

Washington State Cheerleading Coaches Association CONSTITUTION

Article I Name

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

Article II Legal Status

The WSCCA is a non-profit 501(c)(3) compliant organization that is obligated to follow the proper guidelines to maintain its federally mandated non-profit status.

Article III Purpose

- A. To promote up-to-date training through workshops, clinics and our annual Conference in order to be in compliance with the latest regulations and rules thereby maintaining safety for our cheerleaders and coaches.
- B. To maintain the standards for cheerleading activities that are in accordance with our educational objectives.
- C. 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.
- D. To provide guidance, updates and resources for Washington State Cheer coaches.
- E. To promote and retain a positive liaison with the WIAA.
- F. To advise and assist the WIAA with the annual State Cheerleading Championships.
- G. To recognize coaches who are in good standing with the WSCCA membership, both past and present.
- H. To work with the WSCJA in its pursuit for quality judging and education of coaches.

Article IV Membership

- A. The membership term of this organization shall be for one year. Our annual Conference shall be the main date of renewing membership. If a coach signs up after Conference, the expiration of their membership will be at the next consecutive Conference. This will have the intent that all memberships fall under the Conference-to-Conference time frame for ease of administration.
- B. Cost of membership is \$30 per individual and \$110 per program (up to 5 coaches). From time to time, the Executive Committee shall review cost of membership and adjust it as required for current market conditions.
- C. WSCCA membership in the association shall be as follows: Anyone associated with cheerleading in the state of Washington is eligible to be a member of the WSCCA. A WSCCA member who can be defined as a member in good standing:

- 1) Has completed the membership process by submitting a complete up to date application with current contact information (per Membership Director)

- 2) Paid their annual fee in full (per Treasurer);
 - 3) Is familiar with the Constitution and Bylaws for the WSCCA (per honor system);
 - 4) Has not had their membership revoked for any reason (per WSCCA Board);
 - 5) Has no current sportsmanship or ethics complaint against them (per S&E chair).
- D.** WSCCA members who have remained in good standing and are in attendance for the main day of Conference and the spring business meeting aka (Pacific NW Cheer Coaches Conference) have voting rights for all elected positions. They will also be eligible to vote on any items presented for a vote at the WSCCA membership meeting at Conference.
- E.** Any Active General Board member of WSCCA in good standing will be eligible to run for office on the WSCCA Board.
1. Active General members is as follows:
 - i. Attend the open WSCCA meeting in September;
 - ii. Attend 3 of the 4 WSCCA meetings in the calendar year
 - iii. Volunteer at a minimum of 2 WSCCA events in the calendar year
 - iv. May be a committee member

Article V WSCCA Officers

The WSCCA Officers shall include the Executive Officers and Directors.

A. WSCCA Executive Officers:

1. The Executive Officer positions of this Association shall be:
 - i. President;
 - ii. Vice President;
 - iii. Secretary;
 - iv. Treasurer;
 - v. President Ex Officio;
2. Executive Officers shall be elected by WSCCA members who have remained in good standing and are in attendance at the spring business meeting, aka (Pacific NW Coaches Conference) WSCCA Conference.
3. Executive Officers shall serve for two-year terms

4. Candidates for President and Vice President must:

- i. Have a minimum of one year of actual high school cheer coaching experience;
- ii. Be currently affiliated with a high school cheer program;

5. The immediate past President may remain on the Executive Committee with voting rights for the first 12 months. After 12 months, they will be referred to as President Ex Officio and may serve as an advisor on the General Board.

6. The Executive Officers shall have full voting rights.

B. WSCCA Directors:

1. The Directors of this association shall be:

- i. High School Director (East Side and West Side);
- ii. Recreation League Director;
- iii. College Director;
- iv. Membership Director;
- v. Technology/Marketing Director (T&M);
- vi. Finance Director;

2. Directors shall serve for two-year terms.

3. Each Director's position shall have full voting rights.

Article VI Election Voting Schedule

A. Rotation Schedules:

- 1. The terms for President, College Director, Membership Director, Finance Director, Technology and Marketing (T&M) Director shall commence during even numbered years,
- 2. The terms for VP, Secretary, Treasurer, East Side High School Director, West Side High School Director, and Recreation League Director shall commence during odd numbered years.
- 3. Nominations for any elected Officer position shall be approved by the WSCCA Board only. This shall be done by a majority vote of the Board at least 3 weeks prior to the General election at Conference.

B. Board Position Transitions:

- 1. If after (2) consecutive terms if there is another candidate in good standing that has served on the board for the preceding year, then they will be added to the ballot in the office of their choosing. The current person holding that position **must not apply** for reelection until the next two-year cycle. If no one runs for an office held by a member in good standing that has served for (2) consecutive terms, then the Officers shall review and approve an exception to the term limit goals of the WSCCA.

2. Complete hand-over of positions must be successfully completed by the day after the WSCCA conference, except in the following cases
 - i. With regards to the position of Treasurer the transition may take a week for full disclosure and transferring of knowledge, banking etc.
 - ii. It is within the rights of a new Treasurer to have a full audit of the accounting before assuming the new role. When possible, this should be done before a potential election change in this position.
- C. If the office of the President shall become vacant for any reason, VP shall serve as acting President until a majority vote of the Board has been taken to confirm the position.
- D. The Executive Officers shall have the power to establish new rules and amend rules that are no longer feasible by a majority vote.
 1. These changes shall be presented to the General Board 10 days prior to the vote so that any opinions, via email or at the meeting, may be discussed
 2. If then the Executive Committee vote results in a tie, the Directors shall cast a majority vote, the winning decision shall cast one vote to break the tie.
 3. These changes must be in writing and presented to the WSCCA Membership at the next business meeting or via email to notify them of the contents of the change, and its rationale.
- E. The WSCCA Officers, Committee Chairs, Apprentices and committee members shall meet a minimum of four (4) times a year. These dates shall be established by the time of the retreat for all to be aware of.
 1. Special meetings may be called by either the President or by a request from the simple majority of the Officers;
 2. For special meetings please give a minimum of 7 days' notice.
- F. Meeting Attendance—To remain in good standing:
 1. Board Members shall provide, when possible, at least 48 hours advanced notice if they are unable to attend a meeting.
 2. Board members who travel in excess of 100 miles to attend a meeting may opt to join a meeting via Skype, Face Time, or phone, for (3) out of the (4) required meetings during the year, but must plan on joining the fourth meeting in person.
 3. Board Members using this exception to in-person meeting requirements shall make provisions for a connection with adequate bandwidth and fidelity to hear and be heard by other members present at such meetings.
 4. During Zoom meetings all screens must be on, mute microphone, raise hand if you need to speak, type in chat box.
 5. Any written materials submitted for the meeting must be emailed to the participants or scanned and mailed to them for review.

Article VII New Board Apprenticeship Eligibility and Expectations:

WSCCA Members who desire to be considered for joining the WSCCA Board will be given the opportunity for Apprenticeship if they meet the following criteria:

- A.** Shall be currently a paid member in good standing of the WSCCA and have previous coaching experience prior to the fall Open Board meeting (per the report of the Membership Director);
- B.** Shall be responsible for reading and fully understanding the WSCCA Constitution, Bylaws, and Policies & Procedures and how they apply to Board Positions; (Honor system)
- C.** Shall agree to represent the voice of Washington State cheerleading coaches and cheerleaders fairly and accurately above the interest of their own team, program, or institution;
- D.** Shall be committed to treating other Board Members and WSCCA membership ideas, suggestions, personalities, and backgrounds, with an open mind;
- E.** Apprenticeship program is for One (1) year;
- F.** Shall be available to volunteer, positively serve and contribute at least one of the board events, including but not limited to; WSCCA Annual Conference, WSCCA Championships/Rec State/College Clinics, All-State Competition, Basketball State, Summer Clinic etc.;
- G.** Apprentices attend board meetings and committee meetings;
- H.** Anyone who does not meet the requirement for the first year, may remain as an apprentice for the second year to fulfill the requirements;
- I.** Opportunities for Volunteering are social media, technology support, newsletter or any need at the time;
- J.** Apprentices may be actively involved in discussions of the Board but may not vote until their one calendar year of internship is completed;
- K.** Shall be available to be physically present at 3 out of the 4 board meetings a year (recorded by the Secretary);
- L.** Are encouraged to join a committee(s) during their first year. Upon completion of their (1) one year apprenticeship, they will be voted in by the WSCCA Board at the spring conference and then will become official voting board member;
- M.** Their acceptance to the Board will be announced at Conference;

Article VIII General Board Membership

The General Board shall consist of the WSCCA Officers, Chairpersons, Committee members and apprentices. All General Board members shall have a vote in General Board matters. (With the exception of Apprentices, see above).

- A.** Meeting Attendance; To remain in good standing:
 - 1. All Board Members shall respond within 48 hours to a special meeting request by the President or by a request determined by a simple majority vote of the Board of Officers.
 - 2. Board Members shall provide, when possible, at least 48 hours advanced notice if they are unable to attend a meeting.

3. Board members who travel in excess of 100 miles to attend a meeting may opt to join a meeting via Skype, Face Time, or phone, for (3) out of the (4) required meetings during the year, but must plan on joining the fourth meeting in person.
 - i. Board Members using this exception to in-person meeting requirements shall make provisions for a connection with adequate bandwidth and fidelity to hear and be heard by other members present at such meetings.
 - ii. During Zoom meetings all screens must be on, mute microphone, raise hand if you need to speak, type in chat box.
4. Any written materials submitted for the meeting must be emailed to the participants or scanned and mailed to them for review.
5. To expedite decisions and maintain forward progress, voting on issues among the WSCCA Board may be taken via email allowing 48 hours for all to have time to respond.
6. General Board members shall be members in good standing.
7. General Board members shall volunteer on a minimum of 1 committee.
8. Shall be available to volunteer, positively serve and contribute at least one of the board events, including but not limited to; WSCCA Annual Conference, WSCCA Championships/Rec State, College Clinics, All-State Competition, Basketball State, Summer Clinic etc.
9. General Board members shall be responsible for reading and fully understanding the WSCCA Constitution, Bylaws, Policies & Procedures and how they apply to Board Positions.
10. Agree to fairly and accurately represent the voice of Washington State cheerleading coaches and cheerleaders above the interests of their own team, program, or institution.
11. Treat other board members and WSCCA membership ideas, suggestions, personalities, and backgrounds, with an open-mind.

B. There shall be no term limit to General Board Membership.

1. After (5) years of service in good standing, continued membership shall not be included in any potential total maximum allowed on the Board.
2. If a former General board member returns after a leave of absence of more than a year, they will be considered a non-voting member for the upcoming year.
3. Anyone in violation due to extenuating circumstances may submit an appeal to the Executive Committee.
4. Annual qualifications to remain an active board member are the same as an apprentice.

C. General Board Members that are not able to comply with the above criteria, shall lose General Board Member voting rights and revert to Apprentice status for the following year.” (Motion passed 9/12/17)

Article IX

Amendments

- A. Amendments to this Constitution may be made by a two-thirds affirmative vote at a regular meeting of the WSCCA Board
- B. A proposed amendment shall be provided to the WSCCA Board ten (10) days in advance of a proposed vote on the subject.

Article X

Miscellaneous Provisions

- A. The WSCCA Executive Officers shall maintain, for use by the entire membership, the additional following documents to govern operations of the organization in accordance with the WSCCA Constitution:
 - 1. WSCCA Bylaws;
 - 2. WSCCA Policies and Procedures;
- B. The WSCCA Executive Officers shall publish the Constitution, Bylaws, and the Policies and Procedures documents, in printed or digital form, as the Executive Officers deems appropriate, in a form accessible to all WSCCA members.

Article XI

Parliamentary Practices

- A. For a vote to be authorized, a quorum must be present.
- B. A quorum is achieved when a simple majority of the Board or Committee or other body is present.
- C. Unless otherwise indicated a vote will be considered to have passed by majority.
- D. All attempts should be made to deal with issues according to our Constitution and Bylaws, however if ordinary civil discourse cannot resolve a disputed issue, then Robert's Rules of Order, latest revision, shall govern to resolve the disputed issue.
- E. Removal of a Board Member may be done with two-thirds affirmative vote of the General Board.
- F. Robert's Rules of Order shall not be employed to delay procedures or the workings of the association. If delays occur that are in direct obstruction to the goals and purpose of the WSCCA then a ruling on disputed issues shall be made by two-thirds majority of the WSCCA Officers only.