

**Section IV Cheerleading Judges Association
(SIVCJA)
BYLAWS**

Section 1-Membership Requirements

To become a member of the Section IV CJA the applicant shall:

- 1) Must be twenty-one (21) years of age or older by September 30th.
- 2) Meet all of the requirements established by the Executive Board
- 3) Attend all training and clinics as scheduled
- 4) Reside in the territory within the jurisdiction of Section 4 of the NYSPHSAA
 - a. Individuals outside of the Section 4 territory may be considered with $\frac{1}{2}$ majority vote approval from the Executive Board.
- 5) Pass the NFHS spirit, State, or other approved test(s) as decided by the NYSCJA

A. Active Member Requirements

- 1) Must be twenty-one (21) years of age or older by September 30th.
- 2) Attends regularly scheduled meetings. The President will notify non-board members if NYSCJA meetings require attendance.
- 3) Attends rules interpretation meetings (NYSCJA).
- 4) Attend all training sessions.
 - a. Individuals who do not attend scheduled meetings, rules interpretation meetings, and/or training sessions must acknowledge they have received information via e-mail and complete all actions in a timely manner.
- 5) Pays the annual dues by August 1st. A late fee of \$20.00 will be applied if not received by the due date.
- 6) Provides the Secretary with their current personal information (including name, address, phone numbers, and email address), and update this information as changes occur.
- 7) Abides by the dress code as determined by the Section.
- 8) 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 with required meetings and/or training sessions must be submitted in written or electronic form to the President or the Vice President prior to the conflict.

B. Inactive Member Requirements:

In order to maintain good standing and the right to resume active status, a member must:

- 1) Submit a written request to the Secretary for inactive status no later than 30 days prior to the assigning of the cheer season in which he/she is to be inactive.
- 2) Pay their annual dues to the association by August 1st.
 - a. By paying membership dues, inactive members are still considered to be members in good standing and are eligible to vote.

Section 2-Dues

Dues will be paid annually by each member of the Section IV CJA.

- A. The Executive Board will set yearly dues at the first Executive Board meeting of the state fiscal year (April 1-March 31).
 - a. Dependent on the projected operating budget; Executive Board will be exempt from section dues.
- B. Members will be required to pay dues by date provided by the state annually.
- C. A late fee of 20 dollars will be applied if not received by August 1st.
- D. State dues are non-refundable after submission of such dues to NYSCJA.
- E. Local dues are non-refundable.

Section 3-Duties for Officers

- A. The *President* shall preside at all meetings, appoint committees, and supervise the activities of the Board.
- B. The *Vice President* shall:
 - 1) Assume the duties of the President in his/her absence.
 - 2) Coordinate apparel, dress code, name tags and any other supplies required for members.
- C. In the event the President and Vice President are absent, the Secretary shall assume the responsibilities of the President.
- D. The *Secretary* shall:
 - 1) Notify members of meeting dates, training, testing, and clinics.
 - 2) Handle correspondence of the Board.
 - 3) Record minutes of meetings.
 - 4) Keep any and all necessary records each season including but not limited to communications, training logs, membership logs, copies of budgets, Constitution, By-Laws, etc.
- E. The *Treasurer* shall:
 - 1) Shall be responsible for all financial aspects of the Section IV CJA.
 - 2) Shall be responsible for all receipts, disbursement, and safekeeping of funds.
 - 3) Shall provide financial reports annually.
 - 4) Shall work in coordination with the Executive Board to establish each season budget
- F. The *Assignor* shall:
 - 1) Make all judging assignments and reassignments consistent with Section IV Policy and with the Section IV Executive Board guidance.
 - 2) Shall be the contact point between this organization and all schools in Section IV.
 - 3) Maintain and distribute the Section IV Officials Post Season Eligibility List.
 - 4) Receive and distribute NFHS Rule Books to each association member each season
- G. The *Section Rules Interpreter* shall:
 - 1) Attend mandatory training for all local Rules Interpreters annually.
 - 2) Update rules for members throughout the year.
 - 3) Provide NFHS rule interpretations for Section V.

- 4) Serve as a voting member of the Executive Board.

Section 4-Ethics

- A. Officials must not criticize fellow officials, coaches, or cheerleaders; no exceptions. Critical, petty, or malicious talk about a fellow official, coach, or cheerleader is inappropriate and will not be tolerated. Remedial action by the Executive Board may include judging assignment forfeited or suspension. Please note, if remedial action is taken, dues are non-refundable.
- B. Officials may not communicate (face to face, letters, phone calls, e-mails, Facebook, etc.) to any coach, cheerleader, or school official that may reflect adversely on the Executive Board or any of its members. The Assignor is the sole Executive Board Member authorized to communicate with coaches and school representatives regarding staffing a competition. Officials shall not communicate with the athletes, coaches, coaching staff or volunteers during a competition except in matters directly related to the competition such as payment vouchers, judges' meeting room, etc.
- C. A member shall conduct himself/herself in such a manner while executing his/her duties, so as not to be deemed violating a professional code of conduct.
- D. Members shall disclose their affiliations in a manner determined by the Association; the Executive Board shall determine if any conflict of interest exists.
- E. Members of the Section 4 shall not judge any team post-season with whom they have had an affiliation in the last two years. The Executive Board will review affiliations.
*Affiliation may be defined as, and is not limited to: Scholastic Coach, All-Star Coach, Youth Coach, Tumbling Instructor, family members, choreographer, consultant, and/or cheer goods/equipment supplier.
- F. Each Association member has the responsibility to bring forward any unethical conduct or concerns without fear of retaliation. Any perceived or actual retaliation will not be tolerated.

Section 5-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. Attendance at the Post-Season Meeting is mandatory for members in order to remain in good standing within the association.
- C. Executive Board Meetings-There shall be a minimum of four (4) Executive Board Meetings each year.
- D. Special Meetings can be called as required with seven (7) days' notice to the members and can be held either in person or virtually.
- E. Meetings shall be scheduled at least one week in advance. The method of scheduling is at the discretion of the Executive Board (group text, Zoom meeting, in person, etc.)
- F. Should a member be unable to attend any of the meetings, she/he must notify the Secretary prior to the meeting, in writing.

Section 6-Officiating Fees

Judges' fees are subject to negotiation with Section IV and will be reported to the membership when an agreement is reached.

Section 7-Assignments

- A. Assignments within the Section IV territory shall only be made by the Section IV Assignor.
- B. Any member returning an assignment to accept a different assignment without prior approval of the assignor is in violation of the By-Laws of this board and may be suspended.
- C. Assignments canceled or changed by the school will be managed in accordance with the current negotiated agreement.
- D. Members may officiate in other sections, however Section IV events shall take priority.

Section 8-Dress Code

It is imperative that officials present a professional and cohesive image at all competitions. The dress code for all Section IV sanctioned events shall be the officials jackets paid for in the yearly dues. Members are provided a Section 4 Officials jacket at the start of their first season. All members are required to wear their Section IV jacket and name tag at all times during a competition. Members shall pair jacket with black leggings, black dress pants, or dark or black jeans. Reasonable footwear is expected. Exceptions may exist for outdoor competitions in cold temperatures and will be coordinated prior to the competition. Refusal to adhere to the dress code may result in suspension.

Section 9-Requirements for Competition

All officials are required to have the following items at all competitions:

- 1. Name tag
- 2. Paper and writing instrument for scripting
- 3. NFHS Rule Book (paper or electronic app is acceptable)
- 4. An electronic device to record scores (laptop or iPad preferred).
- 5. Panel judges must have one copy of their panel scoresheet and associated progressions for reference during the competition and be able to easily access them on their device
- 6. All officials must arrive a minimum of 45 minutes prior to competition start unless otherwise notified
- 7. Officials will try their best to carpool with other officials in their geographic area.

Section 10-State Representative

The Executive Board will appoint the NYSCJA voting representative Post-Season meeting.

Section 11-Territory

The territory under the jurisdiction of this Executive Board shall comprise that territory within jurisdiction of Section IV of the New York State Public High School Athletic Association.

Section 12-Amendments

The By-laws may be amended by $\frac{1}{2}$ majority vote of all members of the Association present at any regular meeting or special meeting called for the purpose, provided written notice of the the proposed amendment shall have been mailed (or emailed) to all Association members at least thirty (30) days prior to such a meeting. For any amendments that are not just grammatical changes, a meeting must be offered to all members, to explain the rationale behind the proposed amendments and allow for questions/concerns/clarifications from all involved.

This meeting must take place within 10 days of the proposed amendments being sent to membership. Amendments to the By-laws shall become effective upon passage unless otherwise stated in the amendment.

Updated: 7/30/23