

# Dover Little Green

Cheerleading

Bylaws

## **Article I - Name**

The name of this organization shall be Dover Little Green Cheerleading or herein after by the designation of DLGC. The address for this organization shall be PO Box 493, Dover NH 03821.

## **Article II - Objective**

The purpose of this organization shall be to provide a safe, healthy and positive environment for youth cheerleading in the city of Dover, NH without exception to race, religion, nationality, gender or financial status by: 1) acting as spirit leaders and cheering at games for the Dover Little Green football and the Dover Youth Football organizations 2) participating in the sport of cheerleading on a competitive level at local and regional competitions 3) providing a strong feeder program for the Dover High School Cheerleading program.

## **Article III – Jurisdiction**

DLGC is under the umbrella of the Dover Recreation Department. As a city sport, we accept children from Dover and surrounding communities that do not offer cheerleading including Barrington, Madbury, Lee, Nottingham, and Durham.

## Article IV – Organizational Structure

The governing Board of Directors (referred to as Board in this document) of DLGC shall consist of ~~11~~9 elected positions:

- President
- Vice President
- Treasurer
- Secretary
- Director of Coaching
- Division Director – Youth
- Division Director – Middle School
- Director of Equipment
- Registrar & Director of Media
- Director of Sponsorship & Community Events
- Past President

The Executive Board consists of the President, Vice President, Treasurer, and Secretary. Board of Director positions may be held by one person or may be shared by two people.

### 1. General responsibilities:

- The Board shall defend and uphold the DLGC Policies & Procedures so that all DLGC activities are fun in a manner appropriate to the rules set forth.
- The Board shall represent DLGC at appropriate city function and activities and promote the image and visibility of DLGC as an integral element of Dover's special programs; the Board shall preside over general DLGC fundraising activities.
- The Board shall have as a primary duty, the promotion of general good will of DLGC and the recruitment from the general membership of active and participating members to assume various committee and functional responsibilities.
- The Board shall prepare and submit, for approval of the general membership, no later the March Board meeting, an Annual Operating Budget covering all planned DLGC activities which will occur prior to the end of the season.
- All Board members, although volunteers, are expected to attend regularly scheduled meetings. Should a Board member be absent for three meetings in one DLGC year, regardless or reason, he/she may be subject to removal from the DLGC Board of Directors. This action must be proposed and voted upon at a regular scheduled meeting.

## 2. Board of Directors Position Descriptions

### A. The President shall:

1. Preside at all meetings
2. Oversee all organizational activities
3. Appoint committees necessary to carry out the approved action of the DLGC.
4. Arbitrate all conflicts that may arise between members.
5. Review and verify reconciliation of monthly bank statements
6. Order all Trophies
7. Secure space for practices, assessments & events for all teams
8. Oversee Registrations
9. Attend all League Wide Events

### B. The Vice President shall:

1. Perform the duties of the president in their absence
2. Take on special projects as directed by the President and/or Board of Directors
3. Oversee all fundraising activities
4. Coordinate ordering of DLGC clothing & other items including fundraising items and/or t-shirts for special events with vendors, coaches and or team parents
5. Attend all League Wide Events

### C. The Secretary shall:

1. Prepare and appropriately distribute a permanent set of minutes of the proceedings of all meetings within 10 days of meeting
2. Handle all incoming and outgoing correspondence, including regular collection and distribution of Post Office Box contents
3. Notify all members of scheduled meetings and events
4. Maintain all records of the organization apart from financial records which are maintained by the Treasurer
- 4.5. Coordinate with Director of Media to publish minutes, documents, and forms on the league website or social media
- 5.6. Update/Maintain All Forms
- 6.7. Attend all League Wide Events

### D. The Treasurer shall:

1. Be a two-person Shared Position with one vote

2. Maintain a set of books covering the financial transactions of the organization
3. Present a written financial statement at each regular meeting to include cash balance, transaction activity and net cash flow statements
4. Provide actual bank statement at the monthly meeting for review by the Executive Board
5. Create end of year financial report and any other documents required by the state or any other regulatory agency
- ~~6.~~ Accept and deposit all organization funds within 10 days of receipt by organization
- ~~7.~~ Responsible for reconciliation and administration of electronic payments in our online system and supporting systems (e.g., PayPal) for registrations and events (clinics, camps, etc.)
- ~~6-8.~~ Work with other Board members, specifically Registrar, Director of Sponsorship and Division Directors, on financial transactions.
- ~~7.~~ Regularly collects mail from PO Box and distributes as necessary
- ~~8-9.~~ Maintain League Insurance
- ~~9-10.~~ Attend all League Wide Events

Formatted: Font: (Default) Arial, 12 pt, Font color: Black

E. The Division Directors shall:

- ~~1.~~ Be two roles: Youth Division Director and Middle School Division Director, each with one vote
- ~~4-2.~~ Ideally, the person will not have a cheerleader in their division during the season
- ~~2-3.~~ Facilitate communication and be a liaison between Board members, coaches, and parents in their dDivision
- ~~3-4.~~ Communicate concerns of parents to the Board
- ~~5.~~ Assist in organizing fundraising events for their Ddivision
- ~~4-6.~~ the Middle School Division Director will coordinate fundraising for summer camp and work with the Treasurer to track earnings and payments
- ~~5-7.~~ Assist Director of Equipment in the distribution and collection process of uniforms
- ~~6-8.~~ Make recommendations to the Board for the needs of their dDivision
- ~~9.~~ Obtain schedules from football to provide to coaches
- ~~7-10.~~ Be the point of contact for the photographer, coordinate picture day with Director of Coaching

- ~~8-11.~~ Distribute and collect any Fundraising from team members/parents in their ~~d~~Division
- ~~9-12.~~ Attend all League Wide Events

F. The Registrar & Director of Media & Community Events shall:

- 1. Be a two-person Shared Position with one vote

Registrar Responsibilities:

- 1. Set up and maintain registration database in DLGC's online system for season, clinic, and other event registrations
- 2. Communicate with Treasurer on issues of registration and fee collection
- 3. Prepare and present reports for the Board regarding current league registration statistics, data, and historical trends
- 4. Attend all League Wide Events

Media Responsibilities:

- 1. Contact area media regarding DLGC events
- 2. Create and distribute flyers to area schools through Superintendent's Office
- 3. Promote, maintain, and update the DLGC website and public social media sites (Facebook page, Instagram, etc.)
- ~~3-4.~~ Maintain library of prior competition videos, photos, and music
- ~~4-5.~~ Promote DLGC in the community
- ~~5-6.~~ Attend all League Wide Events

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 1.25" + Indent at: 1.5"

G. The Director of Sponsorship & Community Events Responsibilities shall:

- 1. Be the DLGC point of contact to solicit sponsors of the league, its athletes, and events
- 2. Maintain accurate list of sponsors and donations
- 3. Coordinate with Treasurer to track sponsor funds
- ~~4-4.~~ Responsible for league and community events such as powder puff game, holiday parade, Dover cheer exhibition and clinics
- ~~2.~~ Maintain library of prior competition videos, photo's, and music
- ~~3.~~ Be the point of contact for the photographer, coordinate picture day with Director of Coaching
- ~~4.~~ Contact sponsors for donations
- 5. Attend all League Wide Events

Formatted: Numbered + Level: 1 + Numbering Style: A, B, C, ... + Start at: 1 + Alignment: Left + Aligned at: 0.75" + Indent at: 1"

G.H. The Director of Equipment shall:

- 1. Manage the distribution and collection process of uniforms
- 2. Ensure upkeep, condition & count of all inventories

3. Make uniform purchase recommendations to the Board
4. Maintain all first aid bags and keep an inventory of required supplies before, during and after season
5. Be responsible for distribution and collection of first aid bags at beginning and end of season
6. Attend all League Wide Events

H.I. The Director of Coaching shall:

1. Have extensive experience and knowledge in the sport of cheerleading.
2. Preside at meetings with the coaching staff
3. Coordinate Background checks for all Coaches
4. Make recommendations to the Board for Coaches.
5. Assist coaches with:
  - i. determining camp needs, research options available and make recommendations
  - ii. choreography, music, bows etc.
  - iii. completing competition forms, make recommendations to coaches for competitions and team levels
6. Organize training for Coaches to meet league requirements as defined in the Coaches Handbook
7. Maintain and Update Coaches Handbook
8. Organize Team Evaluations/Assessments
9. Attend Practices when needed
10. Facilitate conflict resolution within coaching staff
11. Provide or ensure supervision of teams at any event in the absence of the coach
12. Ensure that injury reports are completed properly within 24 hours of incident and kept on file
13. Verify coaches have attended the required training and maintain file of certificates
14. Be knowledgeable on current safety procedures & guidelines per the NHSPPOA and National Spirit Federation & ensure league is following those procedures.
15. Be the liaison between DLGC and other programs such as Dover ~~Youth Football and Dover Little Green~~ Football League and DHS Cheerleading
16. Attend all League Wide Events

Formatted: Font: 12 pt

**NOTE: If there is no elected person in this position The Varsity Head Coach will be the Back up to fulfill the duties above.**

J. The Past President shall:

1. Provide advice and counsel to the Board on various league issues.

3. Coaching:

DLGC understands that coaches can have a great influence on the athletes and as such has set forth a process to ensure the best coaches are selected. The Director of Coaching and DLGC Board of Directors have the responsibility to select coaches that are responsible and will strive to fulfill the philosophy, bylaws, and expectations of the league.

Coaches shall:

1. Be voted in by the Board of Directors
2. Adhere to the Coaches Code of Conduct
3. Be CPR / First Aid certified
4. Pass a background check

**Formatted:** Numbered + Level: 1 + Numbering Style: A, B, C, ... + Start at: 1 + Alignment: Left + Aligned at: 0.75" + Indent at: 1"

**Formatted:** Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 1.25" + Indent at: 1.5"

## Article V

### Board of Directors Requirements and Restrictions

Election of the Board of Directors will be held annually at the monthly Board meeting in March. Nominations will be accepted at any time prior to elections.

1. Elections – Each position shall be voted upon independently, starting with the President. The person receiving a simple majority shall be declared the winner. In the event of a tie, those nominees who are tied shall be voted on again. If it is the President who is involved in the tie, for re-election, the highest-ranking officer not involved in the tie election shall declare the winner. Rank of Board of Directors will be President, Vice President, Treasurer, Secretary. The newly elected Board Members shall assume their responsibilities at the close of old business during the same election meeting.
2. Term of Office – All Board members will be in office for a minimum of one term. Term of office is April 1<sup>st</sup> – March 31<sup>st</sup>.
3. Removal of Board Members / Coaches: Any Board member or coach may be removed for cause by a quorum vote of the voting membership. A quorum for DLGC is 75% of the current voting membership. Reason for

dismissal includes any behavior not worthy of position or inconsistent with the organization philosophy.

4. Resignation of Board Members – An officer may resign at any time by giving written notice to the Board.
5. Vacancies – A vacancy on the Board of Directors can be filled by nomination and recommendation of existing Board members, subject to Board approval by vote at a regularly scheduled meeting.

## **Article VI**

### **Membership / Voting / Meeting**

1. Membership Qualifications – To be a qualified member of DLGC, one of the following criteria must be met:
  - a. Any elected or appointed DLGC official, such as a Board member
  - b. Any Coach or Assistant Coach
  - c. Any parent of any child enrolled in DLGC or any legal guardian of said child
  - d. Any DLGC committee member
2. Voting Rights – All Board members are eligible voting members and one vote per team by the head coach unless assigned by proxy. All voting positions will have one vote on matters which are presented at any regular meeting. If a Board of Directors position is shared by two people, the vote will be shared and the position will only have one vote.
3. Board position Eligibility – Any qualified member is eligible to hold elected office.
4. No two executive Board members shall be related and no two members of the same household shall hold any Board position
5. At all meetings, except for the election of Board Members, all votes shall be by voice. For the election of Board Members, ballots shall be provided. There may be a need for an email vote in between meeting times.
6. Voting by proxy shall be permitted no more than 3 meetings during the term.
7. End of season closing of books will be done no later than the last day of December
8. Regular Board and Booster meetings will be held monthly. Notice of such meetings will be communicated to the league membership by the Secretary. If there is an issue, the Board can either have a special meeting if necessary.



9. The President may call special meetings of the Board of Directors with a reasonable amount of notice.
10. Roberts Rules of Order shall be the parliamentary authority for this association and for all matters not specifically covered by the bylaws and its standing rules. The following format shall be adhered to at all DLGC meetings:
  - a. Approval of minutes from previous meeting
  - b. President's report
  - c. Vice President's report
  - d. Secretary's report
  - e. Treasurer's report
  - f. Coaches Report
  - g. Old Business
  - h. New Business
11. Scheduling the Board and Board/Parent Booster meetings will be the responsibility of the President; communication of the Board meetings to the Board members and communication of the Board/Parent Booster meetings to the general membership will be the responsibility of the Secretary. The President and the Executive Board may amend the meeting schedule to accommodate organizational business
12. All organization members are invited and encouraged to attend the Board/Parent Booster meetings to facilitate communicate and to involve the membership in the work of the organization

## **Article VII**

### **Limitation of Liability**

Each Executive Board member shall perform their duties in good faith and in a manner that is in the best interest of the organization using reasonable inquiry, skill, and diligence as a person of ordinary prudence would use under similar circumstances.

In performing the duties of their position, each Board member shall be entitled to rely in good faith on the information, opinions, reports, and financial data prepared or presented by other Board Members or committees upon which the Board member does not serve but which hold responsibility for matters within their designated authority.

No Coach, Board Member, or member of DLGC shall receive, directly or indirectly any salary or compensation from DLGC for services rendered as coach, officer or member.

The Board Members and/or Coaches of this organization shall not be personally liable for monetary damages as such for any action taken or any failure to act unless an individual officer has breached or failed to perform the duties of their office and the breach or failure to perform constitutes self-dealing, willful misconduct or recklessness.

## **Article VIII – Finances**

DLGC is a non-profit, self-funded organization. All revenues collected will be used exclusively for the benefit of the activities of DLGC.

A bank account shall be established in the name of the organization. The maintenance of this account will be the responsibility of the Treasurer. The President will have oversight. The Treasurer and the president will have check signing privileges on the organizational account.

The Treasurer will work closely with the Board of Directors who will approve all expenditures over \$50.

Reimbursement receipts must be submitted to the Treasurer within 14 days of the receipt to receive reimbursement. Reimbursement checks will be distributed with 14 days of receipt of reimbursement request.

The Treasurer will provide monthly financial reports to the Board and general membership regarding the financial status of the organization. The Treasurer will provide an end of year financial report to the Board to help guide financial expenditures for the following year.

Organization funding and expenditures will be set each year by a budgetary process. The Director of Coaching will submit requests on behalf of the coaches.

The Board of Directors will set registration fees yearly

The Board of Directors may grant scholarships or deferred payments for the cheer season. All inquiries should be directed to the Treasurer and presented at the next regular meeting.

The Board shall not permit the solicitation of funds in the name of DLGC or its affiliates without prior approval in writing by the Board

The fiscal year of DLGC shall begin the first day of January and end the last day of December

At the end of the fiscal year, the Treasurer will prepare the end of year financials and provide them to the Dover Recreational Department and any state and/or Federal agency that require them to maintain our nonprofit status.

## **Article IX Dissolution of the Dover Little Green Cheerleading League**

In the event of the dissolution of DLGC, all of the league property and assets, after payment in full of all debts and obligations, shall be donated by the Board of Directors, at its discretion, on approval of three quarters ( $\frac{3}{4}$ ) of the Board of Directors, to any corporation or foundation which has been organized and operated exclusively for benevolent, charitable, education, recreational, scientific or other public purpose which said corporation's or foundation's assets are also dedicated to an exempt purpose, as that term is defined in Section 501(c)(3) of the Internal Code of Revenue.

## **Article X Amendment of By Laws**

Proposed amendments to these bylaws must be presented in writing to the Board. Upon acceptance of the written proposed amendment, the Board shall declare the proposal as an agenda item to be covered at the next regular meeting. The Board shall discuss the proposal fully. For the amendment to pass, a three quarters ( $\frac{3}{4}$ ) majority vote of member's present is required.

These bylaws were approved at a meeting of the DLGC organization on 4/16/2017.

## **Article XI Conflict of Interest**

Any possible conflict of interest on the part of any member of the DLGC organization shall be disclosed in writing to the Board of Directors and made a matter of record through an annual procedure and when the interest involves a specific issue before the Board. When a transaction involving a Board member or any other qualified member, a two-thirds (2/3) vote of the disinterested directors and publication in the newspaper is required. The minutes of the meeting shall reflect that a disclosure was made, the abstention from voting and the actual vote itself.

## **Article XII Appendicies**

Code of Conduct

Policies & Procedures

Coaches Handbook