

**PRATTVILLE HIGH SCHOOL  
MEGAPHONE BOOSTER CLUB INC.  
BY-LAWS**

**ARTICLE 1: NAME**

The organization shall be known as the MEGAPHONE BOOSTER CLUB.

**ARTICLE 2: JURISDICTION OF CLUB**

This organization shall be under the jurisdiction of the Autauga County School District, in accordance with ACSD rules and coordinated by the cheerleading coach(es) of Prattville High School. This organization will abide by all school board administrative policies and procedures.

**ARTICLE 3: PURPOSE**

The purpose of this organization shall be to promote the welfare and objectives of the Prattville High School cheerleading teams by providing financial assistance through fundraising projects and to further the operational and educational activities of the Prattville High School cheerleading teams and its coach(es).

This organization shall promote a congenial relationship among the membership, cheerleaders, coach(es), school administration, other school organizations and the community in general.

1. To support the cheerleaders in all its activities.
2. To provide financial assistance and unified effort to promote the development and advancement of the of the cheerleading squad.
3. To promote and foster fellowship among the cheerleaders.
4. To assist the cheerleading coach(es)/sponsor(s) in all capacities to further the advancement and development of the cheerleading squad(s).
5. To assist in the transportation needs of the cheerleading squad(s).

**ARTICLE 4: MEMBERSHIP**

**Section 1.**

The membership of the club is open to any family member of an active Prattville High School Cheerleader. The family member must be at least 18 years of age.

**Section 2.**

Members who have paid their annual dues will be considered to be members in good standing and eligible to participate in any matters brought to a vote. Only members who have paid their yearly dues (\$20.00 per family) will be eligible to vote.

**Section 3.**

Seven active members or at least 1/3 of the members present at any regular meeting, two of which must elected to include the President and/or Vice President, shall constitute a quorum.

## **ARTICLE 5: FINANCING**

Membership dues, donations and contributions shall defray club expenses. Projects to raise funds will be voted on by the membership and will be sanctioned by the school administration prior to the event.

## **ARTICLE 6: ELECTION OF OFFICERS**

### **Section 1.**

Officer positions are to be filled by a parent or guardian of an active cheerleading team member. President can be held by any active Cheerleader parent regardless of Varsity or Junior Varsity as long as they served on the board the previous year. All other positions can be held by any parent (Varsity or Junior Varsity) except Fundraising Chairpersons which must be one Varsity parent and one Junior Varsity parent.

### **Section 2.**

Officers shall be elected during the April meeting or the first meeting following cheerleading tryouts. Any paid voting member can make a nomination from the floor at the election meeting, however, the nominee must be present to accept or decline the nomination.

### **Section 3.**

Vacancies in any office shall be nominated and elected by a 2/3 vote of members in attendance except in the case of the President, if such vacancy should occur, the Vice President shall assume the office President.

### **Section 4.**

Any officer who is non-compliant with their duties may be asked to do the following:

- a. Vacate such office without further obligation, or
- b. Retain such office until the term is completed provided that 2/3 of the attending voting members to retain such officer. If they vote to not retain such officer, a special meeting will be called and the vacancy shall be filled by nomination and election as stated above in **Section 2.**

## **ARTICLE 7: OFFICERS**

Officers of the organization shall be elected for a period of twelve months from the first membership meeting following cheerleader tryouts to the last membership meeting following cheerleading tryouts of the proceeding year (usually from March to March).

1. President
2. Vice President
3. Secretary
4. Treasurer
5. Varsity and Junior Varsity Fund Raising Chairperson (Varsity and Junior Varsity shall have their own Fundraising Chairperson)
6. Webmaster

The officers along with the cheerleading coach(es) shall constitute an executive board.

The executive board shall conduct such business necessary to implement and expedite all actions call for by vote of the club provided it does not interfere with the policies of the Autauga County School District.

No obligation or fundraising event shall be assumed by any member for said organization without approval of the executive board.

The executive board shall meet as it deems necessary to conduct the day-to-day business of the club. All actions taken shall be reported to the general membership monthly.

### **Duties of Officers:**

#### **PRESIDENT:**

The President shall be responsible for good order and conduct of the club. The President shall call and preside at all membership meetings and shall have the power to call special meetings of the membership or the officers. The President shall review meeting minutes kept by the Secretary prior to the meeting. The President shall work closely with the Vice President. The President is responsible for reviewing the financial report provided by the Treasurers prior to the Booster Club meeting. The President is responsible for reviewing reports given by the Vice President on fundraising events. The President shall also serve as the chairperson of the banquet committee. The President shall function as the club liaison with the cheerleading coach(es) and the Prattville High School administration. The President shall be a co-signer of bank checks with the Treasurer, appoint committees and perform other duties as they may pertain to his/her office.

#### **VICE PRESIDENT**

The Vice President shall have all the duties, responsibilities and powers of the President in the event of his/her absence. The Vice President shall assist the President in preserving order, guiding and monitoring the action of all committees. The Vice President shall be a co-signer of checks with the Treasurer. The Vice President shall handle the planning of all fundraising activities with the Fundraising Chairpersons with executing the fundraisers. The Vice President shall purchase all camp and banquet gifts on behalf of the Booster Club. The Vice President shall prepare a meeting agenda to be distributed at the monthly meeting. The Vice President shall perform other duties as they may pertain to his/her office.

#### **SECRETARY:**

The Secretary shall keep accurate records of all club meetings, handle all necessary correspondence, notify all parties of meetings, special or regular, keep a membership list for voting purposes, keep current phone list and email address list; update all as needed, write thank you notes when required. The Secretary is responsible for all fundraising and special information being placed in area newspapers. The Secretary shall have minutes prepared and reviewed by the President prior to the next Booster Club meeting and have copies for all paid members. The Secretary shall keep Club By-Laws current and updated. The Secretary shall perform other duties as they pertain to his/her office.

#### **TREASURER:**

The Treasurer is responsible for the collection of all dues from the Booster Club members. Is responsible for the receiving, accurate recording and disbursing of all funds, including source and amount. The Treasurer submits all the bills to the Executive Board and disburses funds as directed and

approved by the Executive Board. All checks require two signatures. The Treasurer's signature must always be on the check and the other signature may be the President or Vice President. The Treasurer shall cosign with the President or Vice President on all written contracts and statement of financial obligations authorized by the membership. The Treasurer shall make a financial report to the club at each meeting and will also make this report available to the school administration. Upon expiration of his/her office the Treasurer shall transfer all properties of the office to the successor. The President, Vice President and Treasurer shall be authorized to discharge any financial incurred by the club in carrying out a project approved by the membership. In the event of a vacancy in this position, The President will appoint a new Treasurer from the general membership. The Treasurer will perform other duties as they pertain to his/her office.

#### **FUNDRAISING CHAIRPERSON:**

##### **Varsity & Junior Varsity**

The fundraising Chairperson shall be responsible for scheduling, planning and coordinating all fundraising activities as approved by the President and/or Vice President. He or she shall also be responsible for informing the membership of the dates, times, etc. for all fundraising activities and securing volunteers to carry out the fundraising activities and turning over the monies in a timely manner to the appropriate Treasurer for proper receipt. In event the Treasurer is unavailable the money should be turned over to the President or Vice President. The Fundraising Chair shall work with the Secretary to advertise event. The Fundraising Chair shall keep complete records regarding the manpower and contributions received from each event. This information should be turned in to the Vice President following the event and then reported to the general membership. The Fundraising Chairpersons shall perform other duties as they may pertain to his/her office.

#### **WEBMASTER:**

The webmaster will be responsible for keeping the Megaphone Booster Club's website updated. The Webmaster will work with all the officers of the club to place all important information regarding fundraising, meetings, awards, etc. accurate on the website to keep the members of the club updated. He or she shall work with the Prattville High School Webmaster in sharing information as needed to promote the teams' accomplishments. The Webmaster shall perform other duties as they may pertain to his/her office.

#### **ARTICLE 8: SPECIAL COMMITTEES**

The President as deemed necessary shall appoint all special committees.

#### **ARTICLE 9: MEETINGS**

Regular meetings of the club shall be held as designated by the Officers of the Megaphone Booster Club. The order of business of each meeting will be the promotion of the cheerleading program of Prattville High School. The meeting will be run by parliamentary procedure and any discussion deemed inappropriate to the aims, purpose, or good order of the organization will be ruled out of order by the President. Regular meetings of this organization shall be held once a month as announced by the Executive Board. The meeting calendar will be set at the first meeting of the new board in March. Meeting may be called more often as necessary with notification of the membership. All members shall

lend their support to all activities participated in by the organization. Simple majority of those present is the only requirement to pass a vote.

### **ARTICLE 10: ADMENDMENTS**

The By-Laws may be amended by two-thirds vote of all members present, provided that such amendment has been submitted in writing and read at a previous meeting and further provided that the adoption is included as a regular part of the Agenda of the meeting. The adoption of the By-Laws and amendments will be subject to review by the Board of Education of Autauga County School District.

### **ARTICLE 11: FINANCES**

All funds raised shall be deposited into the appropriate general account of the Megaphone Booster Club. Disbursements of any funds require prior membership approval. Under certain circumstances, the officers present, if in agreement, may disburse funds not to exceed \$500.00 per month. The President shall report such expenditures at the next regular club meeting.

Each Cheerleader will have an individual account that will state all monies that he/she has raised toward their account balance for the current year.

Only money paid into the Cheerleaders account by the parents or guardians is eligible for a refund. Any fundraised money or donations to the personal account cannot be refunded or transferred to another sports booster club for another child. Any money left on an account after a Cheerleader finishes their senior cheer season or tries out and does not make the squad that cannot be refunded will be moved to the General Fund account.

At the end of the fiscal year, an audit of the Megaphone Booster Club's financial records will be conducted. The club shall make its financial records available to the school's auditors and authorized school employees upon request. The club shall provide required financial reports for the period October 1<sup>st</sup> thru September 30<sup>th</sup> by November 15<sup>th</sup> of each year.

### **ARTICLE 12: STANDING RULES**

1. The Megaphone Booster Club shall hold one meeting per month during the school year.
2. Authorization is given to make disbursement not to exceed \$250.00 to meet emergencies as might arrive in conduction of the affairs of the club. The President, Vice President, Treasurer and/or the coach are authorized to judge the emergency
3. The Treasurer will manage the MBC checkbook.
4. In the event of a death of a cheerleader, student, parent or sibling, a memorial not to exceed \$25.00 shall be sent in the name of the club.
5. The funds of this organization may be spent on any approved budget item or an any item approved Executive Board or a majority of the membership present at a regular meeting.
6. If a member, officer, or coach wishes reimbursement or any expenses that they have incurred while directly working on or for a Booster Club event, the request must be made in writing with attached receipts within 30 days of completion of such event.

7. If a member bounces a check with the organization, they will be unable to write another check to the organization. A check handling fee of \$30.00 will be charged. All future funds received must be in cash or money order.
8. Standing rules may be amended at any meeting of the club by 2/3 votes of members present.
9. All Megaphone Board members will sign a confidentiality statement to keep all club business confidential.
10. Final authority of all activities of this organization shall rest in the cheerleader coach(es) as representatives of the Autauga County School District.
11. The following procedures and chain of command must be followed:  
Submit all issues/complaints in writing to an officer no less than 3 days prior to the next meeting. The matter will be placed on the meeting agenda and addressed at the next meeting. If the matter is not resolved the matter will be given to the next person in the chain of command. They will respond in writing within 14 days. This will continue until the matter is resolved or issue is handled in the best interest of the person and/or club (all written issues will be brought before the Booster Club and the person with the complaint will have the opportunity to address the Booster Club).

The first person you should contact about your concerns is an office of the Megaphone Booster Club. They will submit your issue to the staff member closest to the situation, usually the coach or sponsor if the matter is not resolved satisfactorily. Most problems can be resolved at this level. If not resolved, your issue will be moved through the chain of command: Department Head (Coach Anderson), Assistant Principal and then the Principal.

Only after you followed the chain of the highest level should there be contact with the Board of Education.

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Coach Stephanie Williams  
Sponsor  
Prattville High School

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Coach Chad Anderson  
Department Head  
Prattville High School

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Mr. Richard Dennis  
Principal  
Prattville High School