



# NJCDCA BYLAWS

## **ARTICLE 1 - NAME**

### Section 1:

The name of this organization shall be the New Jersey Cheer and Dance Coaches Association, Inc.

DBA: NJCCA, Inc.

## **ARTICLE 2 - PURPOSE**

### Section 1:

The purpose of this organization shall be to form a liaison between school (i.e. principals, presidents, athletic directors) and coaches for support of cheerleading and dance activities; to standardize cheerleading and dance guidelines and safety regulations throughout the state; to promote the recognition of cheerleading and dance; to provide information, guidance, support, and training to the coaches within the state; to encourage membership to include coaches and advisors from all New Jersey schools and organizations; to host an annual **New Jersey State Cheerleading and Dance Championship; to recognize individuals based on skills, and** award scholarships based on academics, athletics, in addition to school and community involvement.

## **ARTICLE 3 - MEMBERSHIP**

### Section 1:

School membership is open to any school (grammar, junior high/middle and secondary) that has an established cheerleading or dance program or is interested in starting a cheerleading or dance program.

### Section 2:

Individual membership is open to any individual interested in the further promotion of the purpose of this organization.

### Section 3:

Dues shall be paid by schools and individuals.

### Section 4:

Membership shall be on an annual basis.



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## Section 5:

School and individual membership entitles each school and individual to benefits outlined annually on the membership application; and each school member and individual members is entitled to "one" vote on matters before NJCCA.

## Section 6:

Dues shall be sent to the Membership Chairperson annually.

## **ARTICLE 4 - MEETINGS**

### Section 1:

General membership meetings shall be held twice a year. One meeting may coincide with an Annual Coaches Forum/Conference.

### Section 2:

Committee meetings shall be scheduled when deemed necessary by the committee members.

### Section 3:

Voting at all meetings shall be by the majority vote (50% + 1) of all ballots cast by members in good standing. (Good standing is defined as membership dues being paid in full by the deadline listed.)

### Section 4:

The President/Executive Board Members shall have the authority to call special meetings for all matters they deem necessary.

### Section 5:

Members shall be notified of the time and location of general membership meetings and events pertaining to the organization.

## **ARTICLE 5 - OFFICERS AND DUTIES**

### Section 1:

The officers of this organization shall consist of the immediate Past-President, President, 1st Vice-President, 2nd Vice-President/Treasurer, Corresponding Secretary/Digital Director,



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Recording Secretary, State Competition Director, State Competition Co-Director, State Competition Dance Director, State Competition Dance Co-Director, Membership Director, Scholarship Director, Scholarship Co-Director, All-State Team Director, All State Team Co-Director, Coaches Education Director, Coaches Education Co-Director and Founding Advisory Members. These officers shall constitute the Executive Board. Regional Representatives shall be appointed by the Executive Board, with a maximum representation of 8 Regional Representatives.

## Section 2:

The Past-President shall advise the President elect and oversee the transition to the elected board. He/she shall serve as chairperson of the Nominating Committee.

## Section 3:

The President shall preside at meetings; assume full responsibility for the operation of the organization; appoint committees as needed; see to it that the personnel are properly briefed on all phases of the rules, regulations, and policies of the NJCCA ; serve as ex officio of all committees; act as liaison to other organizations pertinent to the advancement of cheerleading and dance within the state of New Jersey; and perform all duties incidental; to his/her office.

## Section 4:

The 1st Vice-President shall act in the absence of the President, carry out such duties and assignments as may be delegated by the President.

## Section 5:

The 2nd Vice-President/Treasurer shall pay all obligations; oversee the collection of monies; sign checks and withdrawals drawn on the treasury; maintain books, ledgers, and financial statements; present a written report at the end of the fiscal year. The books shall be inspected once each year by a qualified accountant.

## Section 6:

The Recording Secretary shall record the minutes of the meetings and send them to the Membership before the next General Membership Meeting; shall record the minutes of the Executive Board Meetings and send them to the Executive Board before the next scheduled meeting.



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## Section 7:

The **Corresponding Secretary/Digital Director** shall communicate with the Membership **via digital platforms** as necessary; **update and maintain the website**; carry out such duties and assignments as may be delegated by the President.

## Section 8:

The State Competition Director **and State Competition Dance Director** shall organize an annual New Jersey Cheerleading and Dance State Championship; shall inform participants of all rules and regulations; and shall present a budget for the championship to the Executive Committee.

## Section 8a:

The State Competition Co-Director **and Dance Co-Director** shall assist the Directors **s** in all matters as necessary.

## Section 9:

The Membership Director shall keep track of all membership to the association by submitting a copy of individual and school membership to the Executive Board by January 1st ; shall notify schools/individuals to renew their membership annually; and collect dues.

## Section 10:

The Scholarship Directors shall prepare and distribute information regarding the available scholarships. Duties include: updating the application form as necessary, mailing of applications on request to interested individuals, selecting a qualified Scholarship Committee for screening applications and final selections, establishing criteria for selection, and notifying recipients so they will be available to accept their awards.

## **Section 10a:**

**The Scholarship Co-Director shall assist the Director in all matters as necessary.**

## Section 11:

The All-State Team Director shall be responsible for selection of the All-State Cheer and Dance Team. Duties include establishing criteria for selection, updating the application form , selecting a committee to judge performances, and notification of winners.

## **Section 11a:**

**The All State Team Co-Director shall assist the Director in all matters as necessary.**



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## Section 12:

Coaches Education Director shall chair the annual conference; plan and implement all educational programs.

## Section 12a

Coaches Education Co-Director shall assist the Director in all matters as necessary.

## Section 13:

The Founding Advisory Members shall assist and advise the Board in all matters as necessary.

## Section 14:

In the event of a vacancy in any office, except that of President, the President shall appoint, with approval of the Executive Board , a qualified member to fulfill the unexpired term.

## Section 15:

In the event of a vacancy in the office of President, the 1st Vice-President shall fulfill the unexpired term.

## Section 16:

All resignation of the Officers must be submitted in writing/**email** to the President.

## **ARTICLE 6 - NOMINATIONS & ELECTIONS OF OFFICERS**

### Section 1:

Any candidate for office must be a member in good standing, who has actively contributed to the endeavors of the NJCCA.

### Section 2:

The Past President shall chair a Nominating Committee. The committee may recommend one or more names for each position.

### Section 3:

The Nominating Committee will make its recommendations at a general membership meeting. Nominations will also be accepted from the floor.



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## Section 4:

The Past President or one of the Executive Board members who is not currently on the ballot will supervise the Election of Officers during the general membership meeting.

## Section 5:

The nominee who receives the majority vote (50% +1) will win the election. If a tie results, the President shall cast the deciding vote.

## Section 6:

Officers shall be elected every two years by the voting membership at the **Fall/Spring Meeting** and shall take office immediately following the elections. The President, and 1st Vice President shall be elected in odd years; all other officers shall be elected in even years.

## Section 7:

Officers may serve no more than two consecutive terms in one position, unless no qualified member is willing to accept the position.

## **ARTICLE 7 - GOVERNMENT**

### Section 1:

The government of the NJCCA shall be vested in the Executive Board consisting of the Past-President, President, 1st Vice-President, 2nd Vice-President/Treasurer, Corresponding Secretary/**Digital Director**, Recording Secretary, State Competition Director, **State Competition Co-Director**, **State Competition Dance Director**, **State Competition Dance Co-Director**, Membership Director, Scholarship Director, **Scholarship Co-Director**, All-State Team Director, **All State Team Co-Director**, **Coaches Education Director**, **Coaches Education Co-Director** and Founding Advisory Members.

### Section 2:

The Executive Board shall have the power to act in cases of emergency and when felt to be in the best interest of the NJCCA.

### Section 3:

Regional Representatives appointed by the Executive Board shall attend board meetings as non-voting Executive Board members, and act as liaisons for their respective geographic regions.



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## Section 4:

Robert's Rules of Order (newly revised) shall govern the proceedings of all meetings of NJCCA unless otherwise provided in these bylaws.

## Section 5:

NJCCA members who have served 5 terms of office as voting members of the Executive Board shall be eligible to serve as voting, advisory members of the board.

## **ARTICLE 8 - FINANCES**

### Section 1:

The fiscal year of the NJCCA shall begin on May 1 and end on April 30.

### Section 2:

The Executive Board shall call for an inspection of the books of the NJCCA to be made by a qualified accountant each year.

### Section 3:

No member of the NJCCA shall contract any debt in the name of the NJCCA without first receiving proper authority from the Executive Board.

## **ARTICLE 9 - AMENDMENTS**

### Section 1:

The bylaws of this organization may be amended by a majority vote (50% +1) of the members present at the membership meeting, provided a digital copy of the proposed changes has been submitted to the Executive Board and the membership before the general membership meeting.

### Section 2:

The Executive Board shall provide copies of all of the bylaws and proposed amendments at the general membership meeting; they shall be discussed and voted on at that time.