

# Washington State Cheerleading Coaches Association

## BYLAWS (updated 8/8/2021)

The WSCCA Constitution shall be the *primary governing instrument*. The WSCCA bylaws, which in accordance with the Constitution, allows the organization to function to achieve its overall purpose, shall not be in conflict with this Constitution.

### Article I The WSCCA shall have the following duties and powers:

- A. The WSCCA Officers shall be responsible for the enforcement of all current association policies and procedures.
- B. The WSCCA 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 published Policies and Procedures.
- C. Expenditures of \$1,000 and under need to be approved by the President, Finance Director and Treasurer. These records must be kept for 7 years. (approved & updated 7/7/2018)
- D. Expenditures over \$1,000 need to be approved by the President, Finance Director, Treasurer and must have 2 signatures/online bill-pay checks or in person signatures to verify. These records must be kept for 7 years. (approved & updated 7/7/2018)
- E. Expenditures over \$1,500 need to be approved by the President, Finance Director, Treasurer and must have 2 signatures/online bill-pay checks or in person signatures to verify. In addition, need to be approved by the majority of the WSCCA Executive Committee. (approved & updated 7/7/2018)
- F. Expenditures over \$2,000 require a majority vote, in favor of the expenditure, of the entire WSCCA Board. (approved & updated 7/7/2018)
- G. After proper approval for an event budget, expenses may be paid with one signature required on checks, on-line bill pay and/or the use of the WSCCA debit card for all disbursements as long as it falls within the overall limits of that approved event budget.
- H. The WSCCA Board will listen to concerns or suggestions of its members and provide an advisory role when necessary/or requested.
- I. The WSCCA Board will be responsible for organizing all aspects of the annual State Coaches Conference.
- J. The WSCCA will provide scholarships and scholarship funding, as able, to provide continued educational growth to Washington State cheerleaders in whatever educational pursuit they desire. See Scholarship Chair duties below.

## **Article II Executive Officers**

- A. Executive Officers are to be paid a stipend of \$1,200 annually due to the large time commitment of the position. (Approved 12/15/2019)
- B. President:
  - 1. Shall attend all WSCCA Board and Executive Officers meetings according to our Constitution.
  - 2. Shall act as Chief Executive Officer of this association.
  - 3. Shall preside at all WSCCA Board meetings and all WSCCA Membership meetings.
  - 4. Shall appoint persons to fill vacancies in any of the offices with approval of the WSCCA Board.
  - 5. Shall call special meetings when necessary. Note: a majority of the Board may also call an emergency meeting, if necessary, per Robert's Rules.
  - 6. Shall prepare the agenda for all WSCCA Board and WSCCA membership meetings.
  - 7. Works with WSCCA, WSCJA & WIAA as needed in partnership with the WSCCA Officers.
  - 8. Shall perform other duties as may be designated by the Officers and the WSCCA Membership.
  - 9. Shall set WSCCA board meeting dates for calendar year.
  - 10. Shall assist Executive Officers in setting up retreat (within 6 weeks after Conference) so that time is allowed for our yearly goals and committees to begin the framework of our duties for the year to come.
- C. Vice President: (updated 8/8/2021)
  - 1. Shall attend all WSCCA Board and Executive Officers meetings according to our Constitution.
  - 2. Shall assume and share all duties of the President in their absence, i.e.; vacation or illness.
  - 3. Shall perform other duties as may be designated by the Officers with full approval by the President.
  - 4. Shall be the Chair of the Constitution Committee unless otherwise delegated by the President. This may be chaired by another individual so appointed by the President but will be supervised by the VP.
  - 5. Shall assist the President in reviewing the Treasury reports and making sure our Audits are timely.
  - 6. 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). This may be chaired by another individual so appointed by the President but will be supervised by the VP.
  - 7. Shall oversee the Sportsmanship and Ethics Committee. This may be chaired by another individual so appointed by the President but will be supervised by the VP.

8. Shall oversee the elections with the Secretary.
9. VP position will always be a part of the Executive Officers.

D. Secretary:

1. Shall attend all WSCCA Board and Executive Officers meetings according to our Constitution.
2. Shall be responsible for the minutes of all meetings.
3. Minutes shall be submitted for Presidential review within 48 hours of the meeting.
4. Minutes, after Presidential review, shall be sent to the WSCCA Board.
5. Shall keep attendance records of all meetings. There shall be no expiration on WSCCA meeting records as they are a part of the Association's history.
6. Shall assist in answering correspondence deemed necessary by the President. Example but not limited to thank you notes for guest speakers on behalf of the WSCCA.
7. Shall keep a current list of amendments to the Constitution and decisions made at meetings, which need to be acted upon.
8. Shall provide timely recording of all updates to our Constitution and Bylaws in a professional manner.
9. Shall be responsible to prepare and compile the ballots for voting at the State Coaches Conference.
10. Shall participate in vote tallying with another designated Board member, except for votes regarding the Secretary position. This may be approved by the President and the Board if there is question of the member selected.
11. Shall perform other duties as designated by the Officers of the Association.
12. Shall be an Executive Officers.

E. Treasurer:

1. Shall attend all WSCCA Board and Executive Officers meetings according to our Constitution.
2. Shall keep accurate records of all finances.
  - a. The WSCCA shall be audited by a third party at least every other year.
  - b. Double signatures on cash obtained from events must match the deposit slip to the bank within 48 hours. Proof of such balance must be provided for the Association.
  - c. Any checks written for reimbursements or for stipend must be approved by the President and the Executive Officers upon request.
  - d. Stipend for Committee Chairperson of an event will be \$300 (9/2017).
    - i. Stipend for Executive Officers will be \$1,200 annually. (approved 12/15/2019.)
    - ii. Stipend for Marketing Director will be \$1,200 annually. (approved 12/15/2019.)

- iii. Whereas the Association recognizes that the Treasurer's duties entail fiduciary responsibilities, and executing those duties typically requires more hours than other officer positions, the Association agrees to pay a stipend to the Treasurer.
    - e. The stipend to the Treasurer shall be \$100 per month, for the duration of the Treasurer's term, unless otherwise determined by the WSCCA Board (2017).
    - f. The amount of the Treasurer's stipend shall be reviewed from time-to-time by the Executive Officers.
  - 3. Shall pay approved bills and reimbursements. The Treasurer duties are paramount in protecting our 501(c)(3) non-profit status and as such they must keep meticulous records of invoices, payment reimbursements, and line items descriptions for reimbursements identifying the purpose of the expenditure and the event that they are recorded for.
  - 4. Petty cash will be provided with up to \$500 to start the till for any WSCCA event.
    - a. Petty cash tallies must be double-checked and signed for by any Board Member before being added to the till.
    - b. Petty cash amounts (cash going into the till, and the balance remaining after an event) shall be counted and verified by an Officer and one other Board Member; and entered into the event records, and subsequently the chart of accounts.
  - 5. Shall establish a voucher system for payment of bills and reimbursements.
  - 6. Shall provide an oral report and general official bank ledger at board meetings and a full financial report at the WSCCA Membership meeting at Conference.
  - 7. Shall perform other duties as may be designated by the Officers.
  - 8. Shall receive membership dues and verify the accuracy with the Director of Membership.
  - 9. Shall be responsible for insurance, taxes, 501(c)(3) forms, and other required paperwork.
  - 10. Performs all online PayPal duties in association with an event coordinator and along with the VP, overseeing the financial transactions and accuracy.
  - 11. Shall coordinate the biannual audit of our finances per the Executive Committee recommendations.
  - 12. Shall be an Executive Officers.
- F. Immediate Past President:
- 1. Shall act in an advisory capacity.
  - 2. May attend all WSCCA and Executive Officers meetings.
  - 3. May perform such other duties as may be designated by the Officers.
  - 4. May be an Executive Officer with voting rights for one year.
  - 5. Other Prior Past Presidents out of office for more than one term (President Ex Officio):

- a. May act in an advisory capacity.
- b. May attend all WSCCA and Executive Officers meetings.
- c. May perform such other duties as may be designated by the Officers.

### **Article III Directors**

- A. High School Director: Eastside, Westside:
  1. Shall attend all WSCCA Board meetings according to our Constitution.
  2. Shall maintain a data base of all High School Coaches in their designated regions.
  3. Shall act as a liaison between the Executive Officers and the state coaches following these procedures: President sends message/notice to High School Director and High School Director forwards exact message to state coaches.
    - a. Shall obtain approval from the President of all messages and shall also include the President in all correspondences.
    - b. Shall be a Director.
- B. Recreation League Director:
  1. Shall attend all WSCCA Board and Executive Officers meetings according to our constitution.
  2. Shall maintain a database of all Recreation League Coaches.
  3. Shall act as a liaison between the Executive Officers and the Recreation League Coaches.
  4. Shall obtain approval from the President of all messages and shall also include the President in all correspondences.
    - a. President sends message/notice to Recreation League Director and he/she forwards exact message to Recreation coaches.
    - b. Shall be a Director.
- C. All Star Director:(this position is currently unfilled and shall remain so until such time as a need arises. All Star Cheerleaders may apply for a scholarship whether or not a Director sits on the Board)
  1. Shall attend all WSCCA Board and Executive Officers meetings according to our Constitution.
  2. Shall maintain a database of all All Star Coaches.
  3. Shall act as a liaison between the Executive Officers and the All Star Coaches.
  4. Shall obtain approval from the President of all messages and shall also include the President in all correspondences.
  5. President sends message/notice to All Star Director and he/she forwards exact message to All Star coaches.
  6. Shall be a Director.
- D. College Director:
  1. Shall attend all WSCCA Board and Executive Officers meetings.

2. Shall maintain a database of all College Coaches.
3. Shall act as a liaison between the Executive Officers and the College Coaches.
4. President approves all messages and is copied on all correspondences.
5. President sends message/notice to College Director, and he/she forwards exact message to college coaches.
6. Coordinates the two College Clinics: one in the Fall and one in the Spring.
7. Provides an opportunity for high school aged cheerleaders in our state to be more formally prepared for a collegiate program.
8. Fosters positive relationships at the next level between College Coaches and the Cheerleaders whom we represent.
9. Shall be a Director.

E. Membership Director:

1. Shall attend all WSCCA Board and Executive Officers meetings according to our Constitution.
2. Shall maintain a database of all coaches who are currently paid /updated members.
3. Shall update the WSCCA Board with any changes to the membership prior to each meeting.
4. Shall keep an updated active membership list on our WSCCA website.
5. Shall act as a liaison between the Executive Committee and the Members;
6. Shall obtain approval from the President of all messages and shall also include the President in all correspondences;
7. President sends message/notice to Membership Director and he/she forwards exact message to WSCCA Membership;
8. Shall provide Membership cards to Members to help verify qualified voters during votes;
9. Assist T&M Director with updating list on website;
10. Shall be a Director.

F. Finance Director:

1. Shall attend all WSCCA Board and Executive Committee Officers according to our Constitution;
2. Shall review all finances of WSCCA;
3. Shall work closely with the Treasurer when needed;
4. Shall set up a committee to audit the books at the end of the year. A third-party audit shall be done on a biannual basis, year ending after new Officers are installed at conference;
5. Shall work with the Treasurer in developing and maintaining up to date budget and check reimbursement form, along with any other pertinent forms necessary to accurately track our funds;
6. Shall be a Director.

G. Technology and Marketing Director (T&M)

1. Shall attend WSCCA Board and Executive Officers meetings according to our Constitution.
2. Shall receive a \$1,200 annual stipend in recognition of the time commitment this position requires.
3. Shall maintain website, Twitter, Facebook page(s), Instagram websites with up-to-date information and wide diverse selection of pictures from all the areas the WSCCA represents.
4. Shall be creative in ways to engage our membership, encourage new members to participate and keep them updated using various forms of communication tools.
5. Shall mentor an intern for the position with a positive, collaborative attitude to foster growth and productivity for the Intern.
6. Shall be a Director.

**Article IV WSCCA Chairpersons**

A. Conference Chair(s):

1. Shall coordinate the annual conference;
2. Shall serve as consultant to the new Chair upon completion of term in office;
3. Shall provide a report at each Board meeting;
4. Shall provide written budget prior to securing facility and speakers;
5. Shall perform other duties as may be designated by the Board Officers and the general membership;
6. Shall attend all WSCCA Board meetings per our Constitution;
7. Shall be a Chair(s) of the Conference committee.

B. Scholarship Chair:

1. Shall distribute application materials to coaches.
2. Shall establish a committee for processing applications.
3. Shall compile data to select finalists.
4. Shall attend all WSCCA Board meetings per our constitution.
5. Shall be Chair of the Scholarship Committee.

C. Sportsmanship & Ethics Chair:

1. Shall promote safety management, sportsmanship ethics, relationship building, and program development for all cheerleading programs.
2. Shall educate and inform WSCCA members of all WIAA, NFHS, and other changes to our industry regarding related rules and or rule changes that may apply to practice, performance, games and/or competitions.
3. Shall develop an ethics statement for our coaches. It may be included on our membership card.

4. Shall review the WSCCA ethics statement each year to determine if it needs to be updated or changed.
  5. Shall attend all WSCCA Board meetings per our Constitution. Shall present any ongoing concerns at board meetings to promote problem solving and potential growth for programs that are not performing up to the State standard of NFHS rules.
- D. WSCCA Championship Chairperson:
1. Shall coordinate the annual WSCCA Championship.
  2. Shall provide a report at each Board meeting.
  3. Shall provide written budget prior to securing facility, matts, MC, trophies, decorations, and judges.
  4. A donation of \$5,000 shall be made to the hosting school/program for their work on this event. (Approved 12/15/2019)
  5. Shall serve as consultant to the new Chair upon completion of term in office.
- E. Social Co-Chairs
1. Two Board members shall be appointed by the President and voted on by the Board on an annual basis. This decision will be determined between Conference and the Retreat.
  2. Two times a year coordinates a get together for coaches to network, discuss ideas, and share resources
  3. Attendees must be WSCCA members only
  4. Location of events will be in a public/neutral location, preferably a restaurant
  5. Timeframe needs to consider the annual calendar for coaches and what is realistic for meeting EX: Aug/Sept and then late Feb/March, not during comp season or near other WSCCA events.
  6. Budget not to exceed \$1,000 per event to provide appetizers/food for group:
    - a. Cost to include tax, tip, and any additional fees.
    - b. Budget to reflect the number of coaches present ex: \$15 per coach.
    - c. Alcohol and personal meals purchased by individual.
    - d. Appetizers/Food to be preselected for group with variety and value in mind.
    - e. Decorations etc are not included in the budget.
  7. Any décor ,if needed, should already be a WSCCA item.
  8. Promotional needs for social media or website need to be provided in advance with all details to Marketing, High School and Recreation Director.
  9. Pre-registration must be taken for budgeting of food and space. Accurate attendance at time of event must be documented for Executive Board.
- F. Vendor Coordinator:
1. Shall facilitate, communicate, and coordinate with various vendors that can offer services to our coaches and cheerleaders.

2. The duties will be in collecting the fees for a table, coordinating whether they need natural light, electricity plug ins, and what kind of space they will need.
3. Payment fee collected in advance will secure their space at our venue.
4. Coordinate with T&M for any advertising benefits on our website.

#### **Article V Committees**

- A. Special Committee: The President may appoint, with the approval of the WSCCA Board, any special committee that may be necessary.
  1. The President shall appoint a committee chair for each committee so created.
  2. Committee chairs serve at the pleasure of the President.
- B. Each committee, through its chairperson, shall report verbally to the WSCCA Board at board meetings or in writing if not able to attend. The Secretary shall record such in the minutes.

#### **Article VI Amendments**

- A. These Bylaws may be altered, amended per our Constitution guidelines.
- B. All amendment changes to these bylaws shall be posted 10 days prior to the next WSCCA General Board meeting for review.