



# Constitution and By-Laws

**Competitive Cheer Coaches Association of Michigan (CCCAM)**

*Established 1998 Revised September 8, 2024*

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## **Article I**

### **Mission Statement:**

It is our purpose to provide education, leadership, and guidance to all girls Competitive Cheer Coaches. Therefore, our focus is to enhance and promote the growth of girls Competitive Cheer, as a sport, in the State of Michigan.

### **Purpose and Offices**

#### **Section 1. The purpose of the organization shall be:**

1. To work for the betterment and growth of girls Competitive Cheer in the state of Michigan through public relations and communications so as to promote and publicize girl's Competitive Cheer.
2. To encourage participation in girls Competitive Cheer at the senior high school and middle school levels.
3. To promote the highest possible standards in girl's Competitive Cheer Coaching.
4. To conduct an annual statewide girls Competitive Cheer Coaches Summit.
5. To study proposed rule changes and make recommendations whenever this is deemed necessary.
6. To cooperate with the MHSAA office for the betterment of girls Competitive Cheer in the state of Michigan.

#### **Section 2. Offices**

The registered office of the organization is to be that of the presiding President. The organization may also have an office or offices in such other places as the Executive Board may from time to time designate.

## **Article II: Membership**

### **Section 1. Eligibility**



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Girls Competitive Cheer Coaches and any others who subscribe to and practice the principles and purpose set forth in these by-laws are eligible for membership in the organizations.

## **Section 2. Members**

Members shall be the persons who make up the corporation. Payment of dues must be made prior to becoming or renewing membership and not later than February 1 of the current membership year and shall be fixed on a year to year basis by the Executive Boards.

## **Sections 3. Rights of Members**

1. All members shall have the privilege of voting at all general meetings of the organization and receive all publications of the organization.
2. Active Members are eligible for election to offices as specified.
3. All members in good standing may attend any CCCAM meetings that are not closed sessions.
4. Members must be a current MHSAA Competitive Cheer Coaches in the year that they are nominated/elected to be eligible for selection as the MHSAA Coach of the Year.

## **Article III: Meetings**

### **Section 1. Annual Meetings**

1. The annual meeting will be held in conjunction with the Girls Competitive Cheer Coaches Summit each year. The agenda for the annual meeting shall be determined by the President and the Executive Board.
2. Members shall be notified electronically of the annual meeting and Summit and all information will also be posted online.
3. A quorum shall be constituted by those members present at the Summit during the scheduled business meeting. The quorum shall not be less than 50% of the previous year's membership.
4. Each member shall be entitled to one vote at the annual meeting. No proxies shall be allowed.

### **Section 2. Regular Administration Board Meetings**

The following meeting will be scheduled annually:

1. First Sunday in December



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2. Second Sunday in January
3. Second Sunday in February
4. Last Sunday in April
5. First Sunday after Labor Day

## **Section 3. Special Meetings**

Special meetings may be called, when deemed necessary, by the President or a majority vote of the Administration Board. Appropriate notification will be provided.

The Scholarship Selection Committee will meet after the regularly scheduled February Board Meeting.

## **Article IV: Administration Board**

### **Section 1. Operation**

Members of the corporation shall delegate through an Administrative Board the capacity to carry on the general policy of the association in the interim between annual meetings.

### **Section 2. Executive Board**

The Executive Board shall consist of the following elections officers:

1. President
2. Vice President
3. Secretary
4. Treasurer
5. Technology Director
6. Membership Director
7. Six Region Directors

### **Section 3. Working Board**

The Working Board will serve under the direction of the Executive Board. The Working Board shall consist of the following appointed officers:

1. Past President



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2. Academic All State Director
3. Middle School Director
4. Scholarship Director
5. Scholarship Invitational Director
6. Coaches' Development Coordinator
7. Summit Co-Chair
8. All District/All Region/All State Team Chairperson

## **Section 4. Administrative Board Meetings**

1. The Administrative Board shall meet at times directed by the President, but at least twice a year (see Article III Section 2).
2. Notice of meetings shall be sent to all Administrative Board members by the President.
3. To remain on the Administrative Board, a member is expected to attend the majority of scheduled meetings. Meetings may be in person or virtual, as scheduled by the executive board.
4. To be reelected or reappointed on the Administrative Board a member must have attended a majority of the previous year's scheduled meetings.
5. Meetings will be held at the MHSAA offices in East Lansing unless otherwise specified.
6. At the September Administrative Board Meeting all positions will be evaluated for attendance purposes. Any board member not in good standing will be replaced on the fall ballot.

## **Article V: Officers**

### **Section 1. Election Procedure:**

Officers shall be elected at the Fall Summit by either written or computer-generated ballots cast by individual members in person. The candidate with the most votes will assume the designated position. Nominees must submit their own name and come from the General Membership; nominations must be submitted to the President on or before September 1.

**Officers shall be elected as follows**



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**President** - Elected for a term of two years, at the completion of their two year term, the President has the option to be reelected for another two year term.

**Vice-President** - Elected for a term of two years with the option of being reelected.

**Secretary** - Elected for a term of two years with the option of being reelected.

**Treasurer** - Elected for a term of two years with the option of being reelected.

**Technology Director** - Elected for a term of two years with the option of being reelected.

**Membership Director** - Elected for a term of two years with the option of being reelected.

**Regional Directors** - Elected for a two-year term with regions 1, 3, and 5 up for election in odd years and regions 2, 4, and 6 up for election in even years. *Approved October 2016*

## **Section 2. Installation of Officers**

Officers shall be installed at the time of the completion of the election process. In the event of the resignation or incapacity of any officer, except the President, the vacancy shall be filled by a majority vote of the Executive Board.

## **Section 3. Duties of Officers**

The officers shall carry on the day-to-day business of the association.

## **Section 4. Specific Duties of Officers**

### **President**

1. Shall have control over all matters pertaining to CCCAM including all communications under the auspices of CCCAM.
2. Shall serve as Chairperson of the Executive Board.
3. Shall call meetings of the Administrative/Executive Board when necessary.
4. Shall call special Association Meetings if deemed necessary.
5. Shall oversee the planning and execution of the annual Summit and membership meeting.
6. Shall meet with the MHSAA Competitive Cheer Rules Committees at their annual meeting of the MHSAA.
7. Shall be a current Varsity Competitive Cheer Coach or have coached within the past two years that they are elected.
8. Must have served on the Administrative Board for one year prior to running for the Presidency.



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9. Shall serve as past President on the Administrative Board for a period of one year following the close of his/her term of office.
10. Must attend a majority of the scheduled CCCAM meetings from summit to summit as well as the annual CCCAM Summit and the Scholarship Invitational

## **Vice President**

1. Shall assume the duties of the President in case of absence or incapacitation.
2. Shall oversee the operations and meetings of the Regional Directors and be responsible for recording notes.
3. Shall serve in any other capacity deemed necessary by the President.
4. Must be a current Varsity Competitive Cheer Coach or have coached within the past two years in the year that they are elected.
5. Shall serve as Historian which would keep a record of Coach of the Year, Academic All State, Scholarship Winners, and All Region and All State Coaches.
6. The Historian will also keep a list of past Presidents and Board members positions.
7. Shall serve as the Hall of Fame Coordinator
8. Must attend a majority of the scheduled CCCAM meetings from summit to summit as well as the annual CCCAM Summit and the Scholarship Invitational

## **Secretary**

1. Shall act as recorder for all minutes, correspondences, and publications for the Association.
2. Shall take the minutes for all Association meetings and be responsible for their timely distribution to the President, Technology Director, and Executive Board members.
3. Shall be responsible for CCCAM correspondence as deemed necessary by the President.
4. Shall serve in any other capacity deemed necessary by the President.
5. Must attend a majority of the scheduled CCCAM meetings from summit to summit as well as the annual CCCAM Summit and the Scholarship Invitational.

## **Treasurer**

1. Shall control all monies to be collected and distributed for payment of the Association.



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2. Shall handle all of the financial business of the Association and keep accurate books of all transactions.
3. Shall not be allowed to issue a check without a receipt or authorization of the President.
4. Shall reconcile the CCCAM Checking account on the CCCAM quickbooks online monthly and upload bank statements.
5. Shall work with accountant to process taxes starting January 1 each calendar year.
6. Outgoing Treasurer is responsible to file taxes for the outgoing fiscal year.
7. Any treasurer at the end of his or her term shall be responsible for working with the accountant for filing that outgoing year's taxes.
8. Shall serve in any other capacity deemed necessary by the President.
9. Must attend a majority of the scheduled CCCAM meetings from summit to summit as well as the annual CCCAM Summit and the Scholarship Invitational

## **Membership Director**

1. Shall collect and record all membership data.
2. Shall prepare and distribute a current membership report for each Board meetings.
3. The membership list will not be sold or given out for solicitation purposes and members will have the right to refuse this information.
4. Shall keep a current CCCAM membership roster.
5. Maintain membership lists on social media groups (September 2015)
6. Shall provide the Regional Directors with a breakdown of member schools by region.
7. Must attend a majority of the scheduled CCCAM meetings from summit to summit as well as the annual CCCAM Summit and the Scholarship Invitational.
8. Shall serve in any other capacity deemed necessary by the President.

## **Technology Coordinator**

1. Shall be responsible for updating the CCCAM website in a timely manner.
2. Shall collect information from the MHSAA for the website.
3. Must attend a majority of the scheduled CCCAM meetings from summit to summit as well as the annual CCCAM Summit and the Scholarship Invitational
4. Shall be responsible for all technology-related functions related to CCCAM
5. Shall act as the Website Coordinator.
6. Shall serve in any other capacity deemed necessary by the President.

## **Regional Directors**



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1. Must be a current Member of CCCAM.
2. Shall network with coaches within their assigned region.
3. Shall advise the Executive Board on all matters pertaining to Competitive Cheer.
4. Shall advise the Executive Board of all rules change recommendations from the Regional Representatives prior to the presentation to MHSAA.
5. Shall serve in any other capacity deemed necessary by the President.
6. Must attend a majority of the scheduled CCCAM meetings from summit to summit as well as the annual CCCAM Summit and the Scholarship Invitational
7. Shall serve in any other capacity deemed necessary by the President.

## **Article VI: Committees**

### **Section 1. Members**

The following committee chairpersons and members shall be appointed annually by the Executive Board. Committee chairpersons and members shall be able to run for the Executive Board.

The appointed committee chairperson: Academic All State Chairperson, One Regional Representatives in each of the six regions, Middle School Chairperson, and the past President, Coaches' Development Coordinator, Scholarship Director, Scholarship Invitational Director, Summit Co-Chairperson and All Region/All State Team Chairperson.

### **Middle School Chairperson**

1. Shall advise the Executive Board of all matters pertaining to Middle School Competitive Cheer.
2. Shall prepare and present Middle School recommendations for rule changes to the Administrative Board.
3. Shall attend MHSAA rules meetings when requested.
4. Must attend a majority of the scheduled CCCAM meetings from summit to summit as well as the annual CCCAM Summit and the Scholarship Invitational.
5. Shall serve in any other capacity deemed necessary by the President.
6. Shall represent a school district different than already represented by another administrative board member.





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## **Academic All-State**

1. Shall advise the Executive Board on all matters pertaining to academic All-State in high school Competitive Cheer.
2. Shall collect and organize all applications both team and individual.
3. Shall follow criteria for determination of the academic All-State teams and be responsible for distribution of certificates to those member schools who qualify.
4. Shall finalize the All State Teams within a timely matter.
5. Shall distribute Academic All State lists to the Technology Director within two weeks of the established deadline.
6. Shall serve in any other capacity deemed necessary by the President.
7. Must attend a majority of the scheduled CCCAM meetings from summit to summit as well as the annual CCCAM Summit and the Scholarship Invitational

## **Coaches' Education Coordinator**

1. Shall establish a list of mentors and a system to assign mentors to mentees.
2. Must attend a majority of the scheduled CCCAM meetings from summit to summit as well as the annual CCCAM Summit and the Scholarship Invitational.
3. Shall serve in any other capacity deemed necessary by the President.

## **Scholarship Director**

1. Shall be in charge of the Competitive Cheer Scholarship committee.
2. This committee will be in charge of selecting scholarship recipient(s) based on criteria established by the committee to current graduating competitive cheer seniors.
3. Shall advise the Executive Board on all matters pertaining to the Scholarship Committee.
4. Shall contact all scholar recipients and their High School Counseling Offices upon completion of the selection process.
5. Must attend a majority of the scheduled CCCAM meetings from summit to summit as well as the annual CCCAM Summit and the Scholarship Invitational.
6. Shall serve in any capacity deemed necessary by the President.
7. Shall oversee scholarship invitationals.

## **Scholarship Invitational Director**

1. Shall reserve host sites on agreed upon date(s) for the invitational.



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2. Shall contact and assign officials for each location, making sure each location has the correct amount per team competing.
3. Shall work with the technology director and make sure pre-registration is updated on CCCAM website.
4. Shall make sure all competing schools head coaches are paid CCCAM Members prior to first choice of location..
5. Shall contact and arrange for tees sold.
6. Shall arrange and assist host schools with all details for the day of meet.

## **All Districtt/All Region/All State Team Director**

1. Shall contact membership director for list of members by district and region.
2. Shall distribute packets to each district and region on the week prior to the district and region.
3. Packets should include All District and All Region nomination forms for both athletes and coaches.
4. Shall contact district and region coordinators for results of All District and All Region voting within 24 hours of each district and region.
5. Must attend a majority of the scheduled CCCAM meetings from summit to summit as well as the annual CCCAM Summit and the Scholarship Invitational

## **Summit Co-Chair** (All jobs listed below are in conjunction with the President)

1. Shall reserve a venue for the Annual Fall Summit.
2. Shall coordinate a keynote speaker and general session presenters.
3. Shall organize all food service for the day of the event.
4. Shall organize necessary assistance from other Administrative Board Members for all aspects of the event.
5. Shall organize advertising opportunities for vendors.
6. Shall create all documents related to the Summit.
7. At the completion of the event, shall coordinate checks and thank you letters for the presenters.
8. At the completion of the event, shall send follow-up information to vendors.
9. Shall serve in any other capacity deemed necessary by the President.
10. Must attend a majority of the scheduled CCCAM meetings from summit to summit as well as the annual CCCAM Summit and the Scholarship Invitational



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## **Article VII: Amendments to the By-Laws**

### **Section 1.**

Any amendments to the by-laws must follow the following procedures.

1. Proposed amendments must be given in writing to the President.
  2. A majority vote of the membership in attendance at the general membership meeting is necessary for ratification.
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