

SOUTH DAKOTA CHEERLEADING COACHES ASSOCIATION (SDCCA)

ORGANIZATION GOALS

1. To promote and improve cheerleading in South Dakota.
2. To establish a network system of support and unity among all who are involved in cheerleading.
3. To provide opportunities, education, training, and growth experiences for cheerleading coaches and cheerleaders.
4. To implement safety measures among cheerleaders and adherence to the safety rules established by the National Federation of High School Activities.
5. To promote the highest possible professional standard of coaching.
6. To build statewide unity and sportsmanship among our schools.
7. To encourage an appreciation of the educational and social advantages that participation in cheerleading can bring.
8. To encourage a positive attitude towards cheerleaders and recognition of the important role they play in our schools.

SDCCA CONSTITUTION AND BYLAWS

ARTICLE I-NAME

This organization shall be known as the South Dakota Cheerleading Coaches' Association

ARTICLE II-GOALS

The goals of this Association shall be to promote, develop, improve, protect, and support cheerleaders, cheer coaches, and cheerleading in South Dakota.

ARTICLE III-GENERAL MEMBERSHIP AND MEETINGS

- A. Membership in the SDCCA is open to all interested schools and individuals. Schools and individuals shall be admitted to membership upon payment of dues to the South Dakota High School Coaches' Association (SDHSCA) and to SDCCA.
- B. Membership registration will be open year round.
- C. The annual dues shall be established by the Board of Directors.
- D. Members may attend all General Membership meetings, hold office, and participate in all SDCCA sponsored programs and events.
- E. Members may vote at all General Membership meetings and elections.
- F. A quorum shall be the majority of those present at the General Membership meeting.
- G. There will be a minimum of one meeting per year held during annual conference.

ARTICLE 1V-BOARD OF DIRECTORS AND ELECTION

- A. The Board of Directors shall be members of the SDCCA.
- B. The Board of Directors shall be elected by the General Membership with the exception of the Treasurer who will be appointed by the Board.
- C. The Board of Directors shall begin serving their terms of office immediately following their election.
- D. The Board of Directors shall serve two-year teams.
- E. The Board of Directors shall attend and vote at all required meetings. There will be a minimum of two meetings per year.
- F. To appear on the agenda, Directors must notify the President at least two weeks prior to meeting.
- G. The Board of Directors shall have the power to interpret and enforce the Constitution, Bylaws, and rules of the Association.
- H. The Board of Directors shall approve presidential appoints when vacancies occur.
- I. When vacancies occur at both the President and Vice President positions simultaneously, the Presidency would pass to the Trustee who last served as President.
- J. A two-thirds majority vote will be needed to dismiss any Board Member.
- K. The Board of Directors shall have the power to decide matters not herein determined.
- L. The Board of Directors shall receive remuneration, salary, remittance for services. President \$200, Vice President \$200, Secretary \$200, Treasure \$300. (per 7/01 mtg).**
- M. The Board of Directors shall perform other duties as may be designated by the General Membership.

- N. The Board of Directors Executive Council shall be the President, Vice President, Secretary, and Treasure. They shall perform duties as deemed necessary.

ARTICLE V-POWERS & DUTIES OF THE BOARD OF DIRECTORS

A. THE PRESIDENT

- a. Shall act as Chief Executive Officer and representative of the Association.
- b. Shall prepare the agenda and preside at all Board of Directors meetings and all General Membership meetings.
- c. Shall work closely with the South Dakota High School Activities Association (SDHSAA).
- d. Shall appoint people to fill vacancies in any of the offices upon approval of the Board of Directors.
- e. Shall create new Directorship and appoint new Directors with the approval of the Board of Directors.
- f. Shall call special meetings when necessary.
- g. Shall facilitate the updating the SDCCA/SDHSAA Cheerleading Handbook with corporation with the SDHSAA.
- h. Material must be delivered to the SDHSAA by June 15.
- i. Shall keep all SDCCA information on file and updated.
- j. Shall make decisions when immediate rulings are required.
- k. Shall perform other duties as may be designated by the Board of Directors and the General Membership.
- l. Shall become a trustee for three years upon completion of his/her term of office.

B. THE VICE PRESIDENT

- a. Shall assume all duties of the President in his/her absence.
- b. Shall appoint a person to fill a vacancy in the position of President on the approval of the remaining Board of Directors.
- c. Shall perform other duties as may be designated by the Board of Directors and the General Membership.
- d. Shall become President upon completion of his/her term of office.

C. THE SECRETARY

- a. Shall be responsible for the minutes at all meetings.
- b. Shall keep a copy of the Constitution, a current list of amendments to the Constitution, and decisions at meetings, which need to be acted upon.
- c. Shall type and send the minutes to the Board of Directors for approval.
- d. Shall send official meeting minutes plus attachments to the President for SDCCA files.
- e. Shall send minutes to the webmaster for inclusion in SDCCA newsletters.
- f. Shall perform other duties as may be designated by the Board of Directors and the General Membership.
- g. Shall become a trustee for one year upon completion of his/her term of office.

D. THE TREASURER

- a. Shall keep accurate records of all finances.
- b. Shall be appointed by the Board of Directors.

- c. Shall maintain a fund from membership and other income for the administration of the Association.
- d. Shall issue a financial statement indicating income and expenditures following each Association event.
- e. *Shall have at least three signatures on all bank accounts. These signatures should include the Treasurer, present President, and past President.*
- f. Shall get a yearly audit of the treasury records by two Association members by September 1st.
- g. Shall provide reimbursement for expenses incurred from Association business. (A receipt and signed voucher must accompany the request).
- h. Shall provide a financial report at each Board of Directors meeting and General Membership meeting.
- i. Shall collect all membership dues and maintain a roll of all active members.
- j. Shall send a current list of active membership periodically to webmaster.
- k. Shall be responsible for providing address labels when necessary.
- l. Shall perform other duties as may be designated by the Board of Directors and the General Membership.
- m. Shall become a trustee for one year upon completion of his/her term of office.

E. TRUSTEES

- a. Shall include immediate past President (3 years), Treasure (1 year), and Secretary (1 year).
- b. Shall attend all Board of Director's meetings.
- c. Shall serve in an advisory capacity acting as a resource consultant.
- d. Shall serve on committees and assist with the administration of the Association. '
- e. Shall perform other duties as may be designated by the Board of Directors and the General Membership.

F. ALL STAR COACH

- a. *Shall select dates and sites for tryouts and practices.*
- b. *Shall coordinate and supervise all aspects of the tryout, including judges, videotapes, choreographer, and selection process.*
- c. *Shall contact selected squad members' coaches and send letter to all those who tried out upon completion of the selection process.*
- d. Shall send names of the All-Star squad to the newsletter editor/webmaster.
- e. Shall supervise All Star practices, insuring that National Federation Rules are followed.
- f. Shall perform other duties as may be designated by the Board of Directors and the General Membership.
- g. **Compensation: Head Coach \$150. Assistant Coach \$100. (per 7/01 mtg).**

G. HISTORIAN

- a. *Shall compile the SDCCA scrapbook and keep it up to date.*
- b. *Shall take pictures at the annual summer clinic and other SDCCA events.*
- c. *Shall perform other duties as may be designated by the Board of Directors and the General Membership*

H. WEB PAGE DIRECTOR/WEBMASTER (per 7/01)

- a. Shall publish a list of the SDCCA Board of Directors, including home and school addresses, phone numbers, and email addresses.
- b. A list of the SDCCA Board of Directors shall be on the webpage, the SDHSAA, and other as requested by the Board of Directors.
- c. Shall perform other duties as may be designated by the Board of Directors and the General Membership.
- d. Shall publish minutes from all Board of Director and General Membership meetings on the website.
- e. Shall publish all SDCCA communication and information pertaining to SDCCA activities on the website.
- f. **Shall be compensated \$200 yearly. (per 7/01 mtg).**

ARTICLE VI-AMENDMENTS

- A. This constitution may be amended by an affirmative vote of the majority of current members present at General Membership meetings.

ARTICLE VII-BYLAWS

A. Fiscal Year

- a. The fiscal year of the SDCCA shall be the period of time from the 1st day of July through the 30th day of June. Whenever the team “year” is used in these bylaws, it shall refer to the fiscal year of the SDCCA.

B. Elections

- a. Election of the Board of Directors shall be held during the annual coaches’ clinic by the general membership. This election shall be completed no later than August 1st.
- b. The first election of officers was July 1993.
- c. Election procedures shall be determined by the Board of Directors.
- d. Board of Directors will serve a two-year term.

C. Committees

- a. Committees may be appointed by the President and/or the Board of Directors at any time. Their term of office shall expire at the completion of their assignment.
 - i. Coach of the Year shall be compensated \$100 yearly.
 - ii. Will order coat for Coach of the Year.
 - iii. Scholarship shall be compensated \$100 yearly.
 - iv. Academic All State shall be compensated \$100 yearly.

D. Reimbursements and Expenditures

- a. Executive officers shall be reimbursed for expenses such as mileage, lodging, telephone, postage supplies, and the necessary expenses incurred while conducting SDCCA business.
- b. Officers shall be paid by the treasure upon submission of the expense form with attached receipts.

E. Transition

- a. The transition between past and present Directors shall be completed within thirty days following the elections.

F. **Amendments**

- a. These bylaws may be amended by an affirmative vote of the majority of current members present at General Membership meetings.

G. **Leadership Conference**

- a. Shall use up to \$1,000 for attendee (per 7/02 mtg).

H. **Co-Competition Directors**

- a. Shall be responsible for coordinating the SDCCA Cheer & Dance Competition.
- b. Competition expenses and works shall be approved by the Board of Directors.
- c. **Shall be compensated \$500 yearly.**