BYLAWS OF

OF

NORTH DAKOTA CHEER COACHES ASSOCIATION

ARTICLE I — NAME AND PURPOSE

Section 1: North Dakota Cheer Coaches Association: The name of the organization shall be NDCCA. It shall be a nonprofit organization incorporated under the laws of the State of North Dakota.

Section 2: *Purpose*: NDCCA is organized exclusively to promote cheerleading, educate cheerleaders and cheer coaches, clarify safety guidelines and promote a positive relationship with NDHSAA, communities, schools, coaches, and cheerleaders in North Dakota.

> *All members, employees, directors, and officers are aware of the importance of maintaining the safety of all mentored children*. No members, employees, directors, officers or any other persons working with or affiliated with NDCCA shall do anything or take any actions that are unlawful with the minor children mentored. NDCCA is specifically aware of the current social issue of abuse, whether it be verbal, physical, or sexual abuse, of children and any and all members, employees, directors, officers, or any other persons working with or for NDCCA SHALL report any such abuse to public authorities immediately upon notification or information of such abuse.

ARTICLE II — MEMBERSHIP

Section 1 – Membership: Membership is open to any cheer coach interested in the further promotion of cheerleaders and this organization. Membership shall run for one (1) full calendar year.

Section 2 – Dues: Membership dues shall be set by the board of directors and must be paid by the dates included under the events tab of the NDCCA website. Late fees will be assessed if any membership fees and/or dues are not received by the deadline date.

ARTICLE III —DIRECTORS

Section 1 - *Board role, size, and compensation:* The board is responsible for overall policy and direction of the association, and delegates responsibility of day-to-day operations to the directors and committees. The board shall have up to 11, but not fewer than 5 voting members. The board receives no compensation other than reasonable expenses as outlined below.

Section 2 - *Terms:* All board members shall serve terms as designed below.

Section 3 - *Meetings and notice:* The board shall meet monthly in a virtual format with a minimum of 1 in person annual meeting. Additionally, committees will meet throughout the

year as needed or directed by the board. Committee assignments will be at the board leadership discretion. Each committee shall have a chair that will be responsible for the leadership of the committees.

Section 4 - *Board elections:* During the Annual Board Meeting, the board shall elect leadership for the board. The leadership will be as follows:

> President, Vice-President, Secretary and Treasurer. The term for each leadership position is detailed below. The board of directors will nominate and vote on each leadership position.

Section 5 - *Election procedures:* Any and all new directors shall be elected by a majority of directors present at such a meeting, provided there is a quorum present. Directors so elected shall serve a term beginning on the first day of the next fiscal year.

Section 6 - *Quorum:* A quorum must be attended by at least half plus one of board members for business transactions to take place and motions to pass.

Section 7 – *Officers, Duties and Terms:* There shall be a minimum of five (5) and maximum of eleven (11) officers of the board, consisting of a *President, Vice President, Treasurer, Secretary, and Members at Large (7)*. All officers shall have a signed job description and duties on file with the organization. Their duties are as follows:

> *The President* shall convene regularly scheduled board meetings and shall preside or arrange for other members of the Executive Committee to preside at each meeting. All agendas, reminders regarding meeting minutes and coordination of dates, times, and locations of meeting shall be carried out by the President. The President shall appoint persons to fill vacancies in office which are then voted on by the Board of Directors. Additionally, the President shall coordinate duties of Board Members throughout the year and shall be responsible for the assignment, progress and follow through of all duties assigned. The President shall stay informed of all issues, concerns and accomplishments surrounding the association and shall keep all members apprised of any such information. The President shall hold a three (3) year term in office followed by an additional three (3) years if re-elected by the board.
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> *The Vice-President* shall assume the duties of the President in their absence and shall stay informed of all issues, concerns and accomplishments surrounding the association and shall assist in keeping members apprised of any such information. The Vice President shall draw for any scholarships deemed necessary during the Winter Competition. The Vice-President shall hold a three (3) year term in office followed by an additional three (3) years if re-elected by the board.
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> *The Secretary* shall be responsible for keeping records of board actions, including overseeing the taking of minutes at all board meetings, sending out meeting announcements, distributing copies of minutes and the agenda to each board member, and assuring that association records are maintained. The Secretary shall send all

meeting minutes to the webmaster for publication on the website. The Secretary shall hold a three (3) year term in office followed by an additional three (3) years if re-elected by the board.

The Treasurer shall provide a report at each board meeting and shall keep track of all financial records. All monthly financial reports and deposits shall be the responsibility of the Treasurer. The Treasurer shall also have access to the NDCCA checkbook and credit card and shall provide a receipt book for all NDCCA events. The Treasurer shall hold a three (3) year term in office followed by an additional three (3) years if re-elected by the board.

The Members at Large shall help at all competitions if they have not brought a team to compete. Members at Large shall help with Coaches Day and shall be a part of the planning committee. All other duties as assigned. Members at Large shall hold a three (3) year term in office and shall be nominated by the board. Members at Large shall then be voted into office each year at the General Assembly Meeting. Each school in attendance shall receive one (1) vote during the meeting

Section 8 – *Vacancies (mid-term):* When a vacancy on the board exists mid-term, the President shall then nominate an interested party for the position. These nominations shall then be relayed to the board members with the regular board meeting announcement, to be voted upon at the next board meeting. These vacancies will be filled only to the end of the particular board member's term.

Section 9 – *Vacancies (term-ending):* When a vacancy on the board exists at the end of a member's term, anyone who is interested in becoming a board member shall submit the google form via the website no later than April 1st of each year. Once each request has been received, the board will narrow down the top candidates and they will then be placed on a ballot for voting. Voting for board positions shall take place during the General Assembly annual meeting. Each school shall have one (1) vote at the General Assembly meeting.

Section 10 - *Resignation, termination, and absences:* Resignation from the board must be in writing and received by the Secretary. A board member shall be terminated from the board due to excessive absences, more than two unexcused absences from board meetings in a year. Attendance shall be recorded for all meetings. A board member may be removed for other reasons by a majority vote of a quorum of the remaining directors.

Section 11 – *Terms:* All terms are listed and included within Section 7 above. In addition to these terms, any position filled after a resignation shall only complete the totality of the vacated term. Board members shall have the ability to resign from any position at any time.

Section 12 - *Special meetings:* Special meetings of the board shall be called upon at the request of the chair, or one-third of the board. Notices of special meetings shall be sent out by the secretary to each board member at least three days in advance.

ARTICLE IV — COMMITTEES

Section 1 - *Committee formation:* The board may create committees as needed, such as fundraising, public relations, data collection, etc. The board chair (president) appoints all committee chairs.

Section 2 - *Executive Committee:* The four officers serve as members of the Executive Committee. Except for the power to amend the Articles of Incorporation and bylaws, the Executive Committee shall have all the powers and authority of the board of directors in the intervals between meetings of the board of directors and is subject to the direction and control of the full board. The Executive Team shall consist of the President, Vice President, Secretary and Treasurer.

Section 3 - *Finance Committee:* The treasurer is the chair of the Finance Committee, which includes three other board members. The Finance Committee is responsible for developing and reviewing fiscal procedures, fundraising plans, and the annual budget with staff and other board members. The board must approve the budget and all expenditures must be within budget. Any major change in the budget must be approved by the board or the Executive Committee. The fiscal year shall be the calendar year. Annual reports are required to be submitted to the board showing income, expenditures, and pending income. The financial records of the organization are public information and should be made available to the membership, board members, and the public.

ARTICLE V — DIRECTORS AND STAFF
(Non-voting / Compensated positions)

Section 1 -

Executive Director: In the event the board chooses to bring in an Executive Director, the executive director shall be hired by the board. The executive director has day-to-day responsibilities for the organization, including carrying out the organization's goals and policies. The executive director will attend all board meetings, report on the progress of the organization, answer questions of the board members and carry out the duties described in the job description. The board can designate other duties as necessary.

Section 2 -

The Certification Director shall be held by a member who is NFHS certified. The Certification Director shall be responsible for setting up all dates and carrying out all rules' meetings within the state as well as providing additional training for special circumstances and educational resources to coaches via the NDCCA website. The Certification Director is hired by the board. The spirit rules test shall be set up by the Certification Director and they shall be responsible for keeping track of all Certified Coaches to include test results, forms, required classes and certifications and recertification of coaches. The Certification Director shall

communicate all Certified Coaches to NDHSAA. The Certification Director shall hold a five (5) year term in office followed by an additional five (5) years if re-elected by the board. This position shall be a contracted employee of the board.

Section 3 -

The Competition Director shall be responsible for all NDCCA competitions and details including registrations, forms, Jump Off, Competition Program and Practice Schedule. The Competition Director shall be responsible for the site selection and shall work with the site director in making sure all duties are carried out per direction of the Board including providing all documents to the site director and updating the site director documents as needed. Judge selection, coordination of transportation, lodging, meals and judging fees as well as payments to competition workers shall be carried out by the Competition Director. The Competition Director shall be responsible for the coordination and setting up of clothing options as well as ordering trophies and medals. The Competition Director is hired by the board. This position shall have access to NDCCA credit cards to be utilized for all competition expenses only. The Competition Director shall hold a five (5) year term in office followed by an additional five (5) years if re-elected by the board. This position shall be a contracted employee of the board.

Section 4 -

The Website / Social Media Director shall be responsible for all NDCCA social media posts as well as website maintenance. The Website Director is hired by the board. The Website / Social Media Director shall hold a five (5) year term in office followed by an additional five (5) years if re-elected by the board. This position shall be a contracted employee of the board. The following are the job duties and responsibilities for the Website / Social Media Director:

- *Abide by all NDCCA member regulations for NDCCA*
- *Create all digital advertising or social media graphics using Canva.*
- *Post graphics on Instagram, Facebook & band app.*
- *Create all forms on the website for competition registration and cheer honors.*
- *Update all forms of competition score sheets, difficulty form and appeals form on the website.*
- *Update any contact information, constitution or bylaw changes on the website.*
- *Update any information necessary on the website.*
- *Check messages in the inbox on the backside of the website.*
- *Manage permissions on the backside of the website.*
- *Upload all monthly meeting minutes and quarterly financial reports to the website.*
- *Update events calendar yearly on the website and upload a downloadable PDF.*
- *Upload new spirit rules test yearly with a downloadable PDF version on all test questions.*
- *Update Coaches Convention page on the website yearly.*
- *Uploaded competition rules after each competition both fall and winter.*

ARTICLE VI – AMENDMENTS

Section 1 - Amendments: These bylaws may be amended, when necessary, by majority quorum of the board of directors. Proposed amendments must be submitted to the Secretary to be sent out with regular board announcements.

CERTIFICATE

We, the undersigned being all of the Officers and Directors of the above-named organization, do hereby ratify and adopt the foregoing Bylaws as the Bylaws for the regulation of the affairs of said organization.

Dated this _____ day of June 2025.

Jennifer Lawson

President

Vice President

Mara Nash

Secretary

Audrey Lenz

Treasurer

StaceyAnn Ziemann

Member

Dakia Schneider

Member

Cailey Hanneman

Member

Brenna Williams

Member

Trenton Larrieu

Member

Mckenna Schmitz

Member

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Member

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Member