

# Summary of SHADES Association By-laws

## 2018 - 2019

- Charter:** SHADES Association was created by all-star cheer parents to help facilitate activities necessary for competitive teams. SHADES will allow parents to manage this group to give the parents an opportunity to help with events, scholarships, sponsorships, travel, community service, and inter-program unity activities, as well as raise funds to support these endeavors. SHADES Association will operate as a non-profit organization and will follow all IRS regulations as it relates to 501(c)(3) to maintain compliance.
- Purpose:** To provide financial and social support to all all-star competitive cheer athletes. Specifically, SHADES Association's purpose is to:
- Maintain records of SHADES Association financial needs and support all-star cheer athletes
  - Assist parents and athletes in raising funds to help with scholarships, sponsorships, program and team activities, events, travel and athlete/team expenses
  - Stimulate inter-program unity and communication through various events
  - Plan and fund events to facilitate inter-program unity as well as market through active participation within the community
  - Assist with special circumstances
- Membership:** The membership is comprised of all-star cheer athletes' parent volunteers. All all-star cheer athletes and their parents must be a member of SHADES Association to vote and participate in fundraising/non-need-based sponsorship/scholarship of any kind; however, membership is not required to participate in most SHADES Association activities.
- Meetings:** Executive Committee and Board of Directors meetings of SHADES Association will be held monthly and as needed. General session SHADES Association meetings will also be held monthly and as needed.
- Financial:** SHADES Association will organize and promote activities designated to help fund various events, scholarships, need-based sponsorship as well as community service and individual athletes. These activities may be used to help defray costs associated with competitive cheer. Corporate or individual sponsors may also donate money to be used to fund scholarship and need-based/non-need-based and/or general association operation costs associated with competing. These funds will then be applied to help with the fees mentioned above. Tuition is the sole responsibility of parents/athletes and SHADES Association funds cannot be applied to tuition or private lessons of any kind. **PLEASE NOTE THAT THESE REVENUES ARE NOT REFUNDABLE!** Should an athlete quit or be dismissed from the team for any reason, there will not be any refund of SHADES Association Revenues. SHADES Association will operate as a tax exempt non-profit organization 501(c)(3).

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### **ARTICLE I – PURPOSE**

1. The purpose of SHADES Association is to promote and support all-star cheer athletes' competitive costs and to develop accessibility, a sense of good sportsmanship, inter-program unity, and mutual respect. SHADES Association will work with partnered all-star cheer program administration, athletes, parents/guardians, and coaches in a cooperative and enthusiastic manner.
2. SHADES Association (to include Executive Committee, Board of Directors, and Members) shall specifically refrain from being involved in or attempting to intervene in any decisions concerning:
  - a. Selection of uniforms/practice wear/pro shop merchandise
  - b. Selection of practices, performances, and competitions attendance or schedule
  - c. Selection of staff and coaches
  - d. Selection of music or choreography
  - e. Selection of competitive team camp dates and times
  - f. Team selection/try outs
  - g. All business as it relates to all-star cheer athlete's programs as outlined in the partnership agreement. Note that a partnership does not need to be in place for SHADES Association to operate however SHADES Association will strive to have partnership agreements in place with all all-star programs to promote a healthy relationship for all-star athletes regardless of program.

### **ARTICLE II – MEMBERSHIP and FEES**

1. Membership in SHADES Association is open to all parents and/or guardians of athletes in any all-star cheer competitive program. All members of SHADES Association must be in "good standing" to vote, hold office and/or benefit from non-need-based sponsorship and/or Individual Funds Account (IFA) supported by SHADES Association (Article 2 section 6).
2. All SHADES Association members shall have the right to vote and to hold office. All voting must be done in person at monthly SHADES Association meetings unless another time has been designated by the Board of Directors.
3. It is the duty of every member to conduct themselves in accordance with SHADES Association's by-laws and code of conduct in a manner that will bring a positive outcome to all-star cheer athletes' competitive programs and SHADES Association.
4. Members must pay an annual membership fee to help offset the cost of administrative needs. Parents of competitive athletes do not have to belong to SHADES Association however they forfeit the right to vote, hold office or benefit from an IFA.
5. Membership is renewable each May, if the member has an athlete involved in an all-star cheer competitive program and meets the requirements set forth in the by-laws and code of conduct.
6. A member in good standing is defined as:
  - a. One who has paid their membership fees in full
  - b. One who has supplied all the information as requested in SHADES Association registration packet and throughout the year
  - c. One who upholds the by-laws and code of conduct of SHADES Association
  - d. One who actively participates in SHADES Association activities

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7. Membership in SHADES Association can be terminated or suspended at any time by a majority vote of SHADES Association Board of Directors, if the member violates any of the rules of membership or performs any of the following actions including but not limited to:
  - a. Displays disregard for SHADES Association's by-laws and/or code of conduct
  - b. Commits some fraudulent act against SHADES Association and/or any all-star cheer athlete
  - c. Displays any conduct prejudicial to or deemed inappropriate and not being in the best interest of SHADES Association's policies and/or violates the all-star cheer program partnership agreement (if applicable)
  - d. Fails to pay all fees and/or provide compliance documentation owed to SHADES Association 30 days after they become due (includes but is not limited to membership fees, funds raised through non-need-based sponsorship/fundraisers, receipts, proof of travel/stay, etc.)
8. An active member will be entitled to a complaint review for any violation reported to the President. The President will convene a special meeting with the Board of Directors and they will review and investigate allegations. Upon completion of the investigation and review, the Board of Directors will determine the best course of action regarding the offense and vote on whether the member should be terminated from SHADES Association. A written report of the review and course of action, as determined by the Board of Directors, will be submitted to the member immediately after the review takes place.
  - a. A member who has previously been terminated or suspended for the above-mentioned reasons may apply for reinstatement of membership at any regular meeting after payment of any overdue fees, outstanding balances, charges, and/or provide compliance documentation. A member applying for reinstatement after termination or suspension must receive a majority vote affirmation from the Board of Directors.
9. Immediately upon termination or suspension, the Board of Directors will notify the all-star cheer athlete's owners/gym management (only if partnership agreement is in place), as set forth in partnership agreement with SHADES Association, of the action taken via written communication. When a member is terminated or suspended written charges signed by the Board of Directors will be filed with the Secretary and will remain in the member/family file for a period of 36 months.
10. Members in "good standing" are entitled to:
  - a. Participate in SHADES Association events, activities and fundraisers
  - b. Distribution of funds into IFA when said family/athlete earns profits by participating in fundraisers/non-need-based and/or need-based sponsorship only after said family's personal effort in activities
  - c. A vote in general SHADES Association business when in attendance and/or online
  - d. A vote in election of officers
  - e. Serve on sub-committees, where needed
11. Yearly membership dues will be \$30.00 per athlete per year or \$50.00 per family per year. Dues will cover membership for one parent/guardian. This membership will allow one vote during general membership voting. An additional \$30.00 per year will allow a maximum of two votes per family during general membership voting.
12. The Board of Directors can determine annual membership fees for the upcoming fiscal year (May 1st through April 31st) before registration information is due to be distributed for the upcoming season.

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### ARTICLE III – Board of Directors

1. SHADES Association shall be governed by the Executive Committee, Board of Directors and its members as stated in the by-laws and applied within the scope of Standard Operating Procedures (SOPs).
2. The Board of Directors shall consist of members from SHADES Association that have been elected from its membership and by majority vote. Except for the inaugural year (2018).
3. All Board members are voted into positions for the next season in March of the current fiscal year by a general vote of SHADES Association (except for the inaugural year – July 2018).
4. The newly elected Board of Directors will acquire new roles in May (the start of the new season) and with exception of inaugural year (July 2018) pending acceptance of the Board of Directors/Committee Chair Code of Conduct and Ethics, Confidentiality Agreement as well as a clear background check (executive and financial related positions).
5. The Board of Directors/Committee Chairs/Volunteers will follow Standard Operating Procedures as it applies to their position and scope of practice. Standard Operating Procedures will be developed in accordance with SHADES Association's by-laws and will be reviewed and amended as necessary.
6. Board Members must be present at all board meetings which shall occur at least once a month. The Board Members shall meet as deemed necessary to conduct the day to day business of the association. This can take place via WEBEX or any online meeting place. All actions taken shall be reported to the general membership and any applicable all-star cheer programs that have partnership agreements monthly via meeting minutes, amendments, and supporting documentation.
7. Any Member of the Board of Directors who misses two (2) consecutive regular meetings without just cause or notification to the President shall be placed on the inactive list and shall have no vote unless reinstated to active status. A courtesy notification will be sent to any all-star cheer program that has a partnership agreement in place.
8. An inactive board member may be reinstated by majority vote of the active Board of Directors members present at any regular meeting. However, the inactive board member shall not be eligible to vote until the next regular meeting of the Board of Directors. If there is a vacancy on the board, all members of SHADES Association will be notified, and a vote will be taken at the next regularly scheduled meeting. A courtesy notification will be sent to any all-star cheer program that has a partnership agreement in place.
9. Majority (2/3) of Board Members present for a vote can pass any issue.
10. Any person of interest can attend all open board meetings. However, only persons on the agenda will be considered for new business or received as set forth in SOPs.
11. Only board members can motion or table an issue. All issues motioned must have a second motion to bring the issue to vote. All tabled issues must be placed on the agenda for the next Board of Directors meeting. An issue can only be tabled twice before a motion or vote is required.
12. Any person of interest can inquire about being placed on a board meeting agenda upon written notice at least 7 days before the meeting.
13. All board meetings will follow parliamentary procedure as set forth in SOPs.

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14. Board Members can vote to bring any issue to a general vote.
15. Board Members shall be familiar with the mission statement, by-laws, code of conduct and ethics as well as their specific job description and SOPs.
16. The Executive Committee shall consist of: President, Vice President, Secretary and Treasurer.
17. The Board of Director Positions are as follows along with each member's duties and responsibilities:

### **President**

- a. Shall be presiding officer at all meetings and perform such duties set forth in SOPs
- b. Shall represent SHADES Association to any all-star cheer program with partnership agreements; review and amend (if necessary) partnership agreement every 12 months
- c. Sign all formal documents/correspondence relating to SHADES Association and help construct and amend (if necessary) all SOPs (development and application)
- d. Construct and apply Standard Operating Procedures for the position of President
- e. Shall provide general supervision of all affairs of SHADES Association
- f. Shall serve as the ex-officio member of all committees
- g. Shall facilitate communication between officers and committees
- h. Shall collaborate with the Treasurer to create a forecasted budget for the current fiscal year by the July board meeting; for inaugural year by September 2018
- i. Shall appoint any special position deemed necessary and provide duties for that position
- j. Shall create and sign off on all agendas for Board of Directors meetings, special meetings, as well as general SHADES Association meetings and provide all-star cheer programs with set agendas as set forth in partnership agreement

### **Vice President**

- a. Maintains all Membership records and keeps all contact information up-to-date as set forth in SOPs
- b. Assist the President in all matters as required
- c. Shall assist in developing and applying all SOPs
- d. Construct and apply Standard Operating Procedures for the position of Vice President
- e. Assumes responsibilities of the President in the absence of the President or at the President's request. In the event of a vacancy in the office of President will assume the role of President

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### Secretary

- a. Keeps accurate records of all association meetings. Shall record all board meeting minutes as set forth in SOPs. Shall be custodian of minutes and other records
- b. Construct and apply Standard Operating Procedures for the position of Secretary
- c. Handles all necessary correspondence and distribution of information
- d. Hosts WebEx (or similar application) for Executive and Board of Directors meetings
- e. Helps maintain accurate list of potential, current and past Partnered All-Star Programs
- f. Notifies all parties of the meetings, special or regular
- g. Keeps an updated member list for voting purposes
- h. Takes care of thank you notes
- i. Assists President with SHADES Association “Welcome” packet and year-at-a-glance
- j. Shall maintain correct list of names, addresses, and terms of office of all officers and members (known as Directory); two versions
  - 1.) For public distribution vs.
  - 2.) For Officer distribution only—due to privacy compliance

### Treasurer

- a. Shall collect, record, and audit all funds in the name of SHADES Association. Is responsible for the collection of any funds from SHADES Association members
- b. Construct and apply Standard Operating Procedures for the position of Treasurer
- c. Shall maintain records for SHADES Association general fund as well as IFAs. Is responsible for the receiving, accurate recording and disbursing of all funds, including source and amount
- d. Work with all partnered all-star cheer programs accounting department to ensure proper documentation and records of all SHADES Association funds.
- e. Shall provide all Board and Parent members with the proper reimbursement forms that must be utilized for all purchases or payments from SHADES Association General Fund and/or IFA accounts
- f. Provide the financial books, upon request by SHADES Association President and/or all-star cheer programs set forth in the partnership agreement, for review at any time; and/but, under strict authorization/direction of the either party
- g. Shall give concise, up-to-date financial reports at regular executive, Board of Directors and SHADES Association general meetings, accounting for each income and expenditure of SHADES Association

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- h. Submit a summary statement of accounts (general funds and IFAs) at each regular SHADES Association meeting
- i. Shall be responsible for retention of all financial records in an organized manner as set forth in the SOPs
- j. Submits all bills to the President for disbursement of funds as directed and approved by the Board Members as set forth in SOPs
- k. Shall co-sign with the President all written contracts and statements of financial obligation of SHADES Association as authorized by the membership
- l. Upon expiration of his/her office the treasurer shall transfer all properties of the office to the successor set forth in SOPs
- m. The President and Treasurer shall be authorized to discharge any financial obligations incurred by the association in carrying out a project approved by the board of directors and/or membership

### **Member Services Vice President**

- a. Shall represent the members and athletes and shall promote SHADES Association objectives in a positive manner
- b. Construct and apply Standard Operating Procedures for the position of Member Services VP
- c. Responsible for maintaining personal contact with SHADES Association members as well as all all-star cheer athletes and families regardless of membership status to ensure quality of service and to establish point of contact for SHADES Association at all events
- d. Shall help make decisions based on what is best for the members and athletes as it applies to SHADES Association and help resolve issues as it pertains to parent/member/athlete complaints and concerns regarding to SHADES Association

### **Parent Partnership Representative(s)**

- a. Appointed by all-star cheer owners/gym management that have partnership agreements and must accept membership into SHADES Association; will have voting privileges on the Board of Directors as set forth in the partnership agreement and SHADES Association by-laws
- b. Shall meet with all-star cheer program gym owners/gym management that have partnership agreements on a regular basis to discuss SHADES Association objectives and maintain effective communication among the partnership as well as to ensure all questions and concerns are addressed and to promote inter-program unity
- c. Reports to the Board of Directors any issues or concerns as it relates to SHADES Association and directs any all-star cheer program issues and concerns to all-star cheer program director and/or gym management as set forth in the partnership agreement
- d. Help maintain Standard Operating Procedures as it applies to the Parent Partnership Representative position as it relates to SHADES Association
- e. Shall promote SHADES Association objectives in a positive manner

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### Vice President of Fundraising

- a. Shall continue researching new options for the funding of SHADES Association General Fund Account and IFAs
- b. Construct and apply Standard Operating Procedures for the position of VP of Fundraising
- c. Any fundraising activities should consider SHADES Association current goals and objectives as well as mission statement
- d. Needs to make very clear to the parent membership community the reason behind any fundraising event, i.e., what it will support and/or who will benefit
- e. Work closely with the Treasurer to ensure proper credit to SHADES Association General Fund and/or IFAs
- f. Will provide SHADES Association with a monthly fundraiser as well as plans for major fundraisers throughout the fiscal year by applying the actions in SHADES Association mission statement
- g. Communicate effectively with the Secretary to ensure proper distribution of information so that all all-star cheer athletes and families are included
- h. May form special committees to oversee various fundraisers
- i. Will seek approval of all fundraising opportunities with the Board of Directors
- j. Monitor fairness in fundraising opportunities to ensure that any SHADES Association member who would like to participate is given the opportunity
- k. Establish a committee of parent volunteers to help carry out all job duties and assign tasks as needed

### 2<sup>nd</sup> Vice President of Fundraising

- a. Assist VP of Fundraising with the construction and application of Standard Operating Procedures in all matters as it relates to the position of VP of Fundraising
- b. Assumes responsibilities of the VP of Fundraising in their absence or at their request. In the event of a vacancy in the office will assume the role of VP Fundraising

### Vice President of Travel

- a. Responsible to provide all all-star cheer athletes and families with cost-effective travel options in a timely manner as set forth in the partnership agreement
- b. Construct and apply Standard Operating Procedures for the position of VP Travel
- c. Shall promote inter-program unity through travel and accommodations as it applies to the mission statement. Coordinate the logistics of travel on behalf of all all-star cheer athletes for out-of-town competitions as set forth in the partnership agreement
- d. Responsible to obtain quotes and availability of hotels and available transportation



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- e. Make reservations for all hotels, charter buses and/or airlines (can be done through a board approved travel agent)
- f. Publish due dates for payments, cancellations and refund policies so that parents will be informed as it applies to travel and SOPs
- g. Make any necessary changes to room requests whenever possible before due date following SOPs
- h. Assist all-star cheer athletes and families with any travel related questions or concerns
- i. Set up a committee of parent volunteers as needed to help with job duties and assign tasks as needed

### Events Director

- a. Responsible for the creation and development of methods to cultivate, recruit, and maintain volunteers on behalf of SHADES Association as set forth in the mission statement
- b. Construct and apply Standard Operating Procedures for the position of Events Director
- c. Responsible for overseeing volunteer activities and schedules in coordination with all SHADES Association events
- d. Shall create and develop various activities for SHADES Association throughout the fiscal year that can be later written into the by-laws as annual events
- e. Works with Parent Partnership Representatives to ensure that all activities are inclusive of all all-star cheer athletes and families
- f. Works with the VP Fundraising and Community Service Chair to ensure that certain events are beneficial and successful and works within the construct of the mission statement
- g. Responsible for obtaining volunteer leaders and establishing committees for events as needed
- h. Responsible for working closely on all events with SHADES Association Board
- i. Ensure that SHADES Association activities are matched with any all-star cheer program needs as set forth in the partnership agreement and SHADES Association mission statement
- j. Responsible for following all SHADES Association policies and procedures as well as SOPs as approved by Board of Directors as it pertains to all events
- k. Work with Member Services VP and Community Services Chair to build, support, reward and create recognition programs for the volunteer base so that volunteers want to participate on an ongoing basis
- l. Responsible for working within association budget allocations as approved by the Board of Directors
- m. Responsible for identifying volunteer needs, volunteer opportunities, etc. in cooperation with other SHADES Association Board Members

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### Community Service Chair

- a. Shall plan and provide a minimum of one uplifting volunteer, community service activity for SHADES Association each quarter however number of community service activities are unlimited
- b. Construct and apply Standard Operating Procedures for the position of Community Service Chair
- c. Responsible for presenting project proposals to the Board for approval
- d. Work with Events Director in planning, scheduling, and executing SHADES Association community service events
- e. Ensuring member participation in community service events
- f. Promoting and ensuring a safe and respectful environment for all service events
- g. Maintaining calendar of community service events
- h. Having a working knowledge of service opportunities available, including those provided by the members of the association and Board of Directors
- i. Educating members and event participants about SHADES Association specific community service endeavors
- j. Recording service hours earned by the athletes/families and by its individual members, and reporting these numbers on the Annual Report, to the office of the President, and any other relevant parties
- k. Working with the Webmaster/Social Media Chair to publicize successful community service events

### Sponsorship Chair

- a. Shall publicize and positively promote SHADES Association
- b. Construct and apply Standard Operating Procedures for the position of Sponsorship Chair
- c. Develop and follow a plan to obtain business/corporate sponsorships
- d. Shall work closely with the VP Fundraising, Events Director and Community Service Chair to promote events and activities applicable to our business/corporate sponsors in the community within the construct of the mission statement
- e. Recruit a subcommittee to research, identify, solicit and obtain sponsors as needed
- f. Responsible for public relations as it relates to obtaining sponsors for SHADES Association within the construct of the mission statement
- g. Compile a prospect list consisting of past and potential new sponsors
- h. Shall work closely with businesses within the community to help promote sponsorship of athletes/events/fundraisers and community awareness as set forth by SHADES Association goals and mission statement

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- i. Work with event leadership and staff partners to ensure sponsors receive all contracted amenities and year-round engagement and recognition

### **Social Media Chair**

- a. Shall publicize and positively promote SHADES Association
- b. Construct and apply Standard Operating Procedures for the position of Social Media Chair
- c. Shall work closely with the VP Fundraising, Events Director, and Community Services Chair to promote events and activities on SHADES Association social media outlets within the construct of the mission statement
- d. Responsible for public relations as it relates to SHADES Association within the construct of the mission statement to include but not limited to all social media platforms
- e. Responsible for tracking publicity effectiveness
- f. Create, maintain and enhance SHADES Association social media pages, feeds and platforms
- g. Increase visibility to interested parties and relevant discussion topics
- h. Promote the membership value and SHADES Association via social media channels
- i. Interact with members on social media channels including posting content, responding to posts, monitoring, and generating followers at events

### **Scholarship Director**

- a. Provides guidance and support to the Board of Directors when facilitating the needs of the scholarship program
- b. Construct and apply Standard Operating Procedures for the position of Scholarship Director
- c. Implements, coordinates, directs and maintains scholarship program, including preparation of new scholarship agreements, maintenance and monitoring of existing scholarship agreements and maintaining regular contact with donors and recipients
- d. Acts as liaison between Board of Directors, members and the public to provide information and resources regarding scholarship activities and programs
- e. Maintains ongoing relationships through Sponsorship Chair by initiating and responding to individual donors, corporations and businesses, foundation trustees, Board of Directors, community organizations and private foundations when renewing or securing new scholarship gifts
- f. Prepares scholarship application process for athletes/families and coordinates scholarship application
- g. Supports the Scholarship Committee (when applicable) in planning and conducting the annual Scholarship Reception (i.e. yearly gala)

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### Webmaster

- a. Ensures SHADES Association website is current based on but not limited to events and fundraising information that is communicated
- b. Construct and apply Standard Operating Procedures for the position of Webmaster
- c. Oversees all content on the website and works with appropriate individuals/Board of Directors to ensure consistent design and function
- d. Troubleshoots all technical issues as problems arise and corrects/updates them in a timely manner
- e. Identifies and develops new and/or improved functionality to support SHADES Association mission statement
- f. Works collaboratively with all committee chairs/directors to communicate expectations and possibilities while also protecting SHADES Association mission statement
- g. Documents required revisions to the website and maintains SHADES Association site map
- h. Organizes and prioritizes work based on event dates and other activities that impact SHADES Association
- i. Provide and update a style and layout guide for SHADESAssociation.org

### Sub-Committees

- a. The Board of Directors shall determine the sub-committees deemed proper and necessary to fulfill the purposes of SHADES Association
- b. Apply Standard Operating Procedures for the sub-committee
- c. All sub-committee chairpersons shall be appointed by the President, Events Director, VP of Fundraising and/or Community Service Chair (dependent on the business of each sub-committee)
- d. The President, Events Director, VP of Fundraising, and/or Community Service Chair shall be ex-officio members of all sub-committees (dependent on the business of each sub-committee)
- e. Each sub-committee member reports directly to the Committee Chairperson, if applicable; if the Committee is not required to have a Chairperson, the Sub-Committee members will report directly to the ex-officio (Article 3 Section 16 Sub-Committees d)
- f. Appointed Sub-Committees and/or Sub-Committee Chairpersons will not have voting rights at Board of Director meetings
- g. Sub-Committees can be dissolved once the reason for the convening of such sub-committee is no longer needed

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### ARTICLE IV – FINANCES and FUNDRAISING

1. SHADES Association funds will include the general fund account and IFAs. SHADES fiscal year: May 1 – April 31<sup>st</sup>. During a non-specified period, SHADES Association will operate as an acting non-profit 501(c)(3) and will remain compliant with IRS regulations.
2. The Treasurer will keep accurate records of all SHADES Association general funds and IFAs. The Treasurer will prepare an income and expense report monthly, this is to include a summary of IFAs using applicable SOPs.
3. All funds collected are to be deposited in SHADES Association account managed by SHADES Association and overseen by the Treasurer using applicable SOPs.
4. Distribution of funds (general funds/IFAs) is to be determined by the Executive Committee and can be deferred to a majority vote with the Board of Directors.
5. Approved expenditures will have written authorization by two of the four authorized members of the Executive Committee: President, Vice President, Treasurer, and/or Secretary (one signer and one non-signer, or 2 non-signers – 2 signers on SHADES Association accounts cannot authorize expenditures of any type); refer to SOPs.
6. Checks written by SHADES Association from any SHADES Association fund (general/IFA) must be authorized by the Executive Committee; refer to meeting minutes and SOPs.
7. Upon request of member, the Treasurer shall allow such member to review their IFA and /or SHADES Association general income and expense report. Such requests must be in writing and allow five business days for response.
8. All funds are to be used for SHADES Association and all all-star athlete members and families, for funding events, community service projects, purchasing supplies, travel and for the publicizing of SHADES Association or sponsored activities.
9. Monies earned for IFAs will be credited to a ledger set up in the family name in a timely manner. SHADES Association Treasurer will manage these ledgers according to SOPs.
10. SHADES Association will be set up IFAs for all members - some, not all fundraisers/sponsorships will offset a portion of the overhead costs and reduce expenses associated with an athlete's all-star cheer competitive season – 10% of all monies raised from fundraisers and/or sponsorships/scholarships will be credited to SHADES Association General Fund.
11. The general fund will also be used to provide scholarships and funding for various events and activities throughout the year set forth in the mission statement.
12. Money can be withdrawn from IFAs and applied towards most all-star cheer athletes competitive program costs by filling out a Transfer Money Request Form or Pay-Out Form and submitting it to the Treasurer along with proper documentation. These costs include but not limited to: uniforms, camp/choreography fees, competitions, traveling costs and any other expenses paid to any all-star cheer program or in relation to/for any all-star cheer athlete's competitive teams and related items or services except for tuition and private lessons.
13. Monies available in IFAs with SHADES Association cannot be applied toward tuition and/or private lessons at this time due to IRS compliance.

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14. Money can be added to IFAs or SHADES Association General Fund account at any time by filling out a Personal Donation Form. If any member wishes to donate to another SHADES Association member, they can do so by filling out the same form. If the person(s) is not a member of SHADES Association the “donation” is considered a non-need-based sponsorship; refer to SOPs for application of funds. Members cannot contribute to fund their own IFA.
15. If money is left in an IFA at the end of the season and the athlete(s) intend to compete again the following competitive season, the money can remain in the IFA to get a jumpstart on the upcoming all-star cheer competitive season.
16. If the athlete(s) decide not to compete the next competitive season with any all-star cheer program and there is a balance in the account, it will not be reimbursed (Article 4 Section 17). Every effort must be made to utilize the money throughout the competitive season due to IRS compliance.
17. If the athlete(s) or family leaves the team and/or any all-star cheer program at any time, for any reason (i.e. injury) during the season and there is a balance in the account, whether he/she decides to come back later, the balance will NOT be available (refer to SOPs). All money will be transferred into SHADES Association General Fund as a donation after 30 days due to IRS compliance unless a written statement is provided with intent to compete the following season.
18. A fiscal budget will be prepared at the beginning of each fiscal year (May 1<sup>st</sup> – April 31<sup>st</sup>) and approved by the Board of Directors.

### ARTICLE V – MEETINGS

1. General membership meetings will be held monthly following each Board Meeting on the 3<sup>rd</sup> Sunday of each month unless otherwise noted. The President will determine the meeting schedule before SHADES Association registration packet and year-at-a-glance are due to be distributed for the next all-star cheer competitive season.
2. No general membership meeting shall conduct business without a quorum of Board Members (2) present (refer to SOPs).
3. For a special meeting, a formal notice will be given one week in advance if possible. Special meetings of SHADES Association can be called by the President at any time. All rules applying to the regular meeting will also apply to special meetings (e.g. voting).
4. Notice of all meetings shall be made by public announcement, personal contact, email, website, or other notice.
5. The quorum at any meeting shall consist of all members and non-members present. A simple majority vote of members shall decide any issue that comes from the Board that pertains to SHADES Association.
6. The Board of Directors shall meet at least once a month, the 1<sup>st</sup> Thursday of the month unless otherwise noted. The President will determine the meeting schedule before SHADES Association registration packet and year-at-a-glance are due to be distributed for the next all-star cheer competitive season.

# **SHADES Association**

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7. Each Committee and/or Sub-Committee must meet at least once a month (except as approved by SHADES Association). This applies to but not limited to the Community Service, Events, and Fundraising committees.
8. Each SHADES Association member must actively be involved with SHADES Association activities from their enrollment date to preserve their right to vote on any topic, fundraise, receive sponsorship and/or non-need-based scholarships.
9. All SHADES Association general meetings will be informal, and order of business will be timely and effective as set forth in SOPs.

### **Article VI – TRAVEL**

1. The VP of Travel is responsible for ensuring that all all-star cheer athletes are provided with the best travel options for transportation and/or accommodations when competing out-of-town (refer to SOPs).
2. All SHADES Association members and non-members will follow the travel by-laws. “Stay N Play” reservations and accommodations are not the responsibility of SHADES Association. SHADES Association is not involved in “Stay N Play” requirements and cannot help or provide alternatives if an athletes all-star cheer program requires participation in the “Stay N Play” program.
3. All travel costs will be given at SHADES Association meetings and through various communication avenues as soon as possible along with deadlines for payment. Prior to any competition involving bus/air transportation, there will be a bus/air manifest for athletes/family members to sign-up and then they would pay the appropriate costs on/before the deadline for payment (we cannot always guarantee extra spots on the bus/plane for family members; however, there will always be one guaranteed spot per athlete that has signed up and made proper payment arrangements) (refer to SOPs). Will use first come first serve format once all athletes that have signed up have been paid in full. All SHADES Association members will have priority over non-members.
4. Refund policies will be set at the time out-of-town competition travel information is distributed. It is the understanding of each member and non-member of SHADES Association to ensure your understanding of each refund policy when the information is available (refer to SOPs).

### **ARTICLE VII – ELECTIONS**

1. Prior to elections, the Executive Committee shall receive nominations to fill all vacancies and/or intent of running for a position by January 31<sup>st</sup>.
2. The President shall appoint two members, not candidates for election, to tally the votes. In the event there are two people running for one board position, there will be secret ballot voting.
3. Nominations will take place during the month of January for the upcoming season. Candidates for each position will be announced at the February SHADES Association meeting as well as on the website. Elections will take place during the March SHADES Association general meeting.
4. First general elections will take place March 2019 of the inaugural fiscal year.

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### ARTICLE IX- BYLAW CHANGES and TERMINATION of SHADES Association

1. The inaugural year (2018) by-laws are written and approved by 2/3 of Board of Directors (refer to articles of organization) present at the time of signing. Signing the inaugural year by-laws; puts into motion the operations of the association as it applies to the mission statement.
2. The by-laws may be amended, repealed, or altered in whole or in part, by a 2/3-majority vote of the Board of Directors at the April SHADES Association Board meeting whereas at any other time, proposals have been read, two meetings are required:
  - a. First meeting, proposal read and recorded
  - b. Second meeting, proposal read, and a vote taken from all members present
  - c. Upon passage (2/3-majority vote), amendment shall be recorded in by-laws
3. In the event SHADES Association should dissolve, the remaining funds shall be used to pay off incurred debt/refunds as voted on by the membership in good standing. Any remaining funds are to be donated to charity selected and voted upon by members in good standing.



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# SHADES Association By-laws

AS MEMBER OF SHADES Association BOARD OF DIRECTORS, I APPROVE AND VALIDATE ENACTMENT OF THE AFOREMENTIONED BY-LAWS

Date Signed: July 14, 2018

Signature	Printed Name	Position
*****ON FILE*****	Lynnette W. Jackson	President
*****ON FILE*****	Erika R. Sayrie	Vice President
*****ON FILE*****	Jeni Budlong	Treasurer
*****ON FILE*****	Jeff Ward	Secretary
*****ON FILE*****	Roberta Konicki	Sponsorship Chair
*****ON FILE*****	Christina Bell	Community Service Chair
*****ON FILE*****	Tara Ghiselin	Social Media Chair
*****ON FILE*****	Michelle Prince	Member Services Chair
*****ON FILE*****	Scott Jackson	2 <sup>nd</sup> VP of Fundraising



*S.H.A.D.E.S. Association*  
Share Hope Aspire Dream Empower Support

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