

# Maine Youth Cheerleading Coaches Association Bylaws

Update By-laws approved at 11/6/22 Membership Meeting

## Article I Name & Purpose

**Section 1:** The organization shall be known as the Maine Youth Cheerleading Coaches Association aka MYCCA.

**Section 2:** It is the purpose of this association to be a non-profit organization which will provide a support system for all cheerleading coaches and interested parties throughout the state of Maine with goals to include:

- A. Offering professional development and a forum for the exchange of current practices and trends;
- B. Providing the foundation for new and existing cheerleading coaches and their advocates to promote a sense of continuity among all programs;
- C. Uphold the integrity of the sport through education of safe guidelines;
- D. Fostering high standards of professionalism, fairness and ethics among coaches and athletes;
- E. Provide a healthy atmosphere for coaches, advocates and athletes to excel in the sport of cheerleading.
- F. To provide guidance and structure to Member Organizations in the creation and operation of the administrative organization and programs;
- G. To do any and all other acts necessary or desirable in the furtherance of the foregoing purposes and for the good of the sport of cheerleading

**Section 3:** The organization shall work with the designated Head Official for youth cheerleading in association with the Maine Cheerleading Coaches Association and Maine Principal's Association.

**Section 4:** Shall this organization known as MYCCA be dissolved any and all liabilities shall be resolved and existing assets distributed to charitable non-profit organizations.

## Article II Membership

**Section 1:** Membership is open to all cheerleading organizations, and all active cheerleading coaches in the state of Maine, including: collegiate, high school, middle school, elementary, youth and recreational. It is the desire of this association to have each membership represented at as many meetings as possible. At no time shall a member be compensated from this association.

- A. Members must be and remain in good standing with their registered organization

**Section 2:** Interested parties are welcome to attend all regularly scheduled association and committee meetings. All scheduled meetings are listed on the MYCCA website (maineyouthcheering.org)

**Section 3:** Minutes from each of the meetings that the association holds shall be made available to all members. These will be made available on the website within 2 weeks of each meeting.

**Section 4:** Membership dues are \$50 per year per organization or individual. Annual dues shall be paid in full by both new and existing members by November 1<sup>st</sup>/or on the exact fall training date each year in order to vote at association meeting. Without membership, organizations will be required to pay full price to attend MYCCA sponsored events and to participate in MYCCA sponsored trainings/clinics.

**Section 5:** MYCCA reserves the right to change membership dues with a majority vote.

**Section 6:** All competing members must also adhere to guidelines set forth in the MYCCA Policy and Procedures manual.

- A. Failure to adhere to the guidelines set forth in the MYCCA Policy and Procedures manual will result in disqualification at the discretion of the Lead Official and potential expulsion from Membership per Article II Section 7.

**Section 7:** Expulsions from Membership. Any Member/organization may be expelled from the association for just cause, by two thirds vote of Boards of Directors. Said member shall be given a hearing before said Board of Directors by a written request. If an organization is expelled, they cannot participate in any MYCCA competitions until reinstated by the board.

**Section 8:** All member competition hosts must adhere to the guidelines set forth in the MYCCA Guidelines for Hosting a Cheerleading Competition.

**Section 9:** Non-Discrimination. Membership in this organization or into any of its member organizations and leagues shall not be denied to any individual or cheering organization because of race, color, age, religion, national origin, ethnic identity, parental or marital status, sex or sexual orientation.

### **Article III Meetings**

**Section 1:** Meetings will be held during Fall training in October/November and Annual Meeting in April unless decided otherwise by the Board of Directors. The Board of Directors also reserves the right to hold workshop meetings as needed. Official business will not be conducted at workshop meetings.

**Section 2:** Meeting times and dates shall be determined by the Board of Directors at least one month in advance.

- A. Meeting dates and times shall be made available to all members ten (10) days prior to the meeting.
- B. Meetings shall be called to order in a timely fashion and moderated by the President. In the event that the President is not in attendance the Vice President will moderate the meeting and succession of the Board of Directors will follow: President, Vice President, Treasurer and Secretary,
- C. Meetings will be kept to a reasonable length. Members can vote to table issues to be discussed at a later date in order to keep duration sensible.
  - 1. The annual meeting will be held each fall in November. At least one (1) member of each organization is required to attend. \$25 penalty for organizations not in attendance.
  - 2. If the meeting is missed due to a conflict, a make-u meeting may be scheduled with the Head Official. Head Official fee for conducting any make-up session is \$50 per organization.
  - 3. MYCCA reserves the right to change make-up session fees with a majority vote.
  - 4. Failure to send at least one (1) representative of an organization to the Fall Rules and Regulations meeting will result in the organization being unable to compete in any MYCCA competition that season.
  - 5. The Spring meeting will be held in April/May each year. At least one (1) member of each organization is required to attend.
- D. An annual Competition Hosting Meeting will be held prior to the season starting and is mandatory for all. Organizations who wish to host a competition the following season must attend the April meeting.

**Section 3:** Special meetings and or workshops may be called only by the Majority vote of the MYCCA officers. Members shall be notified at least ten (10) days in advance to the special meeting. No business shall be transacted at any special meeting/workshop except for that which the meeting/workshop has been called.

**Section 4:** Meeting minutes shall be recorded by the Secretary at all regular and special meetings. Minutes shall contain attendance records, actions items and a summary of any non action tasks. Recorded minutes shall be presented at the next meeting for member approval. In the event that the Secretary is not in attendance the President shall assign the task to another Board member.

### **Article IV Elections and Voting**

**Section 1:** The following positions shall be filled by the election process in even numbered years: Vice President, Secretary, and Head Official. The following positions will be filled by the election process in odd numbered years: President, Treasurer, and Registration Coordinator. The Invitational Coordinator position shall be filled by the election process annually.

**Section 2:** Nominations for vacant positions shall be accepted from association members prior to the April meeting. There will be an opportunity for additional nominations by the floor at that time for any positions in which a nomination has not been made.

**Section 3:** All voting members present shall vote by secret ballot. The Treasurer and one other voting member shall tally the votes and announce the results.

**Section 4:** No member shall vote by proxy.

**Section 5:** No member shall be a candidate for more than one office.

**Section 6:** Each registered group, organization, or specified individual shall have one (1) vote.

**Section 7:** Any member or Board of Director can move to call a topic to a vote. The motion shall be followed by a seconded and then the opportunity for discussion. The President or designee shall then call for a vote.

**Section 8:** Topics of significant effect shall be called to a vote no later than, but not limited to, the second meeting following the discussion.

## **Article V Officers, and Duties**

**Section 1:** Elected officers of the Board of Directors shall be: President, Vice President, Secretary, Treasurer, MYCCA Invitational Coordinator and Registration Coordinator

**Section 2:** Any Board member missing 2 or more meetings within a season may be asked to relinquish their position.

**Section 3:** Any person elected to fill a vacancy caused by death, resignation or removal shall be appointed by the President and approved by the majority of the board to serve only the unexpired term.

**Section 4:** The President shall preside over all the meetings of the membership, oversee committee reports, approve budget items, review all minutes of association meetings before they are distributed to members for approval and perform all other duties as customarily pertaining to the office of President. The President shall have authorization and access to all financial information.

**Section 5:** In the absence of the President the Vice President shall perform the duties of the President and shall have all the powers and duties of the President. The Vice President shall help plan the meetings, be responsible for maintaining and updating the bylaws of this association on an annual basis and have all powers, authority, and duties as customarily pertaining to the office of Vice President. The Vice President shall have authorization and access to all financial information.

**Section 6:** The Secretary shall maintain a written record of attendance and actions of all meetings and shall provide such records to the President for distribution and approval at the next occurring meeting. The secretary shall handle mailings and work with the Registration Coordinator on the maintenance of the member database and give proper notice of all meetings, and any other duties as directed by the President or Vice President.

**Section 7:** The Treasurer shall be the general financial manager of this association. The Treasurer shall have custody of all funds, securities, valuable papers, and all other assets of this association. The Treasurer shall be authorized to sign checks, drafts, notes, and other obligations of the MYCCA and shall maintain and provide full complete records of all assets and liabilities of this association at each meeting. The Treasurer shall be responsible for collecting and billing of all membership fees and updating of membership lists.

**Section 8:** The MYCCA Invitational Coordinator shall be responsible for the coordination and details relating to the association's hosted events. The MYCCA Invitational Coordinator will assist with local hosts who must adhere to guidelines set forth in the MYCCA Policy & Procedures manual.

**Section 9:** The Registration Coordinator/Webmaster shall be responsible for annually updating the membership form, handling all organization/team registrations at the annual meeting, regularly scheduled meetings or via the mail, following up with past members not currently

registered, recruiting new members and maintaining a database of current association members. The Registration Coordinator shall regularly update the Board of Directors with an accurate database of current members. The Registration Coordinator shall provide the Treasurer with a final registration report at the last spring meeting stating the current number of association members and the amount of membership fees collected. The Registration Coordinator shall be responsible for the ongoing maintenance of the MYCCA website.

**Section 10:** The Lead Official shall be responsible for training and assigning officials to all MYCCA youth competitions in Maine. The Lead Official shall act as the lead at all competitions. If this official is unable to attend a competition, he/she shall assign an alternative Lead Official to lead the event. The Lead Official shall be available to all MYCCA coaches to answer safety questions outside of scheduled competitions. The Lead Official is a nonvoting member of the Board. All officials must remain in good standing with the Maine Principals Association.

**Section 11:** The Board of Directors are authorized to meet to address matters needing immediate attention before scheduled meetings. No actions shall be permissible at said meetings.

## **Article VI Committees**

**Section 1:** Committees will be appointed by the Board of Directors on an as needed basis.

**Section 2:** One member of the Board of Directors shall be a member on all committees.

## **Article VII Finances**

**Section 1:** The Fiscal year of MYCCA shall begin September 1<sup>st</sup> and end August 31<sup>st</sup>.

**Section 2:** A financial report will be submitted at the first meeting following any MYCCA hosted event.

**Section 3:** An audit of the books of MYCCA by a qualified accountant shall be done each year prior to the end of each fiscal year.

**Section 4:** No member of MYCCA shall contract debt in the name of MYCCA without receiving prior authorization from the Board.

**Section 5:** The Treasurer, as well as all check co-signers of MYCCA, shall be bonded in such amount as may be fixed by the Board of Directors. The expenses of such bonding shall be paid by MYCCA.

**Section 6:** The checking account needs to be set up under the MYCCA FEIN, and have two co-signers (President and Treasurer and Vice President). At no time should this checking account be set up as a personal account using someone's SSN.

## **Article VIII General**

**Section 1:** The funds of this association are for the legitimate expenses required in its conduct and maintenance and shall not be diverted there from. Disbursements shall be made in accordance with these bylaws.

**Section 2:** Each member shall keep the Registration Coordinator informed of any organization contact changes.

**Section 3:** There will be a directory, assembled by the Registration Coordinator, consisting of representatives from each program, of e-mail addresses, phone numbers, etc. on an annual basis after payment of dues available on the website.

**Section 4:** The corresponding address of this association will be determined by the newly elected officers of the Board of Directors at the annual meeting.

**Section 5:** A copy of these bylaws, amendments thereto, returns of nominations and elections, proceedings of all regular and special meetings of the members, directors, or committees are available to any person upon request.

**Section 6:** All situations of a sensitive matter will be handled on a case by case basis at the discretion of the officers of the Board of Directors.

**Section 7:** All financial and pertinent records of this association are a matter of Public Record and in accordance with all Right to Know Laws shall at all times be made available upon request.

**Section 8:** A resolution will be adopted by majority vote of those present.

#### **Article IX Amendments**

**Section 1:** These bylaws shall become effective upon approval by a majority of the membership present.

**Section 2:** These bylaws may be amended by any such proposal being submitted in writing and read at any regular or special meeting of this association and approved by the majority of those members present.

**Section 3:** These bylaws will be reviewed by the Vice President on an annual basis; changes, additions and/or subtractions shall be presented as amendments and shall be handled as such. Amendments shall be denoted with date reference next to added or edited revisions.