



# MISSOURI CHEERLEADING COACHES ASSOCIATION

## By-Laws

The Missouri Cheerleading Coaches Association (MCCA) is an organization of member middle school, junior high and high school cheer coaches in the state of Missouri. The MCCA By-Laws are compiled, edited, and published by the Missouri Cheer Coaches Association under the oversight of the MCCA Executive Board, the MCCA Board of Directors and Trustees.

MCCA believes that the role of a cheerleading team is to be a support group for the school's interscholastic athletic program. The cheer team should strive to boost school spirit, promote good sportsmanship, and develop positive crowd involvement.

Practicing good sportsmanship should be the goal of each cheerleader and coach. All cheer coaches should be role models for their cheerleaders both at games and at competitions.

Cheerleading competitions should be considered as a secondary part of a school's cheerleading program. Cheerleading competition aids in developing leadership, confidence and skill; however, it needs to be placed in perspective within the total educational program.

It is the belief of MCCA that membership on a cheerleading team provides athletes an opportunity to improve physical skills and develop exercise habits which promote good health, create strong and lasting friendships, develop skills in working with others, and maintain high standards of citizenship.

All Missouri coaches are encouraged to be members of the Missouri Cheer Coaches Association and to be involved in the association to help promote and support both sideline and performance cheerleading in the state of Missouri (*see Appendix A for how to obtain your MCCA membership*).



# MISSOURI CHEERLEADING COACHES ASSOCIATION Member By-Laws

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## **Article I: NAME**

The name of this organization shall be the Missouri Cheerleading Coaches Association.

## **Article II: GOALS**

The goals of the Missouri Cheerleading Coaches Association shall be:

- To establish a means by which coaches can better educate themselves and will establish an information center where a new coach can gain information and assistance.
- To foster a concern for improvement and progress in cheerleading.
- To lead students to a knowledge and appreciation of the social and educational advantages that participation in this activity will bring.
- To promote good relationships between the coaches and the school administrators.
- To improve guidance techniques of coaches.
- To place sources of information at the disposal of coaches
- To establish effective communication for cheerleading in the state of Missouri.
- To study proposed rule changes and make recommendations in rule changes whenever this is considered necessary.
- To promote and protect the best possible conditions for the total development and safety of the cheerleaders for whom we are responsible.
- To promote harmonious relationships among coaches.
- To provide scholarships to outstanding cheerleaders within the membership.
- To recognize outstanding coaches within the membership.
- To promote good quality judging.

## **Article III: MEMBERSHIP and MEETINGS**

Membership is open to any individual interested in the further promotion of the purposes of this organization. Yearly membership shall be from June 1 to May 31. *See Appendix A for membership details.*

The annual dues for each member shall be established by the MCCA Executive Board and voted on by the membership. Only current/paid MCCA members can submit proposals, run for office, compete in MCCA competitions, and nominate individuals/teams for special awards, such as Administrator of the Year or Sportsmanship Award.

Members shall attend all general membership meetings, have the opportunity to hold office, and have a vote in all general membership meetings and elections. Voting and scholarship privileges will be given only to those coaches with paid membership by January 1 of each year. Voting in Board Officer elections shall be by current dues - paid members only. In regard to proposal voting, each member school will be allowed ONE voting delegate. The head coach will designate the voting delegate from their school.

Members must be present at the annual Coaches Conference to vote. A quorum shall be the majority of those present at the annual Coaches Conference Closing meeting.

Members representing professional cheerleading organizations shall be exempt from holding office.

## **ARTICLE IV: LEADERSHIP**

### **EXECUTIVE BOARD:**

The Executive Board of the Missouri Cheerleading Coaches Association shall include a President, Vice-President, Secretary, Treasurer and three (3) Members At-Large.

The Executive Board shall be elected by the General Membership and each office shall serve two-year terms free of membership dues.

The Executive Board shall have the power to recommend and establish new rules and amend or set aside rules which are no longer feasible. This recommendation will be taken to the general membership by mail or annual meeting for ratification. Additionally, the Executive Board may edit the MCCA Guidelines, Competition Handbooks, and rubrics to reflect changes based on approved proposals by the membership and by the Missouri State High School Athletics Association (MSHSAA), the National Federation of state High School Associations (NFHS), and USA Cheer (formerly AACCA) rule changes. These edits will be posted for public viewing on the MCCA website no later than June 1 annually (2020).

The Executive Board shall approve presidential appointments when vacancies arise. The Executive Board has the power to dismiss any board members by a two-thirds ( $\frac{2}{3}$ ) majority vote. This recommendation will be taken to the general membership for ratification. The term "any board members" shall include members of the Executive Board, The Board of Directors, and the Trustees.

### **BOARD OF DIRECTORS:**

The Board of Directors shall be appointed by the president with approval of the remaining Executive Board after the spring elections and before the board transition meeting.

The Board of Directors shall include a Newsletter Director, a Regional Site Director for each respective region of the state, a Scholarship Director, a State Championship Director(s), a Conference Director, and any other directors as deemed necessary to the Executive Board.

### **TRUSTEES:**

The Trustees shall include the immediate Executive Board Officers of the association plus past presidents. Retirement from the position of trustee occurs when the number of trustees exceeds ten (10). Trustees other than presidents shall serve one term. Retirement will be in the order of first elected - first retired.

Lifetime Trustees include: Susy Thompson (1987-2018), Nancy Allen (1988-1989), and Tom Reynolds (2018-2022).

## **ARTICLE V: DUTIES OF OFFICERS**

### **PRESIDENT:**

The president shall act as chief executive officer of the association and shall attend all MCCA activities and events. The President shall oversee the operation of all regional and state competitions.

The President shall preside at all Executive Board meetings, all Board of Director meetings, and all General Membership meetings. The President shall attend or appoint a representative from the Executive Board to attend all individual director meetings. The President shall call special meetings when necessary.

The President shall prepare the agenda for all Executive Board meetings, all Board of Director meetings, and all General Membership meetings.

The President shall work with the Newsletter Director in coordinating a quarterly newsletter and shall work with the Conference Director to coordinate the annual coaches conference.

The President shall approve all expenditures and reimbursements before they are presented to the treasurer for payment.

The President shall perform such other duties as may be designated by the Executive Board, the Board of Directors, and the General Membership.

In case of vacancy, the President shall appoint persons, with approval of the Executive Board, to fill the position until the next general membership meeting. The newly elected person shall finish the term.

The President shall become a trustee upon termination of his/her term of office.

### **VICE-PRESIDENT:**

The Vice-President shall assume all duties of the President in his/her absence. The Vice-President shall attend all MCCA activities and events other than the committee meetings not designated as a responsibility.

The Vice-President shall attend all Executive Board, Board of Directors, and General Membership meetings.

The Vice-President shall assist the Competition Director(s) in coordinating the Regional Competitions and State Championships. The Vice-President shall be responsible for the Regional Directors (Reps).

The Vice-President shall perform such other duties as may be designated by the Executive Board, the Board of Directors, and the General Membership.

The Vice-President shall appoint a person to fill a vacancy in the position of the President with the approval of the remaining Executive Board.

The Vice-President shall become a trustee upon the termination of his/her term of office.

## **DUTIES OF OFFICERS cont.**

### **SECRETARY:**

The Secretary shall attend all Executive Board, Board of Directors and General Membership meetings and shall be responsible for the minutes of all meetings. The Secretary shall keep attendance records of all meetings. The Secretary shall type and send the minutes of all meetings to the president for approval and distribution to the Executive Board and Board of Directors. The Secretary shall provide a copy of minutes to the Newsletter Director for publication in the newsletter.

The Secretary shall keep a current list of amendments to the by-laws and competition handbooks and all decisions made at meetings which need to be acted upon.

The Secretary shall assist in answering any correspondence deemed necessary by the President.

The Secretary shall attend all MCCA activities and events other than the committee meetings not designated as a responsibility.

The Secretary shall perform such other duties as may be designated by the Executive Board, the Board of Directors, and the General Membership.

The Secretary shall become a trustee upon the termination of his/her term of office.

### **TREASURER:**

The Treasurer shall attend all Executive Board, Board of Directors and General Membership meetings.

The Treasurer shall collect membership dues, issue membership cards, and maintain a roll of active members. Additionally, the treasurer shall send a current list of active members to the person responsible for the mailing address labels. Periodically the treasurer shall send all other Executive Board members and Board of Directors a current list of active members.

The Treasurer shall maintain a fund from membership dues and other income for the administration of the association and shall prepare a detailed annual financial report for the membership.

The Treasurer shall keep accurate records of all finances, shall have two or more signatures on all bank accounts and shall get a yearly audit of treasury records.\

The Treasurer shall attend all MCCA activities and events other than the committee meetings not designated as a responsibility.

The Treasurer shall perform such other duties as may be designated by the Executive Board, the Board of Directors, and the General Membership.

The Treasurer shall become a trustee upon the termination of his/her term of office.

### **MEMBER AT-LARGE:**

The Member At-Large should attend all Executive Board, Board of Directors and General Membership meetings.

The Member At-Large shall serve in an advisory capacity acting as a resource consultant and shall serve on committees and assist with the administration of the association.

The Member At-Large shall assist with the judging of competitions if desired.

The Member At-Large shall have a vote.

## **DUTIES OF OFFICERS cont.**

### **TRUSTEE:**

The Trustee should attend all Executive Board meetings.

The Trustee shall serve in an advisory capacity acting as a resource consultant and shall serve on committees and assist with the administration of the association.

The term Trustee shall include the immediate Executive Board Officers of the association plus past presidents. Retirement from the position of trustee shall occur when the number of trustees exceeds ten (10). Trustees other than presidents shall serve one term. Retirement will be in the order of first elected - first retired.

LIFETIME TRUSTEES include: Suzy Thompson (1987-2018), Nancy Allen (1988-1989), and Thomas Reynolds (2018-2022).

## **ARTICLE VI: EXECUTIVE BOARD MEETINGS**

The Executive Board shall meet a minimum of three (3) times per year (fall, winter and spring). All meetings should be held prior to, or the same day as, one of the regional competitions, the State Championship(s), and the Coaches Conference.

To appear on the agenda, an Executive Board member must notify the President at least one week prior to the meeting, with the exception of the meeting following the State Championship(s).

A quorum shall be a majority of those present at the Executive Board meeting.

## **ARTICLE VII: AMENDMENTS**

### **FISCAL YEAR:**

The Fiscal Year of the Missouri Cheerleading Coaches Association shall be the period of time from the first day of July through the thirtieth of June. Whenever the term "year" is used in these by-laws (or elsewhere in printed material) it shall refer to the fiscal year of the association.

### **MEETING ATTENDANCE:**

The Executive Board and the Appointed Board of Directors must notify the President of necessary absences in the twenty-four hours previous to the scheduled meetings (or earlier if possible).

### **ELECTIONS:**

The Executive Board Officers shall be elected during the coaches conference by the General Membership.

The election of the President, Secretary and one (1) At-Large Member shall be held in even-numbered years. The election of the Vice-President, Treasurer, and two (2) At-Large Members shall be held in the odd-numbered years.

Election procedures shall be determined by the Executive Board and the Nominating Committee Chairman.

The nominating committee shall send notification of upcoming elections to the General Membership.

Following candidate speeches, voting will take place on Friday night of Coaches Conference.

Absentee ballots will be available for Board Officer elections upon request.

The nominating committee will meet to count the ballots during the coaches conference and election results will be announced at the last general meeting of the coaches conference.

## **AMENDMENTS cont.**

### **COMMITTEES:**

Committees may be appointed by the President and/or the Executive Board at any time. Their term of service shall expire at the completion of their assignment.

### **REIMBURSEMENTS & EXPENDITURES:**

The Executive Board shall be reimbursed for expenses such as mileage, lodging, telephone, postage, supplies, and other necessary expenses with the approval of the President and the Treasurer.

Appointed Directors and Trustees shall not be reimbursed for expenses such as mileage, lodging, telephone, postage, supplies, and other expenses unless the purpose of the meeting and/or occasion directly involves the Director or Trustee or unless deemed necessary by the President.

All expenditures over \$20.00 must first be approved by the President and the Treasurer.

All unpaid bills must be received by the President within ten (10) days of the billing date or event. Once approved, all bills must be sent immediately to the Treasurer for payment.

Reimbursement forms for meeting expenses must be received by the President for approval within ten (10) days of the expenses incurred or the expenses will not be reimbursed..

### **SCHOLARSHIPS:**

One or more scholarships will be awarded annually upon vote by the membership. *See Article IX: Scholarships for additional details and Appendix D for the scholarship application.*

### **TRANSITIONS:**

The transition between the past Executive Board Officers shall be completed within thirty (30) days following the elections. The same holds true for Appointed Directors.

### **AMENDMENTS:**

These MCCA By-Laws may be amended by an affirmative vote of a majority of those current dues-paid members present at a General Membership meeting.

### **PURPOSE & CLAUSE:**

The Association is organized exclusively for charitable, education, religious, or scientific purposes within the meaning of section 501(c)(3) of the Internal Revenue Code.

### **DISSOLUTION CLAUSE:**

Upon the dissolution of the Association, the Association shall, after paying or making provisions for the payment of all the liabilities of the Association, dispose of all the assets of the Association exclusively for the purposes of the Association in such a manner, or to such organization or organizations organized and operated exclusively for charitable, education, religious, or scientific purposes as shall at the time qualify as an exempt organization or organizations under section 501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law), as the Board of Trustees shall determine.

Any such assets not so disposed of shall be disposed of by the Court of Common Pleas of the County in which the principal office of the Association is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

## **ARTICLE VIII: POLICY FOR PROPOSALS**

All proposals must be turned in to the MCCA Board, in writing, each year. *See appendix C for deadlines.*

Once received, proposals will be sent to the appropriate committee(s) for discussion.

The committee(s) will then decide which proposals should be considered and/or amended and sent back to the MCCA Board for approval.

The MCCA Board will meet to review all proposals. The MCCA Board will decide to approve, table or deny.

A listing of all proposals along with committee and MCCA Board decisions and rationale will be sent to the general membership.

All approved proposals and amendments will be brought to the general membership at the Coaches Conference for discussion and voting. This will be an organized group discussion. Approved proposals and previously submitted amendments will be presented one by one with discussion following each proposal. Members will be given thirty (30) seconds to discuss or comment on a proposal during this time.

No new proposals may be created at this time.

After membership discussion, proposals will go back to the MCCA Board and will be presented to the membership for voting at the closing meeting of Coaches Conference.

In regards to proposal voting, each MCCA Member School will be allowed ONE (1) voting delegate from their school. The head coach will designate the voting delegate from their school (2021). The delegate from each school must be present for the voting at the closing meeting of Coaches Conference.

A quorum shall be the majority of those present at the annual Coaches Conference closing meeting.

## **ARTICLE IX: SCHOLARSHIPS**

### **GENERAL INFORMATION:**

All scholarships are one-year, non-renewable scholarships.

Twelve scholarships will be awards to graduating senior cheerleaders.

- There will be ten (10) \$1000.00 scholarships.
- There will be two (2) \$2000.00 scholarships.
- One (1) alternate may be selected in case a recipient does not attend school.

Applicants' coach must be a paid member of MCCA by January 1.

Applicants must have a 3.0 grade point average by the end of junior year.

Finalists may be asked to submit their final GPA at the end of the first (1st) semester of senior year.

Applicants must complete the required application form and, if selected, attend the MCCA Coaches Conference Awards Banquet to receive the award. *See Appendix D for the current scholarship application.*

An MCCA Scholarship Committee will review all applications and recommendations. Recipients will be notified as soon as final decisions are made. Formal presentations (certificates of selection) will be made at the MCCA Coaches Conference Awards Banquet.

Scholarship checks will be mailed to the recipient's school upon entrance the first (1st) semester of college or successful completion of the student's first (1st) semester.

## **SCHOLARSHIPS cont.**

### **APPLICATION GUIDELINES:**

Complete ALL information on the basic application. *See Appendix D for the scholarship application.*

Form MUST HAVE a coach's signature.

Three (3) signed letters of recommendation should include:

- **COACH** - responsibility, reliability, leadership qualities, contributions to the team, school, and community.
- **ADMINISTRATOR** - same data as coach's letter, but from school administrator viewpoint.
- **COMMUNITY REPRESENTATIVE** - *may include a 4-H leader, scout leader, businessperson, religious leader, etc.* The letter should include how the representative knows the applicant, impression of the applicant's ability to represent the community, etc.

A short essay written by the applicant is required (see application for specific instructions).

Verification of a 3.0 or higher GPA and signed by a school counselor.

All applications must be mailed to the Scholarship Director before the announced deadline.

### **QUESTIONS?**

*All questions and concerns regarding the MCCA By-Laws should be addressed with the MCCA Executive Board.*

# APPENDIX A

## MCCA Membership Information

[CLICK THIS LINK](#) to become a member of MCCA.

After you fill out the membership form.

[CLICK HERE TO PAY](#) for your membership.

### **June 1, 2022:**

Membership year begins

Nominations for [Community Service Award](#), [Sportsmanship Award](#), [Administrator of the Year Award](#), and [Coaches Service Award](#) are open

### **January 1, 2023:**

Coaches must be members by this date in order to run for board positions, vote on proposals, or apply for scholarships

Proposal submission deadline

[MCCA Coaches Conference registration opens](#)

### **January 31, 2023:**

Scholarship applications must be postmarked by this date to be considered.

(See Appendix D for scholarship application)

### **February 24, 2023:**

Registration closes for the MCCA Coaches Conference

Nominations close for [Community Service Award](#), [Sportsmanship Award](#), [Administrator of the Year Award](#), and [Coaches Service Award](#)

Deadline to run for board positions

(See Appendix B for deadlines and link to nomination form)

### **March 31-April 2, 2023:**

MCCA Coaches Conference, Camden on the Lake

## APPENDIX B

### BOARD OFFICER NOMINATIONS

Use [THIS LINK](#) to submit your nomination for Board Officer Positions.

#### **2023 Officers Up for Election:**

Vice-President  
Treasurer  
Two (2) At-Large

**DEADLINE:**  
February 24, 2023

## APPENDIX C

### LINK TO SUBMIT PROPOSALS

Use [THIS LINK](#) to submit your  
PROPOSALS for the 2023-2024 Cheer Season.

**DEADLINE:**  
March 1 , 2023

# APPENDIX D

## SCHOLARSHIP APPLICATION

Deadline to submit scholarship application:  
January 31, 2023



### M.C.C.A. SCHOLARSHIP APPLICATION

NAME \_\_\_\_\_  
 EMAIL ADDRESS \_\_\_\_\_  
 ADDRESS \_\_\_\_\_  
 CITY \_\_\_\_\_ ZIP CODE \_\_\_\_\_  
 PHONE NUMBER \_\_\_\_\_  
 PARENTS' NAMES \_\_\_\_\_

Number of years cheered at each level: (Put N/A if no team was available.)

Junior High \_\_\_\_ Freshman \_\_\_\_ Junior Varsity \_\_\_\_ Varsity \_\_\_\_

Unweighted grade point average on a 4-point scale: \_\_\_\_\_

Counselor signature to verify GPA: \_\_\_\_\_

Name of school(s) cheered for:

\_\_\_\_\_  
\_\_\_\_\_

College you plan to attend and field of study:

\_\_\_\_\_  
\_\_\_\_\_

Hobbies: \_\_\_\_\_

Talents: \_\_\_\_\_

School and community activities:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Awards/Honors Received:

\_\_\_\_\_  
\_\_\_\_\_

High School Principal: \_\_\_\_\_

School Phone: \_\_\_\_\_

Coach: \_\_\_\_\_

Coach's Signature: \_\_\_\_\_

Coach's Address, Home and Work Phone: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Please feel free to use additional paper when writing responses.