

The Cheer Center Boosters

affiliated with



BOOSTER HANDBOOK

ARTICLE I – NAME

The name of the organization shall be known as The Cheer Center Booster Club (hereafter referred to as CCBC).

ARTICLE II – PURPOSE

The primary function of CCBC is to provide regulated and supervised fundraising activities.

ARTICLE III – MEMBERSHIP

Every World Cup Ohio Athlete (“Athlete”) shall be allowed one membership position. This Member must be the parent, legal guardian, or financially obligated adult associated with the Athlete (“Member”). All current Members shall makeup the CCBC Membership (“Membership”).

ARTICLE IV – EXECUTIVE BOARD

A. Structure:

The CCBC shall be organized and governed by an Executive Board that shall consist of six voting members, and one non-voting member—

1. Voting Members

- i. The World Cup Ohio Gym Owner—fixed;
- ii. President—elected;
- iii. Vice President—elected;
- iv. Treasurer—appointed by The World Cup Ohio Gym Owner;
- v. At Large Position—elected;
- vi. Concessions Coordinator—appointed by The World Cup Ohio Gym Owner.

2. Non-Voting Member:

- i. Fundraising Coordinator—appointed by The World Cup Ohio Gym Owner.

3. New Positions:

A new Board position may be established by a majority vote of at least 10% of the total Membership.

B. Elections:

1. Elected positions of the Executive Board as defined in Article IV, Section A, are to be elected by the eligible CCBC Membership, as defined in Article III, for a two-year term.
2. The election of members to the Executive Board shall be during the Annual Meeting.

C. Eligibility Requirements for Elected Executive Board Positions:

1. President:

- i. The legal guardian of an active participant on a cheer and/or dance team at World Cup Ohio;
- ii. A Member in good standing for at least 2 consecutive seasons, with no past due balances owed either to CCBC or World Cup Ohio; and,
- iii. A previous member of the Executive Board, unless no such candidate is available.

2. Vice-President, Secretary, At-Large Position:

- i. The legal guardian of an active participant on a cheer and/or dance team at World Cup Ohio; and,
- ii. A Member in good standing for at least 2 consecutive seasons, with no past due balances owed either to CCBC or World Cup Ohio.

D. Participation:

Members elected to the Executive Board shall be eligible to participate starting with the regular Annual Meeting in which they are elected.

E. Vacancies:

Positions elected by the CCBC Membership vacated prior to the expiration of the term shall be filled by a majority vote of the Executive Board.

F. Gym Owner Veto:

Should, in the sole discretion of the World Cup Ohio Gym Owner, any Member elected to the Executive Board not be in the best interest of the CCBC, the World Cup Ohio Gym Owner may exercise its Veto power immediately after any vote is taken. The current, unchallenged, Voting Executive Board Members must then vote to ratify, or overturn, the Veto. If ratified, the unchallenged, Voting Executive Board Members shall appoint a Member to the vacant position.

G. Removal:

Any officer of the CCBC Executive Board may be relieved of their duties by a majority vote of at least 50% of the Membership.

H. Compensation:

All Executive Board Positions shall be voluntary, unless the Executive Board determines that compensation for any position shall be in the best interest of the CCBC. Any compensation shall be set by majority vote of the Executive Board.

ARTICLE V – RESPONSIBILITIES OF THE EXECUTIVE BOARD

- A. Develop and/or approve the organizational structure of the CCBC.
- B. Establish policies to be approved by the membership.
- C. When vacancies occur on the Executive Board, elect replacements for the remainder of the vacated term.

ARTICLE VI – MEETINGS

- A. Types—the following meetings will be held by the CCBC:
 - 1. Annual Meeting—to be held once a year, as scheduled by the President and/or majority of the Executive Board, to elect Executive Board Members as necessary, provide yearly status update to the Members, and effectuate the business of the CCBC.
 - i. Notice of the Annual Meeting must be provided to the Members—in the most efficient manner possible, as determined by the Executive Board—a minimum of seven days prior to the meeting.
 - ii. Attendance at the Annual Meeting is mandatory for all Members, unless excused by the President.
 - 2. Regular Meetings—to be held quarterly, and as often as necessary as determined by the President and/or majority of the Executive Board, to effectuate the business of the CCBC.
 - i. Notice of all Regular Meetings must be provided to the Members—in the most efficient manner possible, as determined by the Executive Board—a minimum of seven days prior to the meetings.
 - ii. Regular Meetings shall be open to all Members.
 - 3. Executive Board Meetings—to be held as often as necessary as determined by the President and/or majority of the Executive Board, to

establish CCBC Policies, discuss all CCBC business, and further the purpose of the CCBC.

- i. Executive Board Meetings shall be closed to Members, unless invited by the President and/or majority of the Executive Board.

B. Quorum—

1. Regular Meetings—A quorum for Regular Meetings of the CCBC shall be defined as at least 10% of the Membership. A majority vote of the Members present is needed to pass any motion.
 - i. Every Member, as defined in Article III above shall have 1 vote.
2. Executive Board Meetings—A quorum for Executive Board Meetings of the CCBC shall be defined as at least four Voting Members of the Executive Board. A majority vote of Voting Members present is needed to pass any motion.

ARTICLE VII – DUTIES OF THE EXECUTIVE BOARD

- A. Voting Members— the following Voting Members of the Executive Board shall be responsible for casting votes for all necessary decisions at any Executive Board Meeting. In addition the Voting Members, shall have the duties enumerated below their respective positions:
 1. World Cup Ohio Gym Owner
 - i. Ensure that the CCBC upholds the values of World Cup Ohio and facilitates a successful environment for all World Cup Ohio Athletes;
 - ii. Appoints a qualified Treasurer, Concessions Coordinator, and Fundraising Coordinator.
 3. President
 - i. Presides at all meetings;
 - ii. Approves all committees and committee chairpersons;
 - iii. Prepares a written meeting agenda for all regular meetings; and,
 - iv. Provides direction to all CCBC committees and Members regarding the by-laws, policies, and precedent situations.
 4. Vice President

- i. In the absence of the President, the Vice President shall exercise the President's functions; and,
- iii. Other duties as assigned by the President.

5. Secretary

- i. Keep complete and accurate minutes of the Executive Board Meetings, Regular Meetings, and Special Meetings. A copy of all Annual and Regular Meeting Minutes ("Minutes") shall be posted in the best place and manner—as determined by the President—to ensure that Members are easily able to review the Minutes; and,
- iv. Other duties as assigned by the President.

6. Treasurer

- i. Will maintain accurate records of all monies brought into and paid out of the CCBC;
- ii. Shall notify all Members of their account status;
- iii. Shall develop a monthly payment schedule incorporating all yearly estimated fees into a monthly breakdown; and,
- iv. Oversees the Concessions and Fundraising Coordinator.

7. At-Large Position

- i. Duties determined by the President.

8. Concessions Coordinator

- i. Responsible for the staffing, collection of payment and tips, and reporting for all concessions staffed by the CCBC.

B. Non-Voting Members— the following Member of the Executive Board shall not cast votes for necessary decisions at Executive Board Meetings, but shall be permitted to provide input and feedback. In addition the Non-Voting Member, shall have the duties enumerated below:

1. Fundraising Coordinator

- i. Responsible for the coordination, facilitation, collection of payment, and reporting for all product sales and other fundraising undertaken by the CCBC Membership.

ARTICLE VIII – COMMITTEES AND FACILITATORS

A. Committees

1. The President shall appoint committees as the Executive Board shall deem necessary.

B. Facilitators

1. The President shall appoint coordinators for functions necessary to the CCBC, that are better served by individuals than committees.

ARTICLE IX – POLICIES

Policies are supplemental guidelines to the By-Laws that will further define the functioning of each committee, Membership of the CCBC, duties of the Membership, and responsibilities of the Executive Board.

ARTICLE X – AMENDMENTS

- A. These By-Laws may be amended at any Regular Meeting by a majority vote of at least 10% of the total Membership provided a written notice of the amendment(s) has been provided at the previous regular meeting.
- B. Policies may be adopted, deleted or amended by a majority vote of the Voting Members of the Executive Board.

ARTICLE XI – DISSOLUTION

If the CCBC should be dissolved, no member will receive any portion of its remaining assets or property. Upon dissolution, the balance of any assets or property of the CCBC which remains after all obligations are paid will be distributed to any other non-profit association that works in the field of cheerleading or dance, whether or not incorporated, which has been determined by the Internal Revenue Service to be exempt from payment of federal income taxes under Internal Revenue Code; Section 501 (c) 3.

ARTICLE XII – REVISION OF THE BY-LAWS

Effective Date:

As of June 15, 2023, these reviewed and revised CCBC By-Laws supersede any and all previous CCBC By-Laws.

The Cheer Center Boosters Club Policies

As Passed June 8, 2003

Ratified June 15, 2023

POLICY 01

All competition costs will be paid through your Cheer Center Booster Club (CCBC) account in the name of the cheerleader or dancer.

POLICY 02

A CCBC fee will be imposed at the beginning of each new competition season. This is due on or before the first official practice day. This money is used for the expenses of the CCBC including but not limited to office supplies, banking costs, postage, and incidentals deemed necessary in the planning and running of the CCBC. This is non-refundable after the first official practice day.

POLICY 03

A Coaches Travel fee will be imposed at the beginning of each new competition season. The Board and the Director of World Cup Ohio will negotiate that amount each year. The number of coaches traveling to competitions will determine the amount. This is a non-refundable fee.

POLICY 04

Specific fees will be due on set dates. The account of each cheerleader/dancer will be expected to meet these dates to stay in good standing with the CCBC. Failure to pay specific fees will result in a late fee being added by the Treasurer to the next month's account balance. The specific fee schedule will be established by the Board and the Director of World Cup Ohio and will be administered by the Treasurer.

Consistent unsuccessful attempts by the treasurer to collect fees could be reason for dismissal from the team by the Director of World Cup Ohio. It is the guardian's responsibility to inform the Treasurer of any financial situations or hardships that arise. Every attempt will be made to work with the guardian in situations where the treasurer has been made aware of a problem.

POLICY 05

All monies earned through a fundraiser must go into the CCBC account of the cheerleader or dancer to be used for competition fees, uniforms, class fees or other costs incurred while a participant at World Cup Ohio.

POLICY 06

In the event an individual(s) chooses to leave or is removed from a squad(s) by one of World Cup Ohio staff members during the season, all monies, donations, and bonuses that were earned through the CCBC will be forfeited to the Booster Club General Fund.

After the season has been completed and an individual opts not to return for the next season or graduates, all available monies must be requested within 30 days from the last competition with the appropriate World Cup Ohio squad receipts. Failure to do so will result in all monies being forfeited to the CCBC General Fund.

After a season has been completed and an individual plans to return the next season, any monies remaining in an individual account and additional monies earned through fundraising may carry over to the next season to offset future expenses, subject to the risk of forfeiture in the event the individual does not make a team. Such funds will be forfeited to the CCBC General Fund if the individual does not make a team. The carryover of monies and/or accrual of fundraising monies to cover future expenses do not guarantee an individual a spot on a team, which are determined through tryouts.

POLICY 07

Should a cheerleader or dancer leave World Cup Ohio while an active participant, unless in the event of injury, a participant's booster account will be forfeited to the CCBC General Fund.

POLICY 08

If elected or appointed to a CCBC position (this includes positions as a Board or Committee member, chairperson or liaison), attendance will be expected at all CCBC monthly meetings or other meetings called by the Board or Committee. CCBC members realize that emergencies do occur. In the event a meeting cannot be attended, persons in the aforementioned positions must notify the Chairperson or one of the Board members of the absence. Continued absences will be reason for removal from the position.