

NCCOA CONSTITUTION

ARTICLE I.- NAME

The name of this organization shall be the Nassau County Cheerleading Officials Association VIII (NCCOA). This organization will be operating under the leadership of the New York State Cheerleading Judges Association, Inc. (NYSCJA).

ARTICLE II.- PURPOSE

It will be the purpose of the NCCOA to provide approved judges within the territory of the local chapter, cooperate in making recommendations to Section VIII, to the New York State Public High School Athletic Association, Inc. (NYSPHSAA) and to the NCCOA towards the following goals.

The NCCOA shall:

1. Establish standards for competent judging.
2. Train members using high school rules interpretations.
3. Promote uniformity and efficiency in the matter of cheerleading rules interpretation, application, and administration.
4. Develop examinations and materials for administration to association members.
5. Distribute materials pertinent to judging, including rules interpretations, scoring system material, training, and administering examinations.
6. Provide uniform standards in the admission of judges.
7. Provide approved judges for cheerleading competitions.
8. Support all efforts to promote safety, good sportsmanship, quality of officiating, and education.
9. Uphold the contract between the NCCOA, and the NYSPHSAA.
10. Provide annual registration of judges through Section and NYSPHSAA.
11. Follow the Five-Point Program as established by NYSPHSAA.

Under the Five Point Program, approved officials for the NCCOA are those who: 1. Observe the constitutions and bylaws of their local and state officials' organization. 2. Attend interpretation meetings and clinics of the local organization each year. 3. Give satisfactory evidence of proficiency in the mechanics of officiating and of competent performance related to the specific sport.

4. Pass the National Federation, State, or other approved rules examination.
5. Are listed with the NYSPHSAA, Inc.

ARTICLE III.- MEMBERSHIP

Section 1. Eligibility & Procedures

A. The organization shall be composed of all those persons who are members in good standing within the NCCOA and who shall meet the officiating standards as outlined in the bylaws.

B. The NCCOA will:

1. Actively recruit new members
2. Provide for the promotion of members.
3. Utilize the current NFHS spirit rule book as the standard for cheerleading risk management.
4. Make an annual report on each member to the NYSCJA and to the NYSPHSAA, Inc.

C. Any association member not complying with the purposes of the NCCOA may be subject to suspension of membership.

D. Any judge who works a competition in violation of the contract between the NCCOA and Section VIII, NYSCJA, and NYSPHSAA, Inc. shall result in being placed before the NCCOA Ethics Committee for reprimand and for review by the State Ethics Committee.

E. All members are required to follow the Code of Ethics that is put forth by the NFHS, the NYSCJA, and the NCCOA.

ARTICLE IV.- GOVERNANCE

Section 1. Officers, Executive Board, and Executive Committee of the NCCOA

A. The officers shall be elected by a majority vote of the membership attending the annual June meeting.

B. Elections of officers in the Executive Board shall take place at the June meeting and the Executive Board shall be sworn in at the end of the business meeting, and shall take office at the close of the June meeting.

C. Officers: **President, Vice President, Corresponding Secretary, Recording Secretary, Treasurer and Section Rules Interpreter** and these positions will constitute the Executive Board.

D. Standing Committee Chairs: **Chair of the Education Committee & Chair of the Ethics Committee**

1. Executive Board appoints
2. Interested individuals will be considered after 2 years of membership.
3. Vice Chairs will be appointed by their committee.

E. The Executive Committee includes the Executive Officers and the Standing Committee Chairs. Executive Committee members:

1. Must be members in good standing
2. Are entitled to one vote
3. Shall take office following the June meeting

Section 2. Qualifications for Office

Any dues paying member in good standing with the NCCOA may be considered for office by open nominations.

ARTICLE V.- MEETINGS

A. General Meetings- There shall be a minimum of three (3) General Meetings each fiscal year, the time and place to be determined by the Executive Board.

B. Executive Board Meetings- There shall be a minimum of two (2) Executive Board Meetings each year.

C. Special Meetings can be called as provided for in the By-laws.

ARTICLE VI.- AMENDMENTS

The Constitution may be amended at a General Meeting by a two-thirds affirmative vote of the association members, provided that:

A. The proposed amendment(s) to be voted on has been proposed in writing, including by electronic submission, by a member of the NCCOA, to the Corresponding Secretary and endorsed by a two-thirds vote of the Executive Board, or proposed by a member to the Corresponding Secretary accompanied by a petition signed by any ten members of the sectional association endorsing the member's proposal.

B. A copy of all proposed amendment(s) satisfying the criteria of this document including parliamentary procedure is provided to each member no less than fifteen (15) days prior to the meeting in which it will be voted upon.

C. A mail vote may be substituted for the above procedure allowing each chapter 15 days' notice to return its vote.

D. Procedures for a change in the By-Laws are to be the same as in Article VI, which a two-thirds affirmative vote of the association required for a change in the By-Laws. E. All Amendments of this Constitution or of the Bylaws shall go into effect immediately upon adoption, unless otherwise specified.

NCCOA BY-LAWS

ARTICLE I.- INDIVIDUAL MEMBERS

Section 1. Member Requirements

A. To become a member of the NCCOA, the applicant must:

1. Meet all of the requirements established by the Executive Board.
2. Abide by the Five Point Program for officials

B. Active Member Requirements:

1. Must be 21 years of age or older.
2. Must be a retired coach for no less than two (2) years prior to being scheduled to judge.
3. Cannot be a choreographer, provide any support service to any team with regards to choreography, tumbling, dance or any performance aspect of cheerleading , either voluntary or paid , at any all - star program.
4. No official can have any affiliation with spirit brands where they stand to make financial gains from competing teams with regards to outfitting (including but not limited to uniform sales, sneakers, bows)
5. Attend regularly scheduled and ad hoc meetings as an informed voter and active participant.
6. Pays the annual dues by the required date.
7. Provide their current personal information (including name, address, phone numbers, email address), and update this information as changes occur.
8. Abides by the dress code as determined by the NYSCJA.
9. Participates in fundraising activities as a volunteer for the benefit of the association.
10. Failure of a member to fulfill any of these requirements will result in punitive action except when a written explanation is presented to and deemed acceptable by the President or Vice President.
 - a. Explanation of all scheduling conflicts must be submitted in written or electronic form to the President or the Vice President prior to the conflict.
 - b. If deemed necessary, a review by the Ethics Committee will take place to determine if the individual can maintain active status in NCCOA.
 - c. Such individual shall be notified forthwith by letter from the Ethics Committee that he/she has been removed and such removal shall be effective immediately upon the execution of such letter by the Ethics Committee.
11. Should a member have a concern, a question, or a comment relative to the following issues, they should be directed to the appropriate Executive Committee member of NCCOA to seek resolution.
 - a. Some questions or concerns may include:
 - i. Membership status or obligations: President
 - ii. Dues including financial obligations: Treasurer
 - iii. Meeting attendance: Recording Secretary
 - iv. Competition assignments: President
 - v. Site conditions or competition incidents: Rules Interpreter/President
 - vi. Rules interpretations or mechanics: Rules Interpreter/Education Committee.
 - vii. Grievances/Ethical Concerns: Vice President

12. Should a member have a concern, a question or a comment relative to the following issues at the state level, they should be directed to the NYSCJA's appropriate Executive Committee member, as listed below:

- i. Membership status or obligations: NYSCJA Secretary
- ii. Dues, financial obligations: NYSCJA Treasurer
- iii. Meeting attendance, Executive Board decisions: NYSCJA Secretary
- iv. Grievance procedures: NYSCJA Ethics Committee.
- v. Rules interpretation or mechanics: State Rules Interpreter.

1. Should the Executive Committee member feel follow-up action is warranted, the member shall report any Committee action as appropriate to the Executive Committee, the Local Chapter, and the member.

C. Inactive Member Requirements: In order to maintain good standing and the right to resume active status, a member:

- 1. Can choose to have inactive status for 2 consecutive years.
- 2. If they wish to resume officiating again after the 2 years, they must enter membership as a New Recruit and adhere to all training and fees associated.
 - a. Exceptions can be made at the recommendation of the Education Committee with the approval of the Executive Board (see "Potential New Officials Training Program")
- 3. Pay reduced dues to the association by the required date.
 - a. Inactive members are still considered to be members in good standing but are not eligible to vote.
 - b. Inactive members will receive membership e-mails and have access to all electronic platforms.
 - c. Inactive members are welcome to attend membership meetings
 - d. Inactive members are welcome to participate in the NFHS Safety Test

D. Secondary Membership:

- 1. A secondary member is a member who is active in two or more sectional organizations.
- 2. No new secondary members will be accepted into the NCCOA. Only past secondary members will be accepted.
- 3. A secondary member must select a home section where they will pay full dues, attend meetings, vote, and receive state required training, and has determined that NCCOA is not their primary section.
- 4. Secondary members will pay full local dues to NCCOA.
- 5. Secondary members of NCCOA will be required to attend all local training sessions in order to comply with local training criteria.

6. Secondary members are considered to be members in good standing but are not eligible to vote.

a. Secondary members will receive membership e-mails and have access to all electronic platforms.

b. Secondary members are welcome to attend any and all membership meetings.

E. Dues will be paid annually by each member of the NCCOA.

1. The Executive Board will set yearly dues at the first Executive Board meeting of the fiscal year, based on the projected operating budget.

2. Should the solvency of the treasury allow, the Executive Board will be exempt from paying dues.

3. The Membership will vote to approve the projected local dues prior to the Spring Annual Meeting.

4. Membership will be required to pay dues at or before the spring meeting for the new season.

F. Membership shall not be granted to any person who has been convicted of a felony, misdemeanor or a crime involving moral turpitude unless such conviction has been officially pardoned or the record of same has been expunged, or a certificate of rehabilitation, or like equivalent, has been issued by an appropriate governmental agency.

G. Membership shall not, however be denied or abridged on account of gender, color, creed, race, ancestry, citizenship, religion, ethnic origin, age, disability, gender identity or expression, marital status, medical condition, or sexual orientation. The NCCOA will confirm and comply with all federal, state and local laws concerning discrimination.

Section 2. Membership

A. All members of the NCCOA are independent contractors in carrying out their officiating responsibilities and competition assignments.

B. A dues paying member in good standing within a Local Chapter, recognized by the NYSCJA, is considered a member of the NYSCJA.

C. A member shall prepare to be a

1. Both a Panel Judge and a Safety Judge by following the procedures to become a member judge, as required by the NCCOA and NYSCJA.

2. The member will continue to be re-tested and certified yearly by the primary Local Chapter and/or as required by NYSCJA.

D. Scheduling will be based upon seniority

1. Higher designations may be scheduled instead of lower if necessary. An example of this would be at a Varsity only competition.
2. The President may discuss scheduling scenarios with Section.

E. Reciprocity in scheduling will be utilized by sections and State Assigner. When a Section has exhausted their Primary and Secondary Chapter members availability, then a Section / State Assigner can utilize a judge from another chapter or independent.

1. Priority is:

- a. Primary
- b. Secondary
- c. Another Local Chapter
- d. Independent

F. Shall adhere to the Code of Ethics of the National Federation of Sports Officials as outlined in the National Federation of State High School Associations Rule and Case Books.

G. Shall refrain from criticizing in public, in the media, or by any electronic method, and ruling of any member the NCCOA, and the NYSCJA or reflect negatively on the integrity of any member of said associations.

Section 3. Disciplinary Action

A. Shall be the responsibility of the Local Chapter. The Local Chapter shall notify the NYSCJA of any disciplinary action which would prevent that member from performing duties outside of the jurisdiction of the local chapter and/or at the state level.

B. Disciplinary action or suspension(s) of a member by the NCCOA could mean that she/he is suspended by the NYSCJA.

C. Grievance Procedure (See State Grievance Document)

Section 4. Transfer

A. An individual wishing to transfer from one Local Chapter to another must terminate status with the original Local Chapter and then comply with the established requirements of the new Local Chapter. The old Local Chapter must send to the new Local Chapter the information required on the transfer form of the NYSCJA. The new Local Chapter, if by their written Constitution and By-Laws, would have the right to evaluate the officiating skills of the

individual and adjustments concerning assignments and other matters could be made. NCCOA will assess transferring officials in the same manner as current members, and may/may not require said individuals to participate in the new officials training program. (See Transfer Document)

Section 5. Resignations

A. The Local Chapter Member shall notify the NCCOA of a resignation. NCCOA Corresponding Secretary, to keep the NYSCJA's, and the NYSPHSAA's membership records up to date, will notify the NYSCJA.

B. An Executive Board member or a Standing Committee member shall send a written letter of resignation to the NCCOA Corresponding Secretary as notification of resignation.

Section 6. Reinstatement

A. NCCOA may choose to reinstate a member with the recommendation and review of the Ethics Committee and the Executive Board.

ARTICLE II. - DUES and ROSTERS

A. Dues will be recommended by the Executive Board and accepted into record at the Spring annual membership meeting.

B. Dues will be paid annually.

1. Dues will be paid by/or at the spring annual meeting

a. The Chapter shall submit to the NYSJA Secretary and Treasurer by August 1st the roster and dues for each member admitted to the Local Chapter for the current year.

b. A late fee of \$25 per member will be imposed on any member that does not meet the date for said payment of fees on time. \$10 goes to the State for late fee.

C. The annual dues shall be per judge.

1. The dues shall include monies necessary to pay the Local Chapter and NYSCJA

- a. Liability insurance for all members
- b. Stipends
- c. Administrative fees
- d. State Training
- e. NFHS Spirit Rule books
- f. Annual NFHS test
- g. Any monies deemed necessary by the NYSCJA Executive Committee and Local Chapter Executive Board.

ARTICLE III. – FISCAL YEAR

A. The Fiscal Year of the NCCOA shall be from April 1 through March 31 of the following calendar year.

ARTICLE IV. – THE EXECUTIVE BOARD & THE EXECUTIVE COMMITTEE

Section 1. Membership and Voting

A. The **Executive Board** shall consist of the **President**, the **Vice-President**, the **Recording Secretary**, the **Treasurer**, and the **Rules Interpreter**. The **Executive Committee** shall consist of the **The Executive Board**, the **Chair of the Education Committee**, the **Chair of the Ethics Committee**, along with the representatives to the NYSCJA.

B. Voting

1. The majority NCCOA members must be present for a quorum vote.
2. Not all voting scenarios may require a quorum vote. The Executive Board will decide upon votes which will require a quorum and representatives will be contacted prior to a meeting/e-mail vote.
3. No one person may cast more than one vote.
4. Should the Chair of the above listed committees be unable to attend an Executive Committee meeting the Vice-Chair of the committee may attend as a voting member, acting upon the Chair's behalf.
5. The Executive Board shall meet a minimum of two occasions from the Spring Annual meeting throughout the fiscal year and at the discretion of the President.
6. The Executive Committee shall meet a minimum of two occasions from the Spring Annual Meeting throughout the fiscal year and at the discretion of the President.
7. If there is a tie once a vote is cast, the President will cast the deciding vote. **Section 2.**

Responsibilities

A. The Executive Board:

1. Shall take such official actions as it deems to be in the best interests of the NCCOA, having the power and authority over the affairs of the NCCOA during the interim between membership meetings.
2. Shall be the coordinating, governing and policy making body of the NCCOA.
3. Shall submit proposed actions, when appropriate, for approval at a membership or Ad-Hoc meeting (ie. membership classifications, rankings, members standing and matters) as proposed by any standing committee or by an Executive Board member.
4. Shall approve when necessary, Ad-Hoc committees as recommended by the President.
5. Shall approve persons appointed by the President to fill vacancies on the Executive Committee, including any elected, voting, and non-voting members of the Executive Committee. Such appointments shall serve until the member resumes service or the term expires, whichever comes first.
6. Shall act in any situation not covered by these by-laws including the appointment of counsel and auditors where appropriate.

B. The Executive Committee:

1. Shall propose actions for consideration for the coordinating, governing, and policy making of the NCCOA.
2. The State Representative and alternate to the NYSCJA will be selected by a vote of the Executive Board prior to the first meeting of the new season.
3. Presidents Council Representative and alternate will be selected by a vote of the Executive Board prior to the first meeting of the new season.

Section 3. Resignations

Any member of the Executive Committee may resign at any time having given written notice to the President or the Secretary. Such resignation shall take effect at the time specified therein and, unless otherwise specified, the acceptance of the resignation shall not be necessary to make it effective. The resignation shall be read at the next Executive Board meeting and will be filed with the Secretary.

Section 4. Vacancies

A vacancy in an office shall be filled by a Presidential appointment with approval of the Executive Board, for the unexpired portion of that term, except that a vacancy in the office of

President shall be assumed by the Vice President.

Section 5. Executive Board Compensation

Executive Board stipends will be identified as part of the yearly operating budget, and will be paid at the conclusion of the fiscal year.

ARTICLE V. – DUTIES of the OFFICERS

Section 1. The President

The President shall be the Principal and Chief Executive Officer of the NCCOA responsible for all management functions and business affairs of the NCCOA, and such other duties applicable to the office as prescribed by the authority of the NCCOA. Among other responsibilities the President:

1. Shall be an official representative of the NCCOA to the Section.
2. Shall preside at all Meetings of the NCCOA and Executive Board.
3. Shall decide meeting dates by July 1 for the following year.
4. Shall promptly advise the membership of significant actions taken and decisions made by the Executive Board.
5. Shall authorize payment of bills as submitted by the Treasurer.
6. Shall be a non-voting member of all committees.
 - a. Exception: Shall not be a member of the Nominations Committee.
7. Shall prepare a brief annual report to be presented at the Annual Meeting of all significant actions taken and decisions made by the Executive Committee during the previous fiscal year.
8. May appoint Ad-hoc committees with the approval of the Executive Board. **Section 2. The**

Vice-President

The Vice President shall, among other responsibilities:

1. Serve as President in the absence of the President.
2. Review the constitution and by-laws upon request of the NCCOA.
3. Be responsible for the indoctrination of new Boards and new Chairs, and such other duties applicable to the office as prescribed by the authority of the NCCOA.
4. Shall serve as the Chair of the Ethics Committee.

Section 3. The Recording Secretary

The Recording Secretary shall be the Co-Chief Administrative Officer of the NCCOA and among other responsibilities:

1. Shall record the minutes of all membership meetings, Executive Board, Executive Committee and Ad Hoc meetings.
2. Shall maintain the official files, minutes, and membership records of the NCCOA.
3. Shall record individual members in attendance at all Meetings.
4. Shall maintain a file of minutes and reports submitted by the Executive Board Officers and Committee Chairs.
5. Shall provide written documents where needed.
6. Shall preside at all Meetings in the absence of the President and the Vice-President.
7. Shall serve as the Chair of the Nominations Committee on rotating basis with Corresponding Secretary, in years when not on the slate for re-election.

Section 5. Treasurer

The Treasurer shall be the Chief Financial Officer of the NCCOA, and among other responsibilities:

1. Shall be responsible for all financial aspects of the NCCOA.
2. Shall maintain a list of all dues paying members, and work with the Recording and Corresponding Secretaries to keep a current list of members in good standing.
3. Shall send notification of monies owed and collect dues from all members.
4. Shall be responsible for the receipt, disbursement, and safekeeping of funds and assets of the NCCOA in accordance with appropriate Executive Committee authorizations.
5. Shall keep and maintain records of monthly financial statements from the NCCOA bank account, and will make them available upon request.
6. Shall work with the President to prepare an Annual Financial Report.
7. Shall make books available for audit at the end of each fiscal year and such other duties applicable to the office as prescribed by the authority of the NCCOA.
8. Shall provide an operating budget for the current year at the Spring Executive Board Meeting and again at the Spring General Meeting.
9. Shall provide a final financial report at the last Executive Board Meeting prior to the spring meeting and at the first membership meeting of the new season, with hard copies of said report available at that meeting.
10. Shall preside at all Meetings in the absence of the President, the Vice-- President, and the Secretaries.
11. Shall serve as the Chair of the Honors Committee.
12. Shall notify President of any checks over the amount \$100.00.

Section 6. The Section Rules Interpreter

The Section Rules Interpreter shall, among other responsibilities, act as the Official Interpreter for the NCCOA in the interest of uniformity and strict interpretation of the rules, mechanics, and

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techniques of outstanding officiating as well as act as a resource for the NYSPHSAA. In addition, the Interpreter:

1. Shall interpret the approved rules for the Local Chapter.
2. Shall provide for the distribution of information concerning the approved rules to the members.
3. Shall have communication with the Section Cheerleading Coordinator and coaches Association.
4. Shall conduct the interpretation sessions/clinics.
5. Shall have a summary with additions, changes, and corrections for all members.
6. Shall give rule interpretations to the members throughout the cheerleading competition season(s).
7. Shall conduct training clinic(s) and/or appoint a person(s) to give such clinic(s) and such other duties applicable to the office as prescribed by the authority of the NCCOA with the President's approval.
8. Shall be a voting member of the Education Committee.

ARTICLE VI. – THE STANDING COMMITTEES

Section 1. Standing Committees

A. Each Standing Committee Chair shall take office at the spring meeting- first membership meeting of the new season. The remaining members shall be approved by the Executive Board.

1. It is recommended that all committee members serve overlapping terms of office. 2. The Nominations Committee shall submit a slate of qualified members for Standing Committee Chairs in conjunction with the slate for the Executive Board. a. The appointed committee members shall serve on their respective committee following majority approval of the Executive Board.

3. Each Standing Committee, at the request of the Chair, and with the approval of the Executive Board, may add up to four ad hoc members from the general membership.

Section 2. Standing Committee Organization and Meetings

All Standing Committees:

- A. Shall have a Chair.
- B. Shall have a Vice Chair.
- C. Shall hold committee meetings during the fiscal year.
- D. Should the Chair be unable to attend any meeting of the Executive Committee, the Vice-Chair shall represent the Committee.
 - 1. Meetings may be held by assembly, conference call, e-mail or other means acceptable to the Executive Board.
 - 2. A majority vote of the voting membership of the committee in attendance shall be sufficient to propose an official Action Plan.
 - 3. Each Chair shall provide their Committee's official Action Plan to the Executive Board on any proposed actions requiring Executive Committee approval.

Section 3. Standing Committee Responsibilities

- A. The Standing Committees of NCCOA shall be the: Education Committee, Ethics Committee, and Nominations Committee. The Chair of each Standing Committee shall serve on the Executive Committee, and have a vote on that committee board
- B. Each Standing Committee shall have the responsibilities listed below and other responsibilities as the Executive Board may assign to it.
- C. Each Committee shall maintain meeting minutes. Prior to the Spring Membership Meeting, each committee shall submit a Year-End report to the Executive Board for approval. A copy of the report shall be given to the Recording Secretary and maintained by that office. The report shall then be passed on from Chair to Chair in each specific committee.

Section 4. Committees and Committee Responsibilities

- A. The Ethics Committee shall be chaired by the Vice President. It shall consist of the Vice Chair, and at least one member approved by the Executive Board. It is recommended that the terms of office of the approved member(s) shall overlap so that one is approved each year. The Ethics Committee:
 - 1. Shall promote the rights of the NCCOA and the rights of the members.
 - 2. Shall promote fair policies and procedures that maximize the likelihood of achieving fair outcomes for members of the NCCOA.
 - 3. Shall promote ethical leadership behaviors, stressing the importance of ethics in systems, process, practice and education.
 - 4. Shall promote transparency in decision making.
- B. The Education Committee shall consist of the Chair, the Vice Chair, the Rules Interpreter, and

a minimum of two additional members approved by the Executive Board. Additional appointments by the President to this committee shall be in keeping with high technical standards of Officiating. The Education Committee:

1. Shall be responsible for all instruction and training within the NCCOA, including the administration, supervision, and evaluation of all written and practical examinations.
2. Safety Training clinics will be given by the Local Rules Interpreter and/or a person(s) appointed by the NCCOA Executive Board.
3. Shall devise a written and practical exam and authentic assessment applications as additional local training.
4. Shall advise NYSCJA on the comprehensive training and assessment as feedback from our local NCCOA Officials, including the training classes, written exam, and practical exam.
5. Shall be responsible for educating the membership on NFHS Spirit Rule Book revisions/changes, in conjunction with the State and Local Rules Interpreter in a timely manner as updated by NFHS.
6. Shall review any and all visual aids which would benefit the NCCOA for the continuing education and evolution of cheerleading.
7. Shall prepare a list of prospective members who take the training, and the test(s).
8. Shall prepare a list of judges eligible for the State Competition and advise the Section with a recommendation.
9. Shall devise a rating system/classification for judges.
10. Shall prepare a list of judges ratings/ classification.
11. Shall design and implement a comprehensive training program for potential new officials.

C. The Nominations Committee shall consist of the Chair, the Vice Chair, and three members approved annually by the Executive Board. The Nominations Committee:

1. Shall be responsible for identifying and proposing members of the NCCOA to fill the Officer and committee positions necessary to carry out the mission of the NCCOA.
 - a. Any member interested in being considered for Elected Office, Chair Positions, or Committee Positions for the upcoming year or for the purpose of filling a vacated position, will notify the Nominations Chair.
 - b. An updated resume will be required of all members interested in being considered.
2. Shall submit a proposed slate of Officers and elected committee members as required by the Constitution and By-Laws to the membership for election no later than one month prior to the spring meeting. The Executive Board and Committee Chair will be elected by a closed ballot of a majority vote of the NCCOA membership.
3. Once the proposed slate of candidates for office has been submitted, other nominations may be made in writing. Prior to the election, all candidates, from the slate and from the floor, must have agreed to serve in those positions to which they have been nominated.

ARTICLE VII. OFFICER AND DESIGNATED COMMITTEE TERMS

- A. The President and the Vice President shall be elected and serve a two year term or until a successor is elected to the unexpired portion of the term. Their terms of office shall overlap so that one is elected each year.
- B. The Recording Secretary and the Treasurer shall be elected and serve a two year term or until a successor is elected to the unexpired portion of the term. Their terms of office shall overlap so that one is elected each year.
- C. The State Rules Interpreter and the Chair of the Education Committee shall be elected and serve a two year term or until a successor is elected to the unexpired portion of the term. Their terms of office shall overlap so that one is elected each year.
- D. The Chair of the Nominations Committee shall be the Corresponding Secretary. If the Corresponding Secretary is up for re-election, the Recording Secretary will assume the role of Chair of the Nominations Committee.
- E. Qualifications for Office and Committee Membership
 - 1. Any dues paying member in good standing with their NCCOA, satisfying her/ his financial and membership requirements for the NCCOA, may be considered for office by the Nominations Committee and committee membership.

ARTICLE VIII. VOTERS, MEETINGS, QUORUMS

Section 1. Voters

- A. Shall be a member in good standing.
- B. Shall have satisfied her/his financial and membership requirements for the NCCOA.
- C. Shall represent themselves with sense of ethical standard fairly and appropriately.
- D. Online, conference call, or electronic voting is permitted, if the Executive Board approves this method of voting in advance of the meeting.

Section 2. Meetings

A. Annual Meeting

- 1. The Annual Meeting shall be held in the spring of each year and is representative of the first General Meeting of the new season.
- 2. The NCCOA shall receive annual committee reports.
- 3. Elected officials shall be inducted at the end of the Annual Meeting.

B. General Meetings, Executive Committee Meetings

- 1. There shall be a minimum of two (2) General Meetings each calendar year, the time and place

determined by the Executive Board. These Meetings shall include, but not be limited to the Rules Interpretation/Clinic, Judges Training, practical examination, Executive Committee Meeting(s), and the Annual Meeting.

2. The Executive Board shall notify the membership of the General Meetings. The Secretary will send an email to all reps with documents and the meeting agenda prior to each meeting.

3. Meetings may be held by assembly, conference call, email or other means acceptable to the Executive Board.

Section 3. Special Meetings

A Special Meeting shall be called at the discretion of the Executive Board or upon the written request of one-fourth of the membership.

Section 4. Meeting Notification

Notice of the time, place and agendas of all regular meetings, including General and Special Meetings, Executive Board Meetings and Executive Committee meetings, shall be sent by the Corresponding Secretary to the membership as deemed necessary.

Section 5. Presiding Officer, Meeting Procedure, and Quorum

A. The President shall be the Presiding Officer and the Recording Secretary shall keep minutes of all General, Special, and Annual Executive Committee meetings, and Executive Board Meetings.

B. The Recording Secretary shall keep order at all Meetings.

C. The presence of 51% of the NCCOA Membership at General Meetings and Special Meetings shall constitute a quorum.

D. A majority vote of such representatives, where a quorum is present, is necessary to make a decision except where some other number is required by law or these By-Laws. E. The President or one fourth of voting representatives of the Executive Committee may call a Special Meeting of the Executive Committee.

F. A quorum shall consist of 51% of the voting representatives of the Executive Committee. G. The official copy of the Executive Board and Executive Committee minutes shall be maintained by the Recording Secretary, with copies disseminated to all Executive Committee members.

H. Meetings shall be conducted in accordance with the employment of the modified version of Robert's Rules of Order except that a motion to table shall be out of order if the effect would be to cut off discussion of the motion under consideration before a reasonable time has been allowed for discussion.

I. Two-thirds affirmative vote shall be necessary for approval of those motions which would amend the Constitution and/or By-Laws or restrict debate.

J. Voting shall be by silent acquiescence an affirmative “yes” or negative “no” or an “abstain” response unless there is a motion and a second that the vote shall be by secret ballot. Ballots shall be provided and counted by the Secretary and assisted by an Active member present at the Meeting who shall be appointed by the President. Where there is a Meeting called, where the members are in a phone conference meeting, and not in person, voting will be called as a roll call vote with an affirmative “yes” or negative “no” or an “abstain” responses, unless otherwise stipulated.

ARTICLE IX.- HARASSMENT & BULLYING

It is the policy of NCCOA to maintain a safe and supportive learning and educational environment that is free from harassment, intimidation, and/or bullying committed by athletes, Meeting judges, coaches, spectators, administrators against another, and free from discrimination committed by one against another on account of actual or perceived race, color, creed, ethnicity, national origin, citizenship/immigration status, religion, gender, gender identity, gender expression, sexual orientation, disability, or weight. Discrimination, harassment, intimidation and/or bullying is prohibited in meetings/competitions, during said hours, before or after said hours, and on other than school/meeting property when such behavior disrupts or would foreseeably disrupt the learning, educational, or competitive process or endangers or would foreseeably endanger the health, safety, morality, or welfare of the athletic/competition community.

ARTICLE X.- APPEALS PROCEDURE

A. Any misconduct of a member shall be addressed by the NCCOA Executive Board B. Any member may appeal to the NYSCJA Executive Board, in writing, if the member believes the action taken by the Executive Board of the Local Chapter is unfair because of extenuating circumstances.

C. An individual member of the NYSCJA who has been suspended or expelled for just cause may appeal to the Executive Board of the NYSCJA, in writing, if the individual provides written information that she/he believes the action taken is unfair or unwarranted because of extenuating circumstances.

D. The NYSCJA Executive Board shall decide if the information provided by either a Local Chapter or an individual member shall be sufficient to warrant holding a hearing on request for further action.

E. The decision of the Executive Board of the Association by a majority vote shall be final F. Any member Local Charter or individual member of the NYSCJA who submits an appeal to the Executive Board of the NYSCJA will pay a one hundred dollar (\$100.00) filing fee. This fee will be paid at the time the appeal is filed with the NYSCJA Secretary and the NYSCJA Treasurer. The appeal must be a written duplicate, one sent to the Secretary, the second sent to the Treasurer

with the certified check for \$100.00 enclosed.

ARTICLE XI. - EXAMINATION & RENEWAL PROCEDURES Section 1.

State Certification Examinations

- A. NCCOA Members will complete all examinations as required by the NYSCJA to obtain judging certification as both a table and safety official. These requirements will be outlined by the NYSCJA.
- B. It shall be the responsibility of each Local Chapter to establish appropriate standards for establishing and re-certifying each member's level of membership.

Section 2. Local Certification Requirements

- A. NCCOA Members will complete all local certification requirements as outlined by the Education Committee.
- B. Any official who fails to obtain the minimum acceptable score locally will be moved to inactive status for the year, and offered additional training/professional development.

Section 3. Potential New Officials Training Requirements

- A. NCCOA welcomes the addition of new officials and will offer a comprehensive training program to aid in their development.
- B. New Officials Training will be the responsibility of the Education Committee and can include (but is not limited to):
 - a. All general membership training sessions
 - b. Additional classroom-style contact hours
 - c. Mock judging experience - any new official that has no formal cheerleading experience whether coaching or officiating , shall mock judge for a minimum of two competitive seasons prior to satisfying their training requirements to be scheduled to judge.
- C. New Officials will not receive membership privileges until the NCCOA New Officials Training Program has been completed to the satisfaction of the Education Committee.
- D. Potential New Officials or Transfer Officials who demonstrate outstanding competency may be permitted to omit certain New Officials training requirements at the discretion of the Education Committee and only with approval of the Executive Board.

ARTICLE XII. - OFFICIAL'S ATTIRE

- A. All NCCOA officials must dress in appropriate, professional, business attire when officiating in Section XI.

Article XIII. - Amendments

- A. The proposed amendment(s) to be voted on has been proposed in writing by a member of the NCCOA to the Corresponding Secretary and endorsed by a two-thirds vote of the Executive Board, or proposed by a member to the Corresponding Secretary accompanied by a petition signed by two-thirds of the members of the NCCOA endorsing the member's proposal.
- B. A copy of all proposed amendment(s) satisfying the criteria of this document including parliamentary procedure is provided to each member no less than twenty (20) days prior to the meeting in which it will be voted upon.
- C. A mail vote may be substituted for the above procedure allowing each NCCOA Member twenty (20) days' notice to return its vote.