



SOUTH DAKOTA CHEERLEADING COACHES ASSOCIATION

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SDCCA CONSTITUTION AND BYLAWS

ARTICLE I-NAME

This organization shall be known as the South Dakota Cheerleading Coaches' Association (SDCCA).

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 including the following:

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 by honoring student athletes, both on and off the cheer mat.

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 IV-Administration – Section 1 – Officers of the Board of Directors

- A. The Officers shall be members of the SDCCA.
- B. The Officers shall be the President, Vice President, Executive Secretary, Class representative (AA/A/B) and Web Page Director/WebMaster. They shall constitute the Board of Directors.
- C. The Officers shall be elected by the General Membership, with the exception of the Executive Secretary, who will be appointed by the Board of Directors.



- D. The offices of President and Vice President shall serve two (2) year teams, with the option of re-election.
- E. The offices of Class Representatives (AA/A/B) shall serve three (2) year terms.
- F. The Officers shall begin serving their terms of office immediately following their election.

ARTICLE IV-Administration – Section 2– Board of Directors Duties

- A. The Board of Directors shall attend and vote at all required meetings.
- B. To appear on the agenda, Directors must notify the President at least two weeks prior to meeting.
- C. The Board of Directors shall have the power to interpret and enforce the Constitution, Bylaws, and rules of the Association.
- D. The Board of Directors shall approve presidential appoints when vacancies occur.
- E. When vacancies occur at both the President and Vice President positions simultaneously, the Presidency would pass to a past President.
- F. A two-thirds majority vote will be needed to dismiss any Board Member.
- G. The Board of Directors shall have the power to decide matters not herein determined.
- H. The Board of Directors shall perform other duties as may be designated by the General Membership.

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 the annual meeting at the Coach's Clinic, any other Board of Directors meetings and General Membership meetings.
- c. Shall work closely with the South Dakota High School Activities Association (SDHSAA).
- d. Shall appoint people to fill vacancies upon approval of the Board of Directors.
- e. Shall call special meetings when necessary.
- f. Shall keep all SDCCA information on file and updated.
- g. Shall make decisions when immediate rulings are required.
- h. Shall oversee the awards for each class (A/AA), including but not limited to, Coach of the Year, All-State and Academic All-State. The president may delegate any of these awards to committees or officers to assist with their distribution.
- i. Shall perform other duties as may be designated by the Board of Directors and the General Membership.
- j. Shall become a trustee for one year 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 EXECUTIVE SECRETARY

- a. Shall be appointed by the Board of Directors.
- b. Shall administer and keep accurate records of all clerical and financial matters of this association. Shall issue a financial statement, indicating income and expenditures, following each Association event.
- c. Shall be responsible for the minutes and financial report at all meetings, shall send them to the Board of Directors for approval, and shall include them in any newsletter or webmaster correspondence as determined by the Board of Directors.
- d. Shall maintain a fund from membership and other income for the administration of the Association.
- e. Shall have the Executive Secretary signature on all bank accounts. Correspondence with the President for approval of expenses must be received before disbursing funds (ex. Coach of the Year ring, necklace or coat).
- f. Shall provide reimbursement for expenses incurred from Association business. (A receipt and signed voucher must accompany the request).
- g. Shall get a yearly audit of financial records by two (2) Association members by September 1st.
- h. Shall keep a copy of the constitution, a current list of amendments to the constitution, and decisions at meeting, which need to be acted upon.
- i. Shall maintain and update a list of active members. Membership list shall be distributed to the President and Webmaster each time it is updated.
- j. Shall perform other duties as may be designated by the Board of Directors.
- k. Shall become a trustee for one year upon completion of his/her term of office.

D. TRUSTEES

- a. Shall include immediate past President (1 year) and Executive Secretary (1 year).
- 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.

E. CLASS REPRESENTATIVE

- a. Shall attend Board of Director and General Membership meetings.
- b. Shall perform other duties as may be designated by the Board of Directors and the General Membership.



F. WEB PAGE DIRECTOR/WEBMASTER

- 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, publish forms and applications on website.
- c. Shall publish minutes from all Board of Director and General Membership meetings on the website.
- d. Shall publish all SDCCA communication and information pertaining to SDCCA activities on the website.
- e. Shall perform other duties as may be designated by the Board of Directors and the General Membership.

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 term "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 coach's 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.

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.

D. Reimbursements and Expenditures

- a. Executive officers may 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 Executive Secretary 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.