

Washington State Cheerleading Coaches Association

CONSTITUTION

ARTICLE I: NAME

- A. The name of this organization shall be the Washington State Cheerleading Coaches Association (WSCCA).

ARTICLE II: PURPOSE

- A. To foster an appreciation by students, staff, and community for the social and educational advantages of participation in cheerleading.
- C. To set standards of cheerleading activities that are in accordance with educational objectives.
- D. To encourage equal representation and participation by all cheerleading programs and their coaches which include recreation league, junior high, high school, college and all stars.
- E. To promote in-service training through workshops, clinics and demonstrations and to provide an annual conference.
- F. To provide guidance, communication and resources for Washington State cheerleading coaches.
- G. To promote safety in cheerleading.
- H. To advise and assist the WIAA with development and implementation of a state cheerleading championship.
- I. To recognize outstanding coaches within the membership past and present.
- J. To promote quality judging

ARTICLE III: MEMBERSHIP

- A. The membership year of this organization shall be for a calendar. Cost is \$20 per individual, \$100 per gym and \$100 for corporate membership.
- B. Membership in the Association shall be as follows: Anyone associated with cheerleading in the state of Washington are eligible to be an active member of the WSCCA. Only active members of WSCCA will be eligible to hold office on the Executive Board and will have voting privileges.

ARTICLE IV: OFFICERS

- A. The officers of this Association shall be: President, Vice President, Secretary, Treasurer, Outgoing President, High School Director, Rec League Director, All-Star Director, and all Special Personnel Officers.
- B. Special Personnel: Membership Chair, Regional representatives, Conference, Scholarship, Newsletter Coordinator, State Competition Chair, All State Competition Chair, Technical & Performance Judge Coordinator Chair, Membership Chair, Finance Chair, Sportsmanship & Ethics Chair and Special Projects Chair.

1. No person shall be eligible to hold office in this Association unless he/she is an active member in good standing.
- C. The Executive Board Officers (President, Vice President, Treasurer, Secretary and Directors) shall be elected by the General Membership in attendance at the annual business meeting or by vote via mail or email.
- D. Board Members shall be: Presidents, Vice President, Secretary, Treasurer, and all appointed Special Personnel. Their term is for one year.
- E. If the office of President shall become vacant for any reason, the Vice President shall advance into the office.
- F. The Executive Board Special Personnel shall be appointed by the President and approved by the Executive Board Members.
- G. The Executive Board Members shall have the power to temporarily establish new rules and amend or set aside rules that are no longer feasible.
- H. The Executive Board members need to approve presidential appointments when vacancies occur.
- I. The WSCCA Board shall meet four (4) times a year.

ARTICLE V: MEETINGS

- A. An annual meeting of this Association shall be held, to include year-end reports and election of new officers.
- B. The Board can call a general membership meeting other than the annual meeting as set forth in these By-laws.
- C. Board members shall be reimbursed for fuel cost according to a set scale in order to attend required meetings.

ARTICLE VI: AMENDMENTS

- A. Amendments to this Constitution may be made by an affirmative vote of a simple majority of the current members at the annual meeting.
- B. Amendments to this Constitution may be made by unanimous decision of the WSCCA Board.
- C. Proposed amendments must be submitted in writing to the Executive Board six weeks prior to the annual business meeting.

ARTICLE VII: PARLIAMENTARY PRACTICES

- A. Except as otherwise specifically provided in this Constitution and By-Laws, all questions of order or procedure with respect to any meeting or action of this Association, its Board or and committee appointed here under; shall be determined in accordance with Robert's Rules of Order - Newly Revised.

Revised 4/04

Amended 6/25/05

Amended 4/06

Amended 6/2/07

Washington State Cheerleading Coaches Association

BY LAWS

ARTICLE I: MEMBERSHIP

Anyone associated with cheerleading in the state of Washington are eligible to be active members of WSCCA. Only active members of WSSCA will be eligible to hold office on the Executive Board and will have voting privileges.

ARTICLE II: EXECUTIVE BOARD & WSCCA BOARD

- A. Executive board consists of President, Vice President, Secretary, Treasurer, Outgoing President and Directors.
- B. WSCCA Board consists of the Executive Board and all appointed offices.
- C. Four regular meetings of the Board shall be held each year.
- D. Special meetings of the Board shall be held when called by the President or when requested by four or more members of the Board, at such time and place as the President shall determine.
- E. A simple majority of its members shall constitute a quorum at any meeting of the Board.
- F. Powers: In addition to those duties and powers expressed and implied, set forth elsewhere in the Constitution and By-Laws, the Board shall have the following duties and powers:
 - 1. The Executive Board shall be responsible for the enforcement of all current association policies and procedures. Prospective changes or additions will be submitted to WSCCA members for approval.
 - 2. The Board shall authorize all expenditures and will not create any deficit beyond the current income of the Association, nor authorize any disbursement of funds for purposes inconsistent with the policies and procedures.
 - 3. The Board will serve in an advisory manner to those needing service.
 - 4. The Board will listen to concerns or suggestions of its members.
 - 5. The Board will be responsible for organizing all aspects of the annual state coaches conference.

G. Duties

1. President

- a. Shall attend all WSCCA Board meetings.
- b. Shall act as chief executive officer of this association.
- c. Shall preside at all Board meetings and all General Membership meetings.
- d. Shall appoint persons to fill vacancies in any of the offices.
- e. Shall call special meetings when necessary.

- f. Shall prepare the agenda for all Board and General Membership meetings.
- g. Shall approve all expenditures and reimbursements over \$50.
- h. The term shall include one year as past-president in an advisory capacity.
- i. Shall perform such other duties as may be designated by the Board Officers and the General Membership.

2. Vice President

- a. Shall assume all duties of the President in her/his absence.
- b. Shall be responsible for the Regional Representatives.
- c. Shall appoint a person to fill a vacancy in the position of president with the approval of the remaining Board Officers.
- d. Shall be the Chair of the Constitution Committee.
- e. Shall be the Chair of the Recognition Committee (responsible for organizing the Coach of the Year, Member of the Year and Hall of Fame awards).
- f. Shall perform such other duties as may be designated by the Board Officers and the General Membership.
- g. Shall oversee the Sportsmanship and Ethics Committee.
- h. Track membership renewals.

3. Secretary

- a. Shall be responsible for the minutes of all meetings.
- b. Shall keep attendance records of all meetings.
- c. Shall send the minutes to the Presidents for approval within ten days of meeting and prior to distribution to the Board Officers.
- d. Shall assist in answering correspondence deemed necessary by the President.
- e. Shall keep a current list of amendments to the Constitution and decisions made at meetings, which need to be acted upon.
- f. Shall be responsible to prepare and compile the ballots for voting at the State Cheer Conference.
- g. Shall perform such other duties as may be designated by the Board Officers and the General Membership.

4. Treasurer

- a. Shall keep accurate records of all finances.
- b. Shall pay approved bills and reimbursements.
- c. Shall establish a voucher system for payment of bills and reimbursements.
- d. Shall provide an oral and written financial report at every meeting.
- e. Shall perform other duties as may be designated by the Board Officers and the General Membership.
- f. Shall receive membership dues.

- 9. Competition Judge Coordinator Chair**
 - a. Shall compile and maintain a list of all certified performance, technical and audio judges.
 - b. Shall organize and lead the annual performance judge Adjudication Workshop and work with the Washington State Spirit Judges Association.
 - c. Shall organize certified performance and safety judges for all approved competitions.
 - d. Shall make available Competition Judges Forms to coaches who hold approved competitions within Washington.
 - e. Shall oversee educating the state coaches on National Federation rules.
 - f. Shall perform other duties as may be designated by the Board Officers and the General Membership.
- 10. Conference Chair(s)**
 - a. Shall coordinate the annual conference.
 - b. Shall serve as consultant to the new Chair upon completion of term in office.
 - c. Shall provide a report at each Board meeting.
 - d. Shall provide written budget prior to securing facility and speakers.
 - e. Shall perform other duties as may be designated by the Board Officers and the General Membership.
- 11. Membership Chair**
 - a. Shall maintain a roll of active members.
 - b. Shall prepare and distribute membership applications.
 - c. Shall be responsible for the mailing address labels.
 - d. Shall send all Board Officers a current list of active members with address, phone and email.
 - e. Shall actively recruit coaches to join WSCCA.
 - f. Shall prepare member directory for general membership with names and school/gym affiliation only.
 - g. Shall perform other duties as may be designated by the Board Officers and the General Membership.
- 12. Finance Chair**
 - a. Shall review all finances of WSCCA.
 - b. Shall work closely with the treasurer when needed.
 - c. Shall set up a committee to audit the books at the end of the year.
 - d. Shall perform other duties as may be designated by the Board Officers and the General Membership.
- 13. Newsletter Chair**
 - a. Shall compile information for WSCCA newsletter.
 - b. Shall issue four newsletters a year.

- c. Shall perform other duties as may be designated by the Board Officers and the General Membership.

14. Region Representatives

- a. Shall serve as liaison between WSCCA and cheerleading advisors/coaches in her/his region.
- b. Shall recruit WSCCA members from her/his region.
- c. Shall compile a list of coaches with addresses and emails in her/his region.
- d. Shall perform other duties as may be designated by the Board Officers and the General Membership.
- e. Must be associated with a school district in their region.

15. Scholarship Chair

- a. Shall distribute application materials to coaches.
- b. Shall establish a committee for processing applications.
- c. Shall compile data to select finalists.
- d. Shall perform other duties as may be designated by the Board Officers and the General Membership.

16. Sportsmanship & Ethics Chair

- a. Shall promote safety management, sportsmanship ethics, relationship building, and program development in all cheerleading programs.
- b. Shall educate and inform WSCCA members of any and all WIAA, NFHS, and other related rules and or rule changes that may apply to practice, performance, games and/or competitions.
- c. Shall develop programs to assist coaches on leadership training and further enhance the social development of student participants.
- d. Shall perform other dittoes as may be designated by the Board Officers and the General Membership.
- e. Shall review the WSCCA ethics statement each year to determine if it needs to be updated or changed.
- f. Shall attend random games and/or tournaments to view the behavior of cheer teams and/or coaches.

17. Special Projects Chair

- a. Shall perform duties as designated by the Board Officers and the General Membership

18. All Star Representative

- a. Shall serve as liaison between WSCCA and all-star coaches/owners in the state of Washington.
- b. Shall recruit WSCCA members from the All Star community.
- c. Shall compile a list of coaches/owners with addresses and emails in the state
- d. Shall perform their duties as may be designated by the Board of Officers and the General Membership

19. WIAA Representative

- a. Shall serve as a member of the Spirit Committee of the WIAA.
- b. Shall serve as a liaison between the WIAA and the WSCCA.
- c. Shall perform other duties as may be designated by the Board Officers and the General Membership.

20. College Representative

- a. Shall act as a liaison between the colleges of Washington State and the WSCCA.

ARTICLE III: ELECTION OF OFFICERS

- A. Members will submit their name in writing to the present Secretary prior to the State Conference meeting, stating which office they are seeking.
- B. The Board will attempt to submit a minimum of two confirmed candidates per elective office.
- C. Nominations will be accepted from the floor at the State Conference.
- D. Elections shall be held yearly at the State Conference meeting and via email or mail-in ballot.
- E. District Representatives: A member/members from each district will be appointed in the Spring to serve for one year on the Board.
- F. All officers shall be elected for a one-year term and shall take office immediately following the closing of the State Conference.
- G. A plurality vote shall be necessary to elect.
- H. Removal: Any officer of the Association may be removed from office by a two-thirds vote of the Board.

ARTICLE IV: VACANCIES

- A. If the office of President shall become vacant for any reason, the Vice President shall advance in to the office.
- B. The President with approval from the Board shall fill any vacant office(s) by appointment.

ARTICLE V: MEETINGS

- A. An annual meeting of the Association shall be held at the State Conference to include year-end reports and election of officers. A general membership meeting other than the annual meeting can be called as set forth by the Executive Board

ARTICLE VI: DUES

- A. Each member of the Association shall pay annual dues.
- B. Fee schedule:
 - 1. Individual: \$20
 - 2. Gym Membership: \$100
 - 3. Corporate Membership: \$100

4. Upon receiving the dues, the Membership Chair will issue a membership card, welcome letter and a copy of the Constitution.

ARTICLE VII: COMMITTEES

- A. Special Committee: The President may appoint, with the approval of the Board, any special committee that may be necessary.
- B. Each committee, through its chairperson, shall report both verbally and in writing to the Board.

ARTICLE VIII: AMENDMENTS

- A. These By-Laws may be altered, amended or appealed:
 1. By simple majority of the active members present.
 2. Unanimous decision of the Board.
- B. All amendment changes to these By -Laws shall be posted prior to the Conference meeting.

Washington State Cheerleading Coaches Association

POLICIES & PROCEDURES

I. MEMBERSHIP ENTITLEMENTS

- A.** Upon payment of the Association dues, members are to receive:
 - 1.** WSCCA Constitution
 - 2.** Newsletters
 - 3.** Welcome letter and membership card
 - 4.** List of Board's name/address/phone/email
 - 5.** General mailings and announcements
 - 6.** Voting privilege
 - 7.** Web site address

II. APPOINTED POSITIONS & COMMITTEES

- A.** All appointed positions and committees are done so by the President and approved by the Board.

III. MEETING PROCEDURES

- A.** Agendas shall be posted on website to appropriate members at least two weeks prior to all meetings including General Membership, Executive Board, District and Committee meetings.
- B.** Minutes shall be submitted by the Secretary to the WSCCA web site coordinator for the Association files.

IV. NEWSLETTER

- A.** A quarterly newsletter shall be printed and mailed to the membership.

V. BOARD NOTEBOOKS

- A.** Established notebooks containing current WSCCA materials shall be maintained by each Board member.
- B.** Notebooks shall be turned over to the incoming Board member at annual retreat.

VI. FILES & RECORDS

- A.** All Association materials shall be maintained on paper, in files and on computer disk.
 - 1.** The Secretary/Treasurer shall retain the master.
 - 2.** The President shall retain copies.
- B.** Copies of all WSCCA correspondence, both incoming and outgoing, shall be filed with the Secretary/Treasurer.

VII. REIMBURSEMENTS

- A.** Postage and Copying
 - 1.** Receipts for postage and copying of newsletters.
 - 2.** Any materials with prior approval of Board including mileage form for board members.
 - 3.** Board Members must submit receipts for any approved postage and copying in order to receive reimbursement using WSCCA treasurer's form.

VIII. CAPITAL EXPENSES

- A.** All capital expenses (over \$50) shall require prior approval by the President.

IX. COACHES TRAINING

- A.** The Association shall provide a minimum of one (1) training clinic per year when needed.
- B.** Clock hours shall be arranged through the WIAA application process completed at least 30 days prior to the event.
- C.** Topics to be covered shall be selected from the WIAA list of essential areas of study for maintaining Coaches standards.

Amended 6/25/05

Amended 4/06

Amended 6/2/07