

CONSTITUTION AND BYLAWS
Iowa Cheerleading Coaches' Association, Incorporated

ARTICLE I – NAME

This organization shall be known as the Iowa Cheerleading Coaches' Association.

ARTICLE II – GOAL

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

ARTICLE III – GENERAL MEMBERSHIP AND MEETINGS

- A. Membership in the Iowa Cheerleading Coaches' Association is open to all interested schools, individuals, and businesses. Schools, individuals, and businesses shall be admitted to membership upon payment of dues.
- B. Membership registration will be open year round. Membership for those registering after January 1, will be in effect for both the remainder of the existing school year and the following school year.
- C. If a new coach assumes a position for a school during the school year, ICCA membership will transfer to the new coach if the school paid the existing membership.
- D. The annual dues shall be established by the Board of Directors.
- E. Members may attend all General Membership meetings and elections.
- F. A quorum shall be the majority of those present at the General Membership and Board meetings.
- G. There will be a minimum of one meeting per year held during the annual conference.

ARTICLE IV – BOARD OF DIRECTORS AND ELECTION

- A. The Board of Directors shall be members of the ICCA.
- B. The Board of Directors shall be elected by the General Membership with the exceptions of the:
 - 1. Financial Manager who will be appointed by the Board of Directors. In order to be appointed Financial Manager, a person must have served on the ICCA Board for at least one year.
 - 2. Executive Director(s) who will be appointed by the Board of Directors.
 - 3. Trustees who are past presidents.
- C. The Board of Directors shall begin serving their terms of office immediately following the election.
- D. The Board of Directors shall serve two-year terms, except At-Large Representatives who will serve one-year terms.

ARTICLE V – POWERS & DUTIES OF THE BOARD OF DIRECTORS

- A. The Board of Directors shall employ an Executive Director(s) and such other assistants as they may deem advisable and shall designate their duties.
- B. The Board of Directors shall not pay membership dues.
 - 1. Any Board of Directors member who is actively coaching at his/her school will receive school membership benefits.
 - 2. Any Board of Directors member who is not actively coaching will receive individual membership benefits.
- C. The Board of Directors shall attend and vote at all required meetings.
- D. The Board of Directors shall have the power to interpret and enforce the Constitution, bylaws, and rules of the Association.
- E. The Board of Directors shall approve presidential appointments when vacancies occur.
- F. When vacancies occur at both the President and Vice President positions simultaneously, the Presidency would pass to the Trustee who last served as President.
- G. A two-thirds majority vote will be needed to dismiss any Board member for reasons other than attendance.
- H. The Board of Directors shall have the power to decide matters not herein determined.
- I. The Board of Directors shall not receive remuneration, salary, or remittance for services as a Board member, except for situations stated in the Board Policies and Procedures Handbook.
- J. Each Board of Director shall have duties as set forth in the Job Descriptions that have been established for each position and is on file with the Executive Directors, President, and Secretary.
- K. The Board of Directors shall perform other duties as may be designated by the General Membership.

ARTICLE VI – EXECUTIVE BOARD

- A. The Executive Board shall include the Executive Director(s), Past President, President, and the Vice President.
- B. The Executive Board, along with the Financial Manager, shall comprise the Budget Committee to review ICCA programs financial statuses and make adjustments as needed.
- C. The Executive Board will need a two-thirds majority vote to dismiss any board member for irregular attendance.
- D. The Executive Board will stay informed on ICCA happenings.
- E. The Executive Board will assist in decision making.

ARTICLE VII – METHOD OF APPEAL

- A. Any member aggrieved by any decision by the Iowa Cheerleading Coaches' Association or its officers (excluding judges decisions at State Championships, selection of All-State cheerleaders, selection of All-Star cheerleaders, and selection of Scholarship winners), may appeal by sending a letter to an Executive Director or the President who will then contact the Executive Board.
- B. The Executive Board will investigate and gather information regarding the concern.
- C. Following this investigation, a written response with the final decision will be sent to the member coach and/or school.

ARTICLE VIII – AMENDMENTS

- A. This constitution may be amended.
- B. The amendments will be made final by an affirmative vote of the majority of current members present at General Membership meetings.

ARTICLE IX – BYLAWS

- A. Fiscal Year
 - a. The fiscal year of the Iowa Cheerleading Coaches’ Association shall be the period of time from the first day of January through the thirty-first day of December.
 - b. Whenever the term “year” is used in these bylaws (or elsewhere in this printed material) it shall refer to the fiscal year of the Association.
- B. Meeting Attendance
 - 1. Directors must notify the President of necessary absences at least twenty-four hours prior to all scheduled meetings, *except in the case of an emergency.*
 - 2. If a director misses three consecutive Board of Directors meetings *he/she will be removed, and then* will be replaced by the President upon approval of the remaining Board of Directors.
- B. Elections
 - 1. Election of the Board of Directors shall be held during the annual conference by the General Membership.
 - 2. The first election of officers was April 1988. The subsequent election policy will elect the following positions on alternating years.

All Star Director	President
Rules Interpreter Director	Vice President
Iowa Cheer Honor Squad Director	All-State Director
Secretary	Scholarship Director
Special Olympics Director	Shrine Bowl Director
NE District Representative	NC District Representative
SE District Representative	NW District Representative
SW District Representative	SE District Representative
At-Large Representative	At-Large Representative

- 3. The slate of officers and election procedures shall be determined by the Board of Directors.
- 4. In order to hold the positions of President or Vice President, a person must have served on the ICCA Board for at least three years. In order to serve the positions of Rules Interpreter Director, Scholarship Director, Newsletter Director, All-State Director, Iowa Cheer Honor Squad Director, and All Star Director, a person must have served on the ICCA Board for at least two years. If there is not an interested Board member that has served at least three years and the Vice President or President position is open, then a trustee will be asked to perform the duties to finish the existing term, unless there are extenuating circumstances.
- D. Committees
 - 1. Committees may be appointed by the President and/or Board of Directors at any time.
 - 2. Their term of office shall expire at the completion of their assignment.
- E. Reimbursements and Expenditures
 - 1. Directors shall be reimbursed for expenses such as mileage, lodging, telephone, postage, supplies, and other necessary expenses incurred while conducting official ICCA business.
 - 2. Directors shall be paid by the Financial Manager upon submission of the expense form with attached receipts.
- F. Transition
 - 1. The transition between past and present Directors shall be completed in a timely manner following the elections.
 - 2. The secretary should provide new directors with all necessary information and forms used in their duties.
- G. Amendments
 - 1. These bylaws may be amended by an affirmative vote of the majority of the current members present at a General Membership Meeting.
 - 2. Amendments need to be presented to the Board prior to the General Membership Meeting.
 - 3. Amendments shall be printed in the conference packets for the General Membership to view prior to the meeting.