cheer Coordinator shall be the official representative of Carver Youth Cheer and RISMA Pop Warner and attend Coordinators meetings.
- B. The Cheer Coordinator shall have a minimum of 3 years coaching experience and have a full understanding and knowledge of Pop Warner Cheer procedures and rules.
- C. The Cheer Coordinator shall recruit qualified cheer coaches and ensure that all appropriate training is attended, and coaches hold appropriate badges and certifications.
- D. The duties of the Cheer Coordinator shall be to maintain a line of communication between the Executive Board and all the Association Cheerleading Coaches.
- E. The Cheer Coordinator will be responsible for providing all association updates and rule changes to the Executive Board, as necessary.
- F. The Cheer Coordinator shall coordinate cheer uniform budgeting, purchases and storage with the Treasurer and the Equipment Director.
- G. The Cheer Coordinator shall support the association's budgeting process for any additional budget related to the cheer program.
- H. The Cheer Coordinator shall oversee all aspects of practice including the performance of the coaches and adherence to all safety regulations.
- I. The Cheer Coordinator's input and voting should reflect the majority wishes of the Cheerleading coaching staff.
- J. The Cheer Coordinator shall be responsible for all cheer coaches, assistant coaches, student demonstrators/jr. coaches, cheerleaders, and for providing input on appointing an Executive Board approved Assistant Cheer Coordinator.
- K. The Cheer Coordinator shall make final decisions regarding the number and size of cheerleading teams.
- L. The Cheer Coordinator shall make final decisions regarding the placement of cheerleaders on teams.
- M. The Cheer Coordinator shall make final decisions regarding the level of competition declaration for all teams.
- N. The Cheer Coordinator shall make final decisions regarding the movement of cheerleaders to other teams when necessary.
- O. The Cheer Coordinator shall be a liaison between the Carver Middle High School coaches and Carver Youth Cheer

- P. The Cheer Coordinator shall hold regular coaches' meetings with each team's head coach to keep the coaches abreast of any rule changes and concerns.
- Q. The Cheer Coordinator shall oversee all aspects of practice including the performance of the coaches; all coaching staff are following the Coach's Code of Conduct, and adherence to all safety regulations.
- R. The Cheer Coordinator shall assist the Executive Board in the Selection of head coaches along with the input of the Board.
- S. The Cheer Coordinator's input and voting should reflect the majority wishes of the Carver Youth Cheer coaching staff.
- T. The Cheer Coordinator shall support the association's budgeting process for any additional budget related to the Carver Youth Cheer program.

## **Section 6. Sponsorship & Fundraising Director**

- A. The Sponsorship Director shall be responsible for the direction and maintenance of the association sponsorship and fund-raising programs.
- B. The Sponsorship Director shall solicit support, create committees and teams as appropriate to successfully execute sponsorship and fund-raising missions.
- C. The Sponsorship Director shall support the association's budgeting process.
- D. The Sponsorship Director shall provide regular status reports to the Board of Directors.

## **Section 7. Concession/Bake Sale Director**

- A. The Concession Director shall be responsible for direction and maintenance of the association's concession program.
- B. The Concession Director shall solicit support and create teams as appropriate to successfully execute the association concession program.
- C. The Concession Director shall support the association budgeting process.
- D. The Concession Director shall provide regular status reports to the Board of Directors.

## **Section 8. Equipment Director**

- A. The Equipment Director shall be responsible for direction and maintenance of the association equipment program.
- B. The Equipment Director shall solicit support as needed to successfully execute the association's Equipment program.
- C. The Equipment Director shall support the association budgeting process.
- D. The Equipment Director shall provide regular status reports to the Board of Directors.
- E. The Equipment Director along with two (2) members of the board inspect all equipment for safety and serviceability prior to the league season and report their findings to the Executive Board.
- F. The Equipment Director shall coordinate the reconditioning of equipment as needed.
- G. The Equipment Director shall make recommendations to the Board of Directors by January 31st for new equipment purchases for the coming season.
- H. The Equipment Director shall inventory all league equipment before and after the season and give report to the Board of Directors
- I. The Equipment Director shall issue and recover from all Head Coaches all league equipment.

## **Section 9. Safety Director**

- A. The Safety Director shall be responsible for direction and maintenance of the association's safety program.
- B. The Safety Director shall solicit support as needed to successfully execute the association's safety program.
- C. The Safety Director shall support the association's budgeting process.
- D. The Safety Director shall provide regular status reports to the Board of Directors.

## **Section 10, Merchandise Director**

- A. The Merchandise Director shall be responsible for designing, ordering, and maintaining inventory for Carver Youth Cheer merchandise.

### **Section 11, Volunteer Coordinator**

- A. The Volunteer Coordinator shall be responsible for the coordination of scheduling volunteers for parents to meet their volunteer time commitment.

### **Section 12, At-large Director**

- A. The At-large Director shall be responsible for assisting all Executive Board Members with the affairs of the association.
- B. The At-large Director will be called upon to vote if the Executive Board vote ends in a tie.

## ARTICLE VII. ELECTIONS

**Section 1.** An election of an Executive Board shall be held prior to registration opening for the next season.

**Section 2.** All Executive Board members are elected to serve a two (2) year term commencing January 1st of the following year.

**Section 3.** Terms of elected board members shall be staggered. The term of Executive Board positions of Secretary and Scholastics Director shall terminate at the end of seasons with odd numbered calendar years (2025, 2027, etc.). The term of Executive Board positions of President, Treasurer and Cheer Coordinator shall terminate at the end of seasons with even numbered calendar years (2024, 2026, etc.). The transition to newly elected board members shall be timed to provide an orderly transfer of relevant information.

**Section 4.** Members of the Executive Board may hold office for consecutive terms.

**Section 5.** One member from each family who has voting rights and is in good standing may nominate themselves or another good standing active member for an Executive Board Position during open election periods.

**Section 6.** The Nominating Committee shall advise the active membership that nominations are being solicited for the Executive Board thirty (30) days prior to the election. Applications must be submitted fifteen (15) days prior to the election by email to the president in odd numbered calendar years or to the Secretary in even numbered calendar years. All submitted emails will be forwarded to the Executive Board for review.

**Section 7.** The Executive Board shall obtain consent to serve from the nominee prior to their name being placed on the ballot.

**Section 8.** The Executive Board shall follow the following guidelines in determining eligibility of applicant as approved candidate:

1. Is applicant a member in good standing with the organization for at least two (2) years for Treasurer and President positions or at least one (1) year for all other positions?
2. For treasurer position, does applicant have financial experience?

**Section 9.** The Membership will elect the Executive Board based on the approved candidates submitted from the Executive Board.

**Section 10.** Approved nominees are not allowed to actively campaign. They are to submit a 500 word or less bio which will be emailed to all members and placed on the Carver Youth Cheer website.

**Section 11.** Final tabulation of votes is to be completed by the cheer coordinator, the president and the secretary in even numbered election years or the treasurer in odd election years.

## ARTICLE VIII. MEETINGS

**Section 1.** The Board shall meet once per month subject to change based on the association's business needs.

**Section 2.** Board meetings shall be open to all active members.

**Section 3.** The Executive Board may schedule Special Board meetings to discuss such topics as: disciplinary, legal actions and such other matters as the Executive Board deems necessary, which shall be closed to active members.

**Section 4.** Members will be notified of meetings via the Web Site or by handouts from team moms at practices and /or games.

**Section 5.** Any Board member who has three (3) unexcused absences from meetings in less than six (6) months may be asked to resign.

**Section 6.** Meetings will be held at a time and place designed by the Executive Board by majority vote.

**Section 7.** Excluding coaches who are also Board Members, at least one representative from the coaching staff from each cheer and team should be present at each regular meeting during the season.

## ARTICLE IX. ORDER OF BUSINESS

**Section 1.** Robert's Rules of Order shall govern the procedures of all meetings of this Association. Section 2. The regular order of business for all meetings shall be as follows:

1. Call to order
2. Approval of minutes
3. Report
4. Association Business
5. Treasurer Report
6. Cheer Coordinator Report
7. Report from committee
8. Unfinished business
9. New business
10. Adjournment

## ARTICLE X. SELECTION AND CERTIFICATION OF COACHES AND VOLUNTEERS

**Section 1.** All Head Coaches shall be nominated.

**Section 2.** The Coaches selection committee consisting of the President, Cheer Coordinator, Scholastic Director submit the head coach nominations based on the review of their application and interview screening process to the Executive Board in a closed meeting for approval.

**Section 3.** The selection will be based on the candidate's demonstrated ability to coach and their commitment to abide by the Coaches Code of Conduct as stated in the current edition of the National Pop Warner Official Rules.

**Section 4.** Head Coaches shall be allowed to recommend their own Coaching staff; however, the final selection of any coaching staff must be approved by the Executive Board.

**Section 5.** All coaches and volunteers must pass a background check annually.

**Section 6.** There is no minimum or maximum number of cheer head coaches that can be a member of the Executive Board,

**Section 7.** The head coaches, assistant coaches, on field volunteers and board members are required to be certified by RISMA Pop Warner.

**Section 8.** If a coach should attend the certification that is provided by Pop Warner Little Scholars, Inc. at the regional level, this shall serve as the required class.

**Section 9.** All Board members, volunteers and cheerleading coaches must be in good standing with Carver Youth Cheer and RISMA Pop Warner to be accepted as a coach.

**Section 10.** All cheerleading coaches, volunteers, and Executive Board Members must always strive to keep the best interest of all participants the highest priority in order to provide the highest level of excellence to Carver Youth Cheer, RISMA, and National Pop Warner organizations.

**Section 11.** The Head Coach will conduct himself/herself in a civil manner at all times and shall be responsible for the behavior and conduct of his assistant coaches, players, and parents/guardians. Coaches may be suspended at any time if his/her behavior is deemed detrimental to the organization by the Executive Board.

**Section 12.** Each Coach's term expires at the end of the season. Coaches must reapply each season.

**Section 13.** Any coach who quits during the season must provide cause to the Board in order to be eligible to coach the following season.



## ARTICLE XI. AMENDMENTS

**Section 1.** An amendment to the By-Laws may be introduced at any regular meeting or special meetings of Carver Youth Cheer.

**Section 2.** The amendment shall be voted upon at the regular meeting, notice of which is required to state the proposed By-Law amendment as part of the agenda.

**Section 3.** Approval of the amendment must be by a two-thirds vote of the Board of Directors members.

## ARTICLE XII. GENERAL GUIDELINES

**Section 1.** The most current edition of the National Pop Warner Official Rules and the National Pop Warner Administrative Manual shall be adopted as part of these by-laws.

## ARTICLE XIII. DISSOLUTION OF CARVER YOUTH CHEER

**Section 1.** Upon dissolution of the Carver Youth Cheer. all outstanding indebtedness and taxes shall be paid and any outstanding funds in the treasury shall be donated to the ???

## ARTICLE XIV. SPONSORED PLAYERS/CHEERLEADERS

**Section 1.** The Executive Board shall formulate a list of specific requirements financial and otherwise that qualifies a child for sponsorship of registration fees by Carver Youth Cheer.

**Section 2.** The parents/guardians of children considered for sponsorship shall fill out applications requesting sponsorship and showing that they meet the requirements for sponsorship.

**Section 3.** A 2/3 vote of the Executive Board shall be needed for any sponsorship to be granted. Parents/ guardians of sponsored children will be encouraged to work volunteer hours above and beyond typical active member involvement. This time will be monitored and factored into subsequent sponsorship applications.

**Section 4.** Each request will be considered on an individual participant basis, not as siblings.

**Section 5.** If a sponsorship recipient quits during the season, he/she will forfeit sponsor eligibility for one year.

## ARTICLE XV. LEAGUE EQUIPMENT AND PERSONAL EQUIPMENT

**Section 1.** The Head Coach assigned to each team shall provide a signed receipt for all Carver Youth Cheer organization equipment issued to his/her team by the Equipment Manager.

**Section 2.** The Head Coach is responsible for collecting all league property issued to his/her team and for turning over the property to the Equipment Manager at the end of the season. The Head Coach who is unsuccessful in retrieving issued equipment will turn in the name of the player, list of unreturned equipment, and a letter stating what attempts have been made to recover the equipment.

**Section 3.** Any player who has not turned in all equipment from a previous season and all siblings will not be allowed to register until they return or pay the replacement cost for the equipment.