

## CONSTITUTION AND BYLAWS

Iowa Cheerleading Coaches' Association, Incorporated

Approved April 2023

### 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 and individuals. Schools and individuals shall be admitted to membership upon payment of dues.
- B. Membership registration will be closed between January 1 and Conference. Conference registration will open the membership for the next school year.
- C. A school membership covers one high school and its feeder middle/junior high schools. If a school district has more than one high school, each one of those high schools is considered a separate membership and must pay the appropriate fee to join.
- D. 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.
- E. The annual dues shall be established by the Board of Directors.
- F. Members may attend all General Membership meetings and elections.
- G. A quorum shall be the majority of those present at the General Membership and Board meetings.
- H. There will be a minimum of one meeting per year held during the annual conference.

### ARTICLE IV – BOARD OF DIRECTORS

The Board of Directors shall be members of the ICCA.

- A. The Board of Directors shall be elected by the General Membership with the exceptions of the Financial Manager, Executive Directors, and Trustees (who are past presidents).
- B. The Board of Directors shall begin serving their terms of office immediately following the election.
- C. The Board of Directors shall serve two-year terms, except At-Large Representatives who will serve one-year terms.
- D. Requirements for hiring the Financial Manager
  - 1. The Board of Directors shall hire the Financial Manager.
  - 2. Applicants should have served on the ICCA Board of Directors for at least two years, and demonstrate that they have a financial background before being appointed. If no Board member is qualified for this position, it may be filled by an external candidate. All Applicants must submit qualifications, recommendations, and undergo a background check.
  - 3. The Financial Manager is approved by the Board each year at the June meeting.

4. Should the Financial Manager be appointed to an external candidate, an ICCA Board member will be appointed to work with the Financial Manager to see that the best interests of ICCA are being followed. The board representative will present a financial report to the board of directors at each meeting.
5. The Financial Manager will be a voting member of the Board unless they are hired from outside the ICCA Board of Directors.

E. Requirements for hiring Executive Directors

1. The Executive Board will review the applicants and make a recommendation to the Board after conferring with the IHSA.
2. Applicants must be a Trustee.
3. The Executive Board shall consider the applicants' organizational abilities, promptness in communication, task completion timeliness, initiative, level headedness, and decision-making skills when hiring these positions. The Executive Directors are voting members of the Board of Directors.

ARTICLE V – BOARD OF DIRECTORS ELECTION

- A. Election of the Board of Directors shall be held during the annual conference by the General Membership.
- B. The first election of officers was April 1988. The subsequent election policy will elect the following positions on alternating years.

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

- C. The slate of officers and election procedures shall be determined by the Board of Directors.

D. Upon election to the Board, new board members are required to sign a one-year probationary contract. The probationary contract(s) will be signed following the April General Membership meeting. Probationary contracts will be evaluated according to the ICCA Board Standards and reviewed prior to the January Board meeting by the executive committee. Probation can be extended to a second year or dismissal from the Board can be considered if deemed necessary by the executive committee.

E. 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 Scholarship 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.

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.

ARTICLE VI – POWERS & DUTIES OF THE BOARD OF DIRECTORS

- A. The Board of Directors shall employ 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 President and Secretary.
- K. The Board of Directors shall perform other duties as may be designated by the General Membership.

ARTICLE VII – EXECUTIVE BOARD

- A. The Executive Board shall include the Executive Director(s), Past President, President, and 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 stay informed on ICCA happenings.
- D. The Executive Board will assist in decision making.

#### ARTICLE VIII – FISCAL YEAR

- A. The fiscal year of the Iowa Cheerleading Coaches' Association shall be the period of time from the first day of July through the thirtieth day of June.
- 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.

#### ARTICLE IX – BOARD OF DIRECTORS MEETING ATTENDANCE

- A. Directors must notify the President of necessary absences at least two weeks prior to all scheduled meetings, except in the case of an emergency. Board members must notify the President of necessary absences at least two weeks prior to all scheduled meetings except in the case of an emergency, such as serious illness, family death, or a serious family matter where the board member must miss.
- B. 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.

#### ARTICLE X – BOARD OF DIRECTORS COMMITTEES

- A. Committees may be appointed by the President and/or Board of Directors at any time.
- B. Their term of office shall expire at the completion of their assignment.

#### ARTICLE XI – BOARD OF DIRECTORS REIMBURSEMENTS AND EXPENDITURES

- A. Directors shall be reimbursed for expenses such as mileage, lodging, telephone, postage, supplies, and other necessary expenses incurred while conducting official ICCA business in accordance with the Board Policies and Procedures.
- B. Directors shall be paid by the Financial Manager upon submission of the expense form with attached receipts.
- C. Salaried positions are the Executive Directors and Financial Manager.
- D. Salaried position wages are reviewed every year.

#### ARTICLE XII – 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 cheerleaders for ICCA events, 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 XIII – AMENDMENTS

- A. This constitution and bylaws may be amended by an affirmative vote of the majority of the current members present at a General Membership Meeting.
- B. Amendments need to be presented to and approved by the Board prior to the General Membership Meeting.

- C. Amendments shall be printed in the conference packets for the General Membership to view prior to the meeting.
- D. The amendments will be made final by an affirmative vote of the majority of current members present at General Membership meetings.