



**PINE-RICHLAND CHEERLEADERS PARENT ASSOCIATION (PRCPA)  
BY-LAWS**

**ARTICLE I: Organization and Charter**

**Section I - Name**

The Name of the Organization is the Pine-Richland Cheerleaders Parent Association (PRCPA).

**Section II - Fiscal Year**

PRCPA fiscal year is July 1<sup>st</sup> through June 30<sup>th</sup>.

**Section III**

The PRCPA will exist as a not-for-profit organization. PRCPA is a member of the Pine-Richland Unified Booster Organization (PRUBO). PRUBO is the central organization which holds our non-profit exemption under IRS 501 (c) section. Notwithstanding any other provision of these By-Laws, the Organization shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or (b) by a corporation, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code.

This volunteer organization shall be non-commercial, non-sectarian, and non-partisan. Said organization is organized exclusively for charitable, religious, educational, and scientific purposes including for such purposes the making of distributions to organizations that qualify organization under section 501 (c) (3) of the Internal Revenue Code.

No part of the net earnings of this organizations shall inure to the benefit of, or be distributable to its members, trustees, officers, or private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distribution in furtherance of the purposes set forth in the purpose clause hereof. No substantial part of the activities of the organization shall be the carrying on of propoganda, or otherwise attempting to influence legislation and the organization shall not participate in, or intervene in (including the publishing of or distribution of statements) any political campaign on behalf of any candidate for public office.

Notwithstanding any other provision of this document, this organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501 (c) (3) of the Internal Revenue Code or corresponding section of any future federal tax code or (b) by an organization, contributions to which are deductible under section 170 (c) (2) of the Internal Revenue Code, or corresponding section of any future federal tax code.

#### **Section IV**

The Charter of the PRCPA is set forth as follows:

- As a non-profit, 501(c) organization, the mission of PRCPA is to provide support to the players and coaches of the Pine Richland School Districts' Cheer program including financial support not otherwise provided by the School district. Through a cooperative effort with the School District, coaches, members, and staff, we wish to enhance the learning and enjoyment of cheerleading through team building and sportsmanship.
- The PRCPA is a volunteer organization created to enrich the Pine-Richland Cheerleading Program for all of the cheerleaders.
- The PRCPA will promote the ideology that the cheerleaders are ambassadors of the school and the school district.
- The PRCPA supports the Coaches with the business aspects of the program including, but not limited to fundraising, recognition awards, ceremonies, trips and publicity.
- The President(s) or Treasurer may execute general PRCPA expenditures less than \$150.00 without membership approval.
- Any check written over \$150 must have two authorized signatures (Treasurer and Presidents)
- There must be a minimum balance of \$2000 at year end to transfer to the following year.

### **ARTICLE II: MEMBERSHIP**

#### **Section I**

Upon acceptance to the PR Cheerleading Teams, parents/guardians become members of the PRCPA which includes the Middle School, JV and Varsity teams.

#### **Section II**

An annual Membership Fee will be assessed, by the first scheduled practice in August, to coincide with the start of WPIAL. For those families with multiple children in the program there will be a family maximum amount set each year. Membership fee will be determined once a yearly budget has been approved. For those facing financial hardship please contact the treasurer for confidential communication.

The PRCPA Executive Committee will make the decision annually as to the assignments to fundraisers. Such fundraisers may include, Cheer Clinic, Concessions, and T-shirts.

All proceeds will go to PRCPA general funds to be distributed accordingly.

### **Section III**

The voting body shall be all PRCPA members, voting may take place by members present any general, annual or special meetings called by the board, at which a forum of members exist.

### **Section IV**

Meetings are scheduled on the school calendar, generally one per month with additional meetings being convened at the discretion of the Executive Committee. Meetings, times, and locations will be announced via e-mail.

### **Section V**

All elections shall be had, and all questions decided by a simple majority vote of active members present. No voting proxy shall be permitted. On occasion, the voting process will take place via e-mail for urgent matters needing a timely decision. Results from this process will be shared in the same manner.

## **ARTICLE III: Officers and Their Responsibilities**

### **Section I - Executive Committee**

Comprised of the following:

- Two Co-Presidents, one represents the Sideline / Spirit team which includes Middle School, JV, and Varsity and one represents the Competition team(s) – Varsity Competition and MS Competition (if applicable)
- One Vice President
- One Secretary
- One Treasurer
- Team Rep (if necessary)

The Committee's responsibilities are to oversee the PRCPA and present to the membership all items requiring a vote.

### **Section II - Conflict of Interest**

No Board member may vote upon a matter in which he or she has a direct financial interest or conflict of interest. No Board member may vote upon a matter in which he or she has a

business or family relationship not common to all members. Immediately upon becoming aware that such a conflict exists, a Board member must disclose such, withdraw from further deliberation, and refrain from voting on the matter.

### **Section III - Election, Eligibility and Term**

Executive Committee members will be elected once per year at the first general meeting after tryouts in the spring. The offices of the Executive Committee will be filled by members who have been active participants the previous year. A simple majority of votes, of those members present at the meeting, cast for each position will determine the winner.

### **Section IV- Executive Officer Duties**

#### President

The duties are as follows:

- Preside at all PRCPA meetings
- Seek volunteers for committee chairpersons
- Have signature authority with the Treasurer for payments of monies from the treasury
- Act as liaison between the PRCPA and the Pine-Richland Cheerleading Coaches.
- Responsible for requesting members interested in holding a position on the executive committee
- Communicate By-laws to Athletic Director
- For Sideline / Spirit – must have a cheerleader on the Varsity squad
- For Competition – must have a cheerleaders who is a Sophomore, Junior or Senior

#### Vice President

The duties are as follows:

- Responsible for distribution and return of uniforms
- Coordination and oversight of all fund raising activities/committees

#### Secretary

The duties are as follows:

- Attend all meetings and record all minutes.
- Distribute meeting minutes in a timely manner (within the same week of meeting) to PRCPA Members
- Keep records containing the names, addresses and phone numbers of all Pine-Richland Cheerleaders and PRCPA members including the names and addresses of the Cheerleading Coaches
- Responsible for maintaining PRCPA website

### Treasurer

The duties are as follows:

- Shall collect, receive and hold the monies of the PRCPA, have custody of all funds and maintain full and accurate accounting records.
- Shall present, in writing, a financial statement at every regular meeting.
- Shall provide a full year report of all financial activities to the athletic director
- Keeps a complete record of the Organization's income and expenditures; receives and accounts for all monies in the Organization; pays all bills incurred; prepares and presents a financial report at all meetings; prepares and presents annual financial reports and proposed budget at their annual meeting of the Board of Directors for their review and approval.
- As a member of the PRUBO the treasurer will be responsible to submit Financial Data to PRUBO – Treasurer by October 15<sup>th</sup>. A copy of the booster group yearly audit report, a copy of submitted yearly taxreturn, and sign authorization by the President to be a member of PRUBO.

### Reps - (Middle School -1 or 2 depending on size and structure)

- The responsibility of the representative for each team is to be the parent liaison between the cheerleaders to the executive committee and coaches.
- Assist with distribution of all team clothing, uniforms, bows, t-shirts, shoes, etc.
- Assist with collection of all uniforms and accessories and report to Coach missing items.
- Distribution of team specific communication as required

### Booster Member Council of the Pine-Richland Unified Booster Organization (non-voting):

- The individuals name and contact information will be submitted to the PRUBO Secretary by July 1 of the current fiscal year. Each individual will serve for a one year term.

## **ARTICLE IV: INSURANCE**

The Organization shall maintain commercial general liability insurance through Pine- Richland umbrella insurance policy, which provides coverage for Directors & Officers for personal injury, medical expenses, property damage, and products. Minimum limits of liability shall be \$1,000,000 per occurrence and \$2,000,000 aggregate.

**ARTICLE V: AUDIT**

An independent audit of the PRCPA financial records will be done each year by the Audit Committee or an independent auditor. The Audit Committee shall be made up of 3 to 5 people chosen because of their independence from the financial processes of PRCPA. This committee shall be responsible for the appointment of an independent auditor to perform the annual financial review of the PRCPA or to perform audit themselves per generally accepted standards.

**ARTICLE VI: DISSOLUTION OR DISBANDMENT**

Upon the dissolution of the Organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by a court of competent jurisdiction in the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

**ARTICLE VII: BYLAW AMENDMENTS**

Amendments to the By-Laws shall be voted upon at a regular PRCPA meeting by those active members present. The proposed amendments(s) must be communicated to the Membership, prior to the meeting. Must present the approved by-laws to athletic director by July 1<sup>st</sup>.

**By-law Approval Dates**

Initial: 2-23-15

Date	ByLaw Section	Description
5-1-16	Article 1, Section III	Added wording to reflect paragraph documented in IRS Letter 4713 (rev 1-2014)
5-1-16	Article V1, Section I: Dissolution of Disbandment	Revised wording to reflect paragraph documented in IRS Letter 4714 (rev 1-2014)
5-1-17	Article I, Section IV: Organization and Charter	Add dual check signing limits and minimum carry balance

Date	ByLaw Section	Description
5-1-17	Article III, Section I: Membership and Officers and their Responsibilities	Update and streamline the Executive Board and remove Parent Reps as members of the Executive Board
5-1-17	Article III, Section IV: Membership and Officers and their Responsibilities	Added duties to the Co-President and Secretary; Remove Parent Reps as members of executive board
5-1-17	Article V: Audit	Modify number of Audit Committee members