

**BYLAWS**  
of the  
**MINNESOTA CHEERLEADING COACHES ASSOCIATION**

**SECTION I: PURPOSE AND GOALS**

The Minnesota Cheerleading Coaches Association (MCCA) was established (1989-1990) to assist and encourage the growth and improvement of cheerleading throughout the state of Minnesota. The following goals have been established:

- A. To provide a support network for member coaches through education, communication, and cooperation.
- B. To elevate standards of sportsmanship and to encourage the growth of responsible citizenship among the students, member schools, and their personnel.
- C. To improve supervisory skills and techniques of coaches while encouraging the best possible conditions for development of safety for the cheerleaders for whom they are responsible.
- D. To support the enforcement of cheerleading safety rules at practices, games, clinics, competitions, and camps.
- E. To help promote good relationships between cheerleading coaches, athletic coaches, administrators, and the community.
- F. To recognize cheerleaders and their coaches for outstanding achievements.

**SECTION II: MEMBERSHIP**

- A. "Coach Membership" is open to all current and former cheerleading coaches in Minnesota. Upon acceptance of these Bylaws, Code of Ethics and Conduct, and payment of required dues/registrations, applicants will be voting members of the MCCA and may benefit from all MCCA services and activities. To be eligible to hold office, the member must reside in the state of Minnesota.
- B. "Program Membership" is open to all cheer programs in Minnesota who have three or more current cheerleading coaches. Upon acceptance of these Bylaws, Code of Ethics and Conduct, and payment of required dues/registrations, applicants will be voting members of the MCCA and may benefit from all MCCA services and activities. To be eligible to hold office, the member must reside in the state of Minnesota.
- C. "NEW Coach Membership" is available at a lower cost the first year to coaches who have not coached in the last 5 years for a school, private gym, club, or community education program. Upon acceptance of these Bylaws, Code of Ethics and Conduct, and payment of required dues/registrations, applicants will be voting members of the MCCA and may benefit from all MCCA services and activities. To be eligible to hold office, the member must reside in the state of Minnesota.
- D. The Membership and Fiscal Year shall be July 1st to June 30th of the current year.
- E. Membership registration shall be open until the final State Competition registration deadline of the current fiscal year. Renewal of membership will be required each July 1st of the current fiscal year no matter when the previous dues were paid.
- F. There will be a minimum of one General Membership meeting per year. Quorum is the number of members in attendance at the meeting.

### SECTION III: BOARD MEMBERS

- A. General Powers: The property, affairs, and business of this Association shall be managed by the Board Members.
- B. The job of the Board Members shall be to carry out the purposes and goals listed in Section I of these Bylaws.
- C. The Executive Board of this Association shall include: President, Vice President, Secretary, Treasurer, State Competition Director, and, at most, two additional appointed positions held by current board members.
- D. The Board Members shall be elected by the General Membership; with the exception of the Mascot Coordinator, Regional Representatives, and Event Assistant(s). These positions will be appointed by the President.
- E. The Board Members shall serve a two-year term of office with no limit to the number of consecutive terms; with the exception of the office of President-Elect and event assistants, which are a one-year term in accordance with the fiscal year.
- F. The person elected to the position of President-Elect shall, following his/her one-year term, commit to serving the role of President for a two-year term.
- G. The Board Members shall have the power to establish new standing rules and amend or set aside standing rules as appropriate.
- H. The Board Members shall approve all Presidential appointed positions.
- I. The Board Members have the power to dismiss any board member by a two-thirds majority vote. Any board member missing scheduled MCCA events during the fiscal year and/or not fulfilling the responsibilities as listed in the Bylaws will be subject to a vote of dismissal.
- J. The Executive Board shall appoint and approve a new President as needed to further the purpose and goals of the Association due to the resignation of the current President.
- K. Any decision made by the Board Members or Executive Board must have 51% of the members present to vote and pass any decision.
- L. Duties of the Board Members:
  - 1) President
    - a. Shall act as the Chief Executive Officer of the Association.
    - b. Shall preside at all Board Meetings and all General Membership Meetings.
    - c. Shall prepare the agendas for all Board and General Meetings.
    - d. Shall appoint members to fill vacancies in any of the elected offices.
    - e. Shall appoint new committees, chairpersons, and directors as required to further the purpose and goals of the Association.
    - f. Shall call special meetings when necessary.
    - g. Shall review expenditures and reimbursements when requested by the Treasurer(s).
    - h. Shall be (or delegate the responsibilities of being) the primary contact person with the Minnesota State High School League (MSHSL), Cheer Forum of America, National Federation of High School Associations (NFHS), and other cheerleading related organizations.
    - i. Shall secure or delegate liability insurance and document insurance coverage and required music licensure when requested.
    - j. Shall be the chairperson of the nominating committee.

- k. Shall maintain records relating to the responsibilities as stated.
- l. Shall perform other such duties as may be designated by the Board Members and General Membership.

## 2) Vice President

- a. Shall assume the duties of President in the absence of the President.
- b. Shall assist in answering any correspondence of the MCCA deemed necessary by the President.
- c. Shall supervise the Mascot Coordinator and Events Assistant(s).
- d. Shall follow up with event directors to ensure all tasks are being completed for their event(s) and help where needed.
- e. Shall maintain records relating to the responsibilities as stated.
- f. Shall perform other such duties as may be designated by the Board Members and General Membership.

## 3) Secretary

- a. Shall be responsible for the minutes of all meetings.
- b. Shall keep attendance records of all meetings.
- c. Shall type and send the preliminary minutes to the Board Members for approval. Upon receipt of approved minutes, secretary will distribute to the Board Members and post on the MCCA website under the Coaches Corner for membership.
- d. Shall assume the duties of President in the absence of the President or Vice President.
- e. Shall maintain records relating to the responsibilities as stated.
- f. Shall perform other such duties as may be designated by the Board Members and General Membership.

## 4) Membership Director

- a. Shall maintain a database of membership and cheerleading programs within the state.
- b. Shall promote renewal information
- c. Shall send out Welcome Letter upon receipt of membership application and coordinate with Regional Representatives.
- d. Will work with all regional reps to ensure outreach is provided to each region.
- e. Shall facilitate membership activities as determined by the Executive Board.
- f. Shall maintain records related to the responsibilities as stated.
- g. Shall perform other such duties as may be designated by the Board Members and General Membership.

## 5) Treasurer(s)

- a. Duties will be overseen by President and designated by Executive Board
- b. Shall keep accurate records of all finances/contract agreements and shall complete IRS, etc. forms as required and necessary at each fiscal and/or calendar year-end. (i.e. Prepare IRS Form 1099 to any persons receiving over \$600 from MCCA for contracted services during the calendar year. When it arrives each calendar year, complete the annual Corporation Registration – this will include a \$35 fee if there is a change in address. While fiscal year incomes average over \$25,000, a 990 IRS Tax Return Form must be completed – due November 15th.) A CPA will be hired to help complete the above listed forms.
- c. Shall maintain a fund and other income for the administration of the Association and shall be subject to Executive Board approval at meetings.
- d. Shall get a yearly audit of treasury records.
- e. Shall provide profit and loss statements at the end of the fiscal year.
- f. Shall report on actual expenditures and, based on this, make budget recommendations for the coming year when requested by the President or Board Members.
- g. Shall secure and maintain Post Office box and be the safe keeper of all original copies of MCCA official documents.
- h. The street address of the current MCCA President will serve as the “registered office of this corporation” as stated in Article VII of the Articles of Incorporation of Minnesota Cheerleading Coaches Association, when applicable.
- i. Shall perform other such duties as may be designated by the Board Members and General Membership.

6) Vendor Director

- a. Shall establish an open line of communication with current and prospective vendors. All vendors shall be approved by board members.
- b. Shall be responsible for contracting vendors for each MCCA event.
- c. Shall be responsible for contracting advertisers for MCCA event programs.
- d. Shall be responsible for obtaining event sponsorships.
- e. Shall maintain records relating to the responsibilities as stated.
- f. Shall perform other such duties as may be designated by the Board Members and General Membership.

7) Marketing Director

- a. Shall coordinate the promotion of MCCA and designated events.
- b. Shall coordinate or design all promotional material. All designs shall be approved by board members.
- c. Shall maintain records relating to the responsibilities as stated.
- d. Shall perform other such duties as may be designated by the Board Members and General Membership.

8) All State Director

- a. Shall coordinate the All State Cheerleading selections and awards.
- b. Shall coordinate any practices of the All State Cheerleaders.
- c. Shall coordinate any performance of the All State Cheerleaders.
- d. Shall work with the Cheer Off Director, Judging Director, and State Competition Director.
- e. Shall maintain records relating to the responsibilities as stated.
- f. Shall perform other such duties as may be designated by the Board Members and General Membership.

9) Cheer Off Director

- a. Shall coordinate the MCCA Cheer Off events.
- b. Shall work with the All State Director, Judging Director, and State Competition Director.
- c. Shall plan and schedule Mascot Challenge during Cheer Off and report the winner to the State Competition Director.
- d. Shall maintain records relating to the responsibilities as stated.
- e. Shall perform other such duties as may be designated by the Board Members and General Membership.

10) Conference Director

- a. Shall coordinate the annual Coach Conference and Cheerleader Camp/Conference.
- b. Shall establish an open line of communication with current and prospective educational speakers. All speakers shall be approved by Board Members.
- c. Shall be responsible for contracting speakers for each conference.
- d. Shall maintain records relating to the responsibilities as stated.
- e. Shall perform other such duties as may be designated by the Board Members and General Membership.

11) Honors Director

- a. Shall be responsible for the Honor Team of Excellence Scholarship Program, Sportsmanship Cup, Regional Academic Honors (RAH) Awards, Above and Beyond, and Coach of the Year.
- b. Shall supervise or delegate responsibilities of any other awards/recognitions presented to cheerleaders pertaining to academics.
- c. Shall work with the State Competition Director regarding Awards Banquet.
- d. Shall maintain records relating to the responsibilities as stated.
- e. Shall perform other such duties as may be designated by the Board Members and General Membership.

12) State Competition Director

- a. Shall supervise the coordination of the annual MCCA State Cheerleading Competition and ensure enforcement of current safety rules specified for the competition.

- b. Shall oversee the duties and coordinate the Awards Banquet.
- c. Shall maintain records relating to the responsibilities as stated.
- d. Shall perform other such duties as may be designated by the Board Members and General Membership.

14) Judging Director

- a. Shall be responsible for overseeing judges training, monitoring the use of the score sheet, and other situations relating to judging.
- b. Shall create and maintain an updated list of trained and current judges.
- c. Shall be responsible for contracting and overseeing judges at all MCCA events as appointed by the Board Members.
- d. Shall ensure enforcement of current safety rules.
- e. Shall maintain records relating to the responsibilities as stated.
- f. Shall perform other such duties as may be designated by the Board Members and General Membership.

15) President-Elect

- a. Shall assume the responsibilities of President immediately after serving as President-Elect for a one-year term.
- b. Shall monitor the issuing of contracts to individuals for carrying out positions determined by the Board Members.
- c. Shall serve as Parliamentarian at Board meetings and General Membership meetings.
- d. Shall be a current Board Member and have served a minimum of two consecutive years immediately prior to year of election as President-Elect.
- e. Shall maintain records relating to the responsibilities as stated.
- f. Shall perform other such duties as may be designated by the Board Members and General Membership.

**SECTION IV: BOARD MEETINGS**

- A. Board meetings shall be held, at least, quarterly.
- B. Times and places will be designated by the Board Members.

**SECTION V: ANNUAL ELECTIONS**

- A. The Board Members shall be elected through an electronic ballot available to current membership in March or April.
- B. Nominations will be sought through social media and/or email. The Nominating Committee comprised of the Executive Board will present nominees in ballot form.
- C. Nominations shall be made every two years to elect persons for the offices listed in Section III-C with the exception of President, Events Assistant(s), Regional Representatives, and Mascot Coordinator.
  - 1. Honors Director, All State Director, Judging Director, and Membership Director shall be elected during the even-numbered years.
  - 2. The President-Elect, Vice President, Secretary, Treasurer, Conference Director, Vendor Director, Marketing Director, Cheer Off Director, and State Competition Director shall be elected during the odd-numbered years.
- D. In case of a tie, the Executive Board shall break the tie by a simple majority vote.

## **SECTION VI: COMMITTEES**

- A. MSHSL Cheerleading Advisory Committee
1. Shall be representatives to the MSHSL for cheerleading activities.
  2. Shall attend meetings designated by the MSHSL.
  3. Shall be current MCCA members.
  4. Shall be appointed by the President.
- B. Committees may be appointed by the President and/or the Executive Board at any time. Their term of office shall expire at the completion of their assignment.

## **SECTION VII: FISCAL YEAR AND FINANCES**

- A. The official fiscal year for this Association shall be July 1st to June 30th of the current year.
- B. All members shall pay annual membership dues. The membership year also runs July 1st to June 30th. Dues for membership shall be determined by the Board Members.
- C. Fees for activities shall be determined by the Board Members.
- D. Disbursement of Earnings – No part of the net earnings shall inure to the benefit of or be distributed to its members, officers, or other private persons except that the Association shall be authorized and empowered to pay reasonable compensation for service rendered.

## **SECTION VIII: INITIAL CONSTITUTION/BYLAWS**

The initial Constitution of the Association was re-worked into Articles of Incorporation and Bylaws and adopted by the Board of Directors January 10, 1999. (This was done at the recommendation of the hired CPA, Thomas W. Hodnefield, at the time of Incorporation.) Thereafter, the Articles of Incorporation and Bylaws may be amended. Articles/Sections repealed and/or added by the amendment process defined in Section IX.

## **SECTION IX: AMENDMENTS**

- A. Proposal Authority – Amendments may be proposed by any member or governing body within the Association.
- B. Submission Procedures – Proposed amendments may be submitted, in writing, at any time to the President, but no later than one month prior to the annual General Membership Meeting in order to be considered.
- C. Executive Board Action – Proposed amendments must be approved by a simple majority vote of the Executive Board. Proposed amendments approved by the Executive Board will be presented to the members at the annual General Membership meeting.
- D. Adoption – Proposed By-Law Amendments shall be effective immediately upon receiving the simple majority of votes cast by the members in attendance at the annual General Membership Meeting. Proposed Articles of Incorporation Amendments have a few more processes to go through with the State.

## **SECTION X: PARLIAMENTARY AUTHORITY**

In those matters not otherwise provided by these Bylaws, the Association shall be governed by Robert's Rules of Order, Newly Revised.

## **SECTION XI: DISSOLUTION CLAUSE (worded as in Articles of Incorporation)**

In the event of the liquidations, dissolution or winding up of this corporation, whether voluntary or involuntary, or by operation of law, except as and to the extent otherwise provided or required by law, the remaining property and assets of this corporation shall be distributed as provided in the Bylaws of this corporation, or in the absence of any such provision in the Bylaws, in such manner as the Executive Board of this corporation, as constituted at the date of entry of the order allowing or directing the liquidation of this corporation's affairs, in their discretion shall be the affirmative vote of the majority of the Board determine to be best calculated to carry out the objects and purposes for which the corporation is formed; provided, however, that none of the property or assets of this corporation shall be distributed for purposes other than exclusively for charitable, scientific, religious or educational purposes, within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986, as amended, or such other provisions of Minnesota or Federal Law as may from time to time be applicable.