**MONTCLAIR State University Cheerleading Club Constitution & Bylaws**

**CONSTITUTION**

**Article I. Name**

The name of this organization shall be Montclair State University Cheerleading Club; nicknamed MSU Cheer, and will be referred to as MSU for the remainder of this document. MSU may always be contacted through the current Coach or President who is registered with the Montclair State University Department of Recreational Sports Club Sports program.

**Article II. Purpose**

MSU is a member of the Division of Recreational Sports, Club Sport Program. It was formed as a student organization in 2007 in order to give cheerleaders the chance to continue competing, performing, and developing their skills throughout college. In 2014, it became Montclair State University’s official club sport competitive cheerleading team. MSU performs at various events around campus such as pep rallies and Redhawk day, cheers football games, attends College Cheer Camp, demo at several competitions in the area, culminating in NCA College Cheer Nationals.

**Article III. Affiliation**

MSU is a member of the National Cheerleading Association. MSU is also a member of the University’s Club Sport program through the Department of Recreational Sports.

**Article IV. Membership**

Members of MSU must be students (undergraduate or graduate) of Montclair State University. MSU shall be made up of participants, an Executive Board and coaches as decided/chosen by the team. All members of MSU are required to pay dues after attending a maximum of three practices. Each member is required to participate for the full school year and will pay dues on required dates determined by the Rec sports Board. The amount will be determined by the estimated costs of the team and is subject to change each year. Members are required to attend mandatory weekly practices and all scheduled events, more than two unexcused absences from weekly practices results in membership termination. The only excused absences are academic exams, health emergencies and family emergencies. In the event of an excused practice, the Coach and president must be notified at least 2
hours before the weekly practice. A reasonable and fair tryout will be held at the beginning of each year.

There will be a possibility to make four teams:

- Competition/ football (will cheer at all events, games and competitions)
- Football only (will cheer at football games and related events)
- Spirit squad (will cheer in the stands at home football games)
- Competition only

**Article IV. Authority**

MSU shall be governed by this constitution and by its approved bylaws, rules and regulations, all of which are subject to the rules and regulations of USA Cheer and the Club Sport Program.

**Article VI. Executive Board**

All members of MSU will elect the Executive Board for year terms annually at a designated practice. Elections will take place at the end of the spring semester. The Executive Board will hold their positions beginning on the last day of classes and ending on the last day of classes the following year. Executive meetings will be held monthly, as planned by the president. Additional meetings will take place if the President deems them necessary.

**Article VII. Amendments**

This constitution may be amended by a majority vote of the members of MSU in attendance at a club meeting. The Executive Board of MSU must be informed in writing of proposed constitutional amendments prior to a vote. Reasonable effort must be made to notify the remaining club membership of proposed constitutional amendments.

**BYLAWS, RULES AND REGULATIONS**

**Article I. Rules of Order**

All meetings of MSU shall be conducted in accordance with Robert’s Rules of Order and may be waived at the beginning of the meeting by the President.

**Article II. Executive Board**

The Executive Board will consist of a President, Vice President, Secretary and Treasurer.

Candidates can be self-nominated or nominated by a fellow MSU member prior to the designated election meeting at the end of the spring semester.
Any member who has participated in MSU for two semesters and is in good standing is eligible to run for any position. Executive Board members must attend each practice, unless there are extreme circumstances, and be involved with the team. The Executive Board will have the power to make all final decisions via a vote regarding MSU Cheer after receiving input from active members. Each member of the Executive Board will hold one vote.

The specific duties of each Executive Board member are listed below:

**Section 1: President**

The president oversees the Executive Board, schedules and plans board meetings, communicates with the coach, with gym owners and campus officials for practices, assists in the planning of all official MSU events.

**Section 2: Vice President**

The vice president assists the President in all their duties, including but not limited to: retrieving and maintaining official documents, etc. The Vice President will act as President in the President’s absence and assist the President with any MSU tasks the President needs help with.

**Section 3: Secretary**

The secretary works alongside the President and Vice President and in charge of maintaining constant communication between the executive board and the team. They keep record of practice attendance, record meeting minutes, and ensure the club’s public information is up-to-date.

**Section 4: Treasurer**

The treasurer records and monitors the club bank account with the recreation department. They will keep records of all dues collected and owed to rec.

**Section 5: Removal of Officers**

In the event that the Executive Board members are not working well together, a reselection is possible. The team and all members of the Executive Board must agree to the re-selection. If one member feels they cannot handle the responsibility, they are expected to acknowledge this and step down from their position, resulting in a re-election for only that position or a re-election for another position if another Executive Board member decides to take the available position.

**Article III. Captains and Coaches (Amendment V)**
The coach must be AACA safety certified. The Coach will be responsible for choosing organizations that will outsource needed requirements for MSU Cheer such as choreography, music and uniforms. The coach will have input on the selection of captain as well as executive board members. The coach will remain in contact with the recreation department.

**Article IV. Registration Fees**

Each registered (participating) member will be required to pay semester membership fees by the dates scheduled by the recreation department. The amount of the semester fee shall be based on the current costs of the team. Alternate methods of payment can be arranged with the Recreation Department if difficulties arise for the member.

**Article VI. Fundraising**

The majority of MSU CHEER funds come from fundraising. The Executive Board may plan fundraising events themselves or establish a committee to do so. All money raised from fundraising at an official MSU event will be deposited into the club's bank account.

**Article IX. Unspecified Matters**

According to the Club Sport Program, at least two active members of the MSU Competitive Cheerleading Club must be currently certified in First Aid and CPR. At least one Safety Coordinators must be present at all Club functions.

There will also be a representative that is selected to attend all Club Sports Council Meetings.