

Bylaws of the Youth Cheerleading Alliance of Maine

Article 1 General

Section 1 – Name – The group governed by these bylaws shall be known as the Youth Cheerleading Alliance of Maine, hereinafter referred to as YCAM.

Section 2 – Purpose – The purpose of YCAM is to support, promote, and encourage youth cheer athletes and cheerleading programs across the state of Maine.

Section 3 – Mission Statement - Empowering Coaches to Inspire Future Generations
Our mission is to empower youth cheer coaches to inspire the next generation of athletes by promoting values of leadership, sportsmanship, safety, and to prioritize the well-being and personal growth of young athletes. We are committed to providing the support and resources coaches need to make a lasting, positive impact on their athlete's lives.

Article 2 Territory and Jurisdiction

Section 1 – General – The jurisdiction of the YCAM shall be within the State of Maine. The alliance will work with the designated Head Official for YCAM as well as the Head Official for the Maine Principals Association, for high school sanctioned events, as applicable.

Article 3 Membership

Section 1 – General – Members of YCAM are any coaching staff of teams, across the state of Maine, that hold a current membership and who are in good standing. For purposes of voting, only one (1) representative may be allowed to vote per group or organization.

Section 2 – Meetings and Minutes - All members are encouraged to attend any regularly scheduled meeting and training. Meeting minutes will be recorded and made available to all members. A schedule of meetings will be posted on the website.

Section 3 – Compensation - All members, including elected board positions, are voluntary. At no time, will a member of YCAM receive compensation for Board and/or Alliance work. This is separate from any monies received through coaching or other outside cheerleading activities.

Section 4 – Rules - All members will adhere to all NFHS rules for the sport of cheerleading, as well as any other state rule requirements.

Section 5 – Membership Dues and Fees – Membership will be due on the 1st of June and will cover membership dues from June 1st to May 31st at the cost of \$50.00 per year.

Section 6 – Membership Benefits – Members will be able to access all competitions hosted through YCAM at a discounted rate, for the season during which their membership covers. Membership will also include a fall training on the rubric and rules.

Article 4 Voting and Elections

Section 1 – General – An election of officers will take place each year, in May, at the last regular meeting of the year. Elected positions are President, Vice President, Treasurer, Secretary, and Website Administrator and collectively, will be known as the Board. All voting members, as defined in Article 3, are eligible to vote and hold office. All nominations shall be submitted to the Secretary no later than one week before the final meeting in May. The Secretary will confirm acceptance of nominees and notify all voting members of the final slate before the final meeting, by contacting voting members at their last known email address. Once the nominations have been posted there will not be any additional nominations allowed nor will write-ins be accepted.

Section 2 – Voting Members – Only one vote is allowed per organization or group holding a current membership and should be represented by the most senior or head coach for the organization. Any coach that meets these requirements is entitled to vote as a voting member, however, any voting member must be present, either in person or via online to vote at any meeting of YCAM. No vote will be accepted by proxy.

Section 3 – Procedure – Nominations and balloting for each office will be handled individually starting with the President. The winner will be the person obtaining the most votes, that is, a simple majority. A tie vote will be resolved by a re-balloting between the tied nominees. The newly elected officers will take office at the next monthly meeting and hold said office for one year. All elections will be conducted by secret ballot. An elected committee will count ballots.

Section 4 – Term of Office – All elected offices are held for a duration of one (1) year. Officers can only hold one (1) position at a time. Officers can be re-elected for a second year, in any elected role, totaling two (2) years on the board, though they must serve an off year from the board before returning as an elected officer.

Section 5 - Neglect of Duties - All officers missing two (2) or more meetings during the year in which they serve, may be asked to resign their office.

Article 5 Responsibilities

Section 1 – General - The elected officers are as follows, and together constitute the Board.

President: The President calls meetings and presides at the meetings, Reviews and calls for vote of acceptance for meeting minutes and fiscal report, Appoints all committees as needed; Acts as a member of all committees; Has access to all fiscal reports and

authorization to make financial decisions; Has responsibility to protect the ethical integrity of the organization including as a representative/signer on any YCAM account; Represents YCAM at other meetings where purposes of YCAM have pertinence; Performs other duties as prescribed by the Officers.

Vice President: The Vice President assumes all duties of the President in his/her absence; Reviews all content drafted by the Secretary prior to being made available to the public; Has access to all fiscal reports and authorization to make financial decisions; Has responsibility to protect the ethical integrity of the organization including as a representative/signer on any YCAM account; Performs other duties as prescribed by the Officers

Secretary: The Secretary keeps the records of the membership; Meeting setup and keeping the minutes of scheduled and any added meetings to include attendance, actionable items and votes; Attend to correspondence; Prior to next meeting, provide minutes to President for distribution and approval; Work with Vice President for final review of content before sending to the Website Administrator for public availability; Performs other duties as prescribed by the Officers

Treasurer: The Treasurer collects, deposits, and disperses all funds through YCAM. Keeps financial records and provides fiscal report at every scheduled meeting as well as an end of year report; Responsible for all membership billing and collection of funds; Has access to all fiscal reports and authorization to make financial decisions; Has responsibility to protect the ethical integrity of the organization including as a representative/signer on any YCAM account; Performs other duties as prescribed by the Officers.

Website Administrator: The Website Administrator is responsible for all updates to the website to include public notification such meeting schedule, approved meeting minutes, current member list, bylaws, membership forms and any other document or information, as assigned; Attending to any website malfunctions to ensure constant representation of hosted content; Work with the Treasurer for payment of billing contract to keep website online.

Communications and Competition Coordinator: The Communications and Competition Coordinator is responsible for promoting YCAM cheerleading competitions and activities while supporting host schools in delivering successful events. This role includes developing and implementing marketing strategies to recruit and engage new and existing members, solicit schools/organizations to host annual competition events, keep an organized calendar of events to include location as per YCAM policy, promote YCAM competitions through flyers, social media and the YCAM website, ensuring consistent branding across all communications and work closely with the Lead Official with competition logistics for host schools/organizations and the competition calendar.

Head Official: The Head Official is a non-voting, unbiased member of the Board. He/She is responsible for training coaches on YCAM policy, new NFHS or State rule changes, competition rubric and guidelines and can answer safety questions outside of events; Schedule officials for competition; Act as lead official at all competitions or assign a certified alternative official, in the event of conflict; Work to uphold the safety and integrity of the entire sport of cheerleading, in and outside of this Alliance.

Section 2 – Interim Appointments – Should any member of the Board be unable to serve out his/her term, the remaining members of the Board will appoint a replacement until the next elections are held at the last regular meeting of the year.

Section 3 – Check Signing – The President, Vice President, and Treasurer are each authorized, individually, to sign checks. Any reimbursement to an officer must first be approved by majority vote and reimbursement must be signed by a second officer and reviewed and initialed by a third officer.

Article 6 Meetings and Training

Section 1 – Regular – Regular meetings are generally held once a month during the school year, unless otherwise warranted during an active or slow period. The dates of the next meeting will be decided upon and announced before the end of each meeting. The proposed agenda will be emailed to voting members' last known address prior to said meeting. Regular meetings will be held to a length of 90 minutes. A vote can table unresolved matters to the next meeting, or another meeting may be scheduled for further discussion.

Section 2 - Mandatory - There may be meetings/training that require mandatory attendance by all members. Notice of these will be provided in advance, for scheduling. An annual training will take place every year, in November and will provide an overview of new rules, guidelines and other matters relevant to the upcoming competition season. Should a member be unable to attend a mandatory meeting/training, communication is required. In cases where make-up training is required, there will be a fee of \$50.00 charged, that is in addition to the cost of membership.

Section 3 – Quorum – All meetings in which any official business will be conducted, including voting and Board elections, must have a quorum present. For regular meetings, a quorum is defined as 50% or more of the board present and at least 3 other voting members from different organizations who are not Board member. For board only meetings, a quorum is defined as more than 50% of the board present.

Article 7 Finances and Disbursements

Section 1 - General - All consideration and/or disbursements of funds of an amount not to exceed \$500.00 shall be approved by the Treasurer and approved by a minimum of two officers. Those for more than \$500.00 shall be brought before the membership for approval.

Section 2 - Accounts - All accounts will be held under the Youth Cheerleading Alliance of Maine (YCAM) and not any personal accounts or D/B/A (Doing business as) accounts. The checking account will need to have three (3) authorized individuals as signatories to include the Treasurer, President and Vice President. In between the time of new Officer elections and a new Officer assuming one of these roles, all parties will schedule time to make appropriate signatory changes at the bank, for the upcoming year.

Section 3 - Expenditures - All monies spent through YCAM will be used for legitimate expenses with appropriate receipts for auditing purposes. All disbursements will be made in accordance with these by-laws.

Article 8 Bylaw Amendments and Organizational Policies

Section 1 - Bylaws - Bylaws will be made public and reviewed on an annual basis. These bylaws and any amendments will become effective upon approval by a majority membership vote.

Section 2 - Amendments - No later than two (2) weeks prior to the mandatory meeting, all proposals for amendments must be submitted to the Secretary, in writing, for consideration. These bylaws may be amended by a majority of members present and able to vote at the annual meeting. A quorum, as defined above, must be present at any meeting where a by-law amendment is considered. A tie vote shall mean that the proposed by-law amendment is not adopted.

Section 3 - Policies - YCAM may adopt additional policies, to be incorporated into the bylaws, in whole or stand alone. All policies require a majority vote before being adopted.

Article 9 Discrimination

Section 1 - General - And at no time, will the any member be discriminated against or have a decision based on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, sex stereotyping, transgender status, and gender identity), national origin, age, disability, or political affiliation or belief.

Article 10 Ratification and Dissolvment

Section 1 - Ratification - These bylaws shall become effective immediately upon acceptance by a majority of the membership attending a regular meeting. Any amendments to the bylaws shall be accepted by majority vote at a meeting noticed in advance for this purpose.

Section 2 - Dissolvment - Should Youth Cheerleading Alliance of Maine dissolve, all liabilities will be settled, any physical assets shall be liquidated, and remaining assets will be donated to charitable, non-profit organizations.