



**Cheer New Brunswick**  
**By-Laws**

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## CONSTITUTION and BYLAWS

### A. NAME

The name of this organization is Cheer New Brunswick/Cheer Nouveau- Brunswick (CNB) hereinafter referred to as CNB, or the Association. Cheer New Brunswick is a not-for-profit organization. No member shall benefit financially from the organization.

### B. MISSION

CNB promotes and regulates the sport of cheerleading in New Brunswick & Prince Edward Island, thus encouraging the character development and self-esteem within the clubs and teams associated with CNB.

### C. OBJECTIVES

To act as the governing body for the sport of cheerleading in the provinces of New Brunswick and Prince Edward Island

To support and/or develop a standardized set of safety regulations to be used by all athletes, coaches, advisors and programs.

To coordinate with groups running invitational competitions and to administer CNB events.

To serve as an information source for gym owners, teachers, coaches, officiates, parents, and athletes to promote the sport of cheerleading.

### D. MEMBERSHIP and FEES

1. CNB fiscal year shall be June 1-May 31.
2. Membership is open to any NB/PEI cheerleading programs or individuals with a vested interest in cheerleading who will abide by CNB regulations.
3. Membership fees will be set yearly at the Annual General Meeting (AGM) and will be paid annually.
4. Membership Fees at the Gym Member Level are \$13.21 per athlete with \$5 being forwarded to Cheer Canada; coach registration will be \$15.79. Membership fees must be paid by November 30 of the current season, or the fee goes up incrementally during the season.
  - 4.1. This means, all athletes participating in CNB sanctioned events and provincials (including, but not limited to: Novice Teams, All Performance Teams, All-Star Teams, Prep Teams, Half-Year Teams) must be registered CNB Members.
  - 4.2. Members should pay only one fee. If an athlete competes with both their all-star team and a school team, it is assumed athletes will pay under their all-star program.
5. Middle School & High School team registration will be \$10.63 per athlete with \$5 being forwarded to Cheer Canada; coach registration will be \$15.79. Membership fees must be paid by November 30 of the current season, or the fee goes up incrementally during the season.
6. Voting members will have the following voting rights:
  - 6.1. Members with up to 50 Registrants receive 1 vote;
  - 6.2. Members with between 51 and 125 Registrants receive 2 votes;
  - 6.3. Members with over 126 Registrants receive 3 votes.

7. Memberships within the zone will follow our voting structure (votes based on #s) and vote for their specific regional director.
8. All-Star and Scholastic (Middle school, high schools and universities) will vote for their 'type' director.
9. Directors at large will be voted on by all voting members.

#### **E. BOARD OF DIRECTORS**

The Cheer New Brunswick Board and its Directors are accountable to the Association's membership, for providing competent, conscientious, and effective fulfillment of the Board's three primary roles – setting direction, strategic planning and monitoring and evaluation. These roles are defined in detail in the Board's Governance Charter and related Board policies.

1. The directors shall consist of:
  - 1.1. PEI Region: Prince Edward Island
  - 1.2. Scholastic Representative (1)
  - 1.3. All-Star Representative (1)
  - 1.4. Member-at-Large (7)
2. Board of Director Terms:
  - 2.1. All Director Terms will be two (2) years in length. Following which, if the director wishes to continue, they must resubmit their name according to the nomination and elections process set out in section H of these By-Laws and according to the Board of Directors Policy.
3. The Directors shall have the power to conduct all business of the Association, unless specifically limited by the constitution.
4. The number of General Members will be determined by the number of registered programs with Cheer New Brunswick.
5. The number of Director members and positions shall be determined by the outgoing Executive dependent on the needs of the Association.
6. To fulfil these roles, each Director has a responsibility for:
  - 6.1. Understanding the Association's vision, mission, strategy, goals, objectives and programs
  - 6.2. Ensuring all activities completed within and on behalf of the Association are done in accordance with the law, regulations and the constitutional documents and policies of the Association
  - 6.3. Maintaining a high level of personal integrity and ethical conduct
  - 6.4. Keeping confidential those matters of a private nature that come before the Board.
7. Board members not adhering to CNB bylaws or not fulfilling their duties jeopardize their right to maintain their position on the Board. A vote of three-quarters of the Board must be attained before a Board member is relieved of his/her duties.
8. Each board member is responsible for chairing a committee and ensuring the directive set at the AGM are fulfilled within the timelines given.
9. In the event that a board member can no longer finish out their term, or if a leave of absence is necessary, a written notice must be provided to the President.
  - 9.1. In the event of a leave of absence on the board, the Executive may appoint an interim director until the elected member is able to return, or the term is complete.

## **F. COMMITTEES**

In alignment with the Board's governance philosophy, Committees are established to assist and enhance the Board's ability to carry out its responsibilities. The Board maintains responsibility for all decisions and activities of all of its Committees. As such, the Board has established guidelines by which its Committees must follow when carrying out their responsibilities delegated by the Board in their Committee Terms of Reference.

Cheer New Brunswick will have as many committees as determined by the board. The board may add committees if new business is needed. Each committee will be chaired by one of the Board of Directors. It is the chair's responsibility to ensure the committees conduct meetings, are productive and meet all directives for their respective committee.

Directives may be added throughout the season as the Board of Directors see necessary. Members can add directives, set deadlines, suggest new committees and have them approved at AGMs.

Members can apply via resume and the board of directors will appoint committee members.

Committees must record Meeting Notes and circulate to the President of CNB once the Committee has reviewed the notes from their last meeting.

Committees will recommend to the Board approval of action items. Recommendations for Board approval will be recorded in the meeting notes from each Committee.

## **G. EXECUTIVE NOMINATIONS AND ELECTIONS**

1. Election to the Executive will occur at the Annual General Meeting.
2. All voters must be active members of CNB; membership fees and Provincial registration must be paid prior to the Annual General Meeting.
3. Fifty percent of Executive elected positions will be eligible for reelection every two years.
4. Members must be physically present to vote or communicate with the executive to make alternate arrangements with the executive prior to the meeting.
5. Executive Members must have been a CNB member in good standing for at least one year before being eligible to be elected.
6. The incoming President is permitted to vote in the event of a tie. Should there be a conflict of interest, the Vice President will vote.
7. The term of office shall be two years.
8. Nominations must be made 2-3 weeks prior to the Annual General Meeting.
9. Voting is done and the results will be counted and announced.

## **H. MEETINGS**

1. The purpose of the Annual General Meeting is to solicit input from the membership and to vote on proposed amendments to the rules and bylaws, as well as to elect the Executive committee. An agenda will be distributed prior to the meeting. Only registered members, whose account is in good standing, are eligible to vote.
2. CNB meetings are composed of owners, directors, coaches, and other interested persons from each Member gym in NB/PEI.
3. Member coaches and gym owners will be granted access to our Cheer NB Coaches Only Facebook group.
4. There may be one additional meeting called in the fall if necessary.
5. There shall be Executive meetings as needed. General members may attend by request to the President only.

- a. There must be a quorum of two-thirds of the Executive.

**I. FINANCES**

1. The Treasurer shall present the previous year's financial statements and the first quarter of the current year at each AGM.
2. All CNB written cheques must be signed by the treasurer and one other designated Executive member.

**J. RULES AND AMENDMENTS**

1. Rule revisions and motions must be received via email.
2. Rule revisions and motions must be voted on by the members. Forty percent of regular members and forty percent of the Executive members must be present. Emergency rule revisions should be announced via email. All members will vote via email within 7 days of the original email. Majority of votes will be counted.

**K. DISSOLUTION**

1. CNB may be dissolved at any time by written consent of 100% of the Executive.
2. Any monies left in the account must be transferred to another non-profit organization.

**L. INTERPRETATION**

1. The Executive shall have the power to interpret the Constitution, By-Laws and rules.