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# CONSTITUTION of WISCONSIN ASSOCIATION OF CHEER/POM COACHES, INC.

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## ARTICLE I: NAME

The name of this organization shall be Wisconsin Association of Cheer/Pom Coaches, Inc., hereafter referred to as WACPC.

## ARTICLE II: PURPOSES

The purpose of this organization shall be to:

1. Promote cheer and dance programs throughout the State of Wisconsin.
2. Develop guidelines and recommendations for the improvement of cheer and dance programs.
3. Encourage administrators to hire well-qualified personnel to serve in the capacity as cheer and dance coaches.
4. Provide opportunities for the development of cheer and dance coaching skills.
5. Provide resources for cheer and dance coaches.

## ARTICLE III: MEMBERSHIP

1. Coaching membership is open to all current cheer and dance coaches in the state of Wisconsin. Upon acceptance of this Constitution and associated Bylaws and payment of required dues, applicants will be voting members of WACPC and eligible to hold office.
2. Associate membership is available to any persons who wish to promote the purposes of this organization. Associate members will have voting privileges. Associate members shall receive WACPC correspondence and may attend WACPC activities.
3. Membership shall be July 1 to June 30.

## ARTICLE IV: DUES

The power to levy dues rests solely with the Board of Directors of WACPC.

## ARTICLE V: STATE STRUCTURE

1. The state shall be divided into six geographic districts as follows:

District I – Indianhead	District IV - Metropolitan
District II – Northlands	District V - Capital
District III – Fox River Valley	District VI – Big Rivers

2. The counties in each district are:

District I – Indianhead:	Ashland, Barron, Bayfield, Burnett, Chippewa, Douglas, Dunn, Eau Claire, Iron, Pepin, Pierce, Polk, Price, Rusk, St. Croix, Sawyer, Washburn
District II – Northlands:	Clark, Florence, Forest, Lincoln, Langlade, Marathon, Oneida, Portage, Taylor, Vilas, Wood
District III – Fox River Valley:	Brown, Calumet, Door, Fond du Lac, Green Lake, Kewaunee, Manitowoc, Marinette, Marquette, Menomonee, Oconto, Outagamie, Shawano, Sheboygan, Waupaca, Waushara, Winnebago.
District IV – Metropolitan:	Kenosha, Milwaukee, Ozaukee, Racine, Walworth, Washington, Waukesha
District V – Capital:	Columbia, Dane, Dodge, Green, Jefferson, Rock.
District VI – Big Rivers:	Adams, Buffalo, Crawford, Grant, Iowa, Jackson, Juneau, La Crosse, Lafayette, Monroe, Richland, Sauk, Trempealeau, Vernon.

## **ARTICLE VI: GOVERNMENT STRUCTURE**

### Section A: Officers

1. The officers of WACPC shall consist of president, vice-president, secretary, treasurer, and past president.
2. Terms of Office: The president, vice-president, secretary, and treasurer shall serve two year terms and are eligible to succeed themselves upon completion of their terms. The president shall serve a one-year term as past president upon completion of his or her presidency.
3. Election procedures: Officers shall be elected and take office in accordance with Article VII.

### Section B: District Representatives

1. There shall be two representatives per district, preferably consisting of one individual with cheer and one with dance expertise. Persons serving both shall declare representative position.
2. District representatives shall be elected by the members of their district for a two-year term.
3. One representative from each district will be up for election each year.
4. A representative seeking a second term will be up for re-election at the conclusion of their two-year term.
5. If a district representative is vacated during the representative's term, a new district representative may be appointed by the president to fill the remainder of the term.
6. District representatives are expected to attend all of the scheduled Board of Director's meetings. If attendance drops below 75% at any time during a representative's term, that representative may be removed from the board by executive board decision and the president may appoint a member of the affected district to fill the remainder of that representative's term.

### Section C: Board Member at Large

1. Interested persons must apply in writing to the Vice President of WACPC before the district elections.
2. Executive officers shall review applications and appoint Board Members at Large as deemed necessary with the total number of board members not to exceed 20.
3. The board members at large will serve one-year terms.
4. Executive officers will appoint Board Members at large to committees as needed.
5. Board members at large are expected to attend all of the scheduled Board of Director's meetings. If attendance drops below 75% at any time during the term of the board member at large, the president may appoint a member of the affected district, to fill the remainder of that board member's term.

### Section D: Board of Directors

1. The Board shall consist of five officers, as specified in Article VI, Section A, and the District Representatives as specified in Article VI, Section B.
2. The Board shall have the power to establish standing rules and amend or delete the standing rules as appropriate.
3. The Board shall approve the president's appointments when vacancies occur.
4. The Board shall serve as the nominating committee for elected positions.
5. The Board shall meet a minimum of three times each year.
6. The Board shall conduct at least one general meeting for all members each year.
7. The Board shall create such standing and special committees as needed to meet the needs of the membership.

## **ARTICLE VII: ANNUAL ELECTIONS**

### Section A: Board of Directors-Elections

1. Nominees for a position on the Executive Board must be a current member of the Board of Directors. The Board of Directors will elect the Executive Board officers at the Board of Directors meeting in June, and they shall assume office July 1.
2. Members of the Board of Directors shall be elected during the annual district meetings and shall assume office at the close of the annual meeting.
3. Elections for president and treasurer shall take place in odd numbered years. The positions of vice president and secretary shall take place in even numbered years.

## Section B: Election Procedures

The election committee shall meet at least once a year to:

1. Solicit nominations for all offices with term expiring in the current year prior to the district meetings.
2. Accurate records of individuals elected or appointed to any position on The Board of Directors and the expirations of the terms of each position will be maintained.
3. Elections will be held at district meetings, whereat each voter will receive a ballot and a list of candidates and space allotted for write in votes.

## **ARTICLE VIII: AFFILIATION**

WACPC may be affiliated with organizations deemed appropriate and purposeful as determined by the Board of Directors.

## **ARTICLE IX: INITIAL CONSTITUTION**

The Board of Directors shall adopt the initial constitution of WACPC. Thereafter, the constitution may be amended, articles repealed and/or added by the amendment process defined in Article X.

## **ARTICLE X: AMENDMENTS**

### Section A: Proposal Authority

Amendments to this constitution and/or the associated bylaws must be proposed by a member of WACPC.

### Section B: Submission Procedures

Proposed amendments to this constitution and/or associated bylaws must be submitted, in writing, at any time to the president but not later than the Board of Director's meeting preceding the annual meeting.

### Section C: Board of Directors Action

1. Proposed constitutional and/or bylaws amendments must be approved by a simple majority vote of the Board of Directors. Proposed amendments, approved by the Board of Directors will be available to the members at or before the annual meeting each year.
2. Amendments submitted in accordance with this article must be considered by the Board of Directors, and voted on prior to the next annual meeting.

### Section D: Adoption of Constitution

1. Constitutional amendments shall be voted on at the annual meeting.
2. Amendments to the constitution may be amended prior to a vote on their acceptance by any member of WACPC, so long as the amendment does not change the intended spirit of the original constitution. Any amendments made to the constitutional amendment must be approved in accordance with the parliamentary authority of WACPC.
3. Proposed constitutional amendments shall be effective immediately upon receiving a 2/3 vote .

### Section E: Adoption of Bylaws

1. Bylaws shall be voted on at the annual meeting.
2. Amendments to the bylaws may be amended prior to a vote on their acceptance by any member of WACPC, so long as the amendment does not change the intended bylaws. Any amendments made to the bylaw amendment must be approved in accordance with the parliamentary authority of WACPC.
3. Proposed amendments to the bylaws shall be effective immediately upon receiving a simple majority vote.

**ARTICLE XI: FINANCES**

No part of WACPC's net earnings shall be distributed to its members, District Representative, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered.

**ARTICLE XII: PARLIMENTARY AUTHORITY**

Members will learn and use parliamentary procedure at all board meetings.

In those matters not otherwise provided for by this constitution, the latest edition of *Robert's Rule of Order, Newly Reivsed* shall govern the WACPC.

**ARTICLE XIII: WACPC BUSINESS OFFICE**

The principal office of the WACPC shall reside at the mailing address approved by the Board of Directors for the current fiscal year. It shall be adopted at the first meeting of the Board of Directors after the new fiscal year and published accordingly.

**ARTICLE XIV: DISSOLUTION**

Upon dissolution of the WACPC, the Board of Directors shall, after paying or making provisions for the payment of all of the assets of the WACPC in such a manner, or to such organization or organizations organized to and operate exclusively for charitable or educational, shall at the time qualify as exempt organization or organizations under section 501 (c)(3) of the Internal Revenue code of 1954 (or corresponding provision of any future United States Internal Revenue Law).

This constitution was signed in duplicate on this \_\_\_\_\_ day of \_\_\_\_\_, 2009, by the undersigned officers of the Wisconsin Association of Cheer/Pom Coaches, Inc., following the approval of the amendments to this constitution by the members of the WACPC.

President \_\_\_\_\_ Amy Highley

Vice President \_\_\_\_\_ Cydnee Totzke

Secretary \_\_\_\_\_ Julie Kerkman

Treasurer \_\_\_\_\_ Cori Zietlow Roberts

# BYLAWS of WISCONSIN ASSOCIATION OF CHEER/POM COACHES, INC.

## ARTICLE I: DUTIES OF THE EXECUTIVE BOARD OFFICERS

### A. The President:

1. Shall preside at all functions of the organization
2. Shall serve as the chairperson of the executive board
3. Shall call special meetings as needed
4. Shall appoint persons to fill unexpired terms of offices
5. Shall assume the office of the past president at the close of his/her presidency for one year
6. Shall appoint board members at large as deemed necessary, and
7. Shall be chairperson of the Competition Branch.

### B. The Vice-President:

1. Shall attend all WACPC events
2. Shall assume responsibilities of current president in his/her absence
3. Shall be responsible for annual elections, and
4. Shall be chairperson of the Communication Branch.

### C. The Secretary:

1. Shall attend all WACPC events
2. Shall be responsible for the minutes of board meetings, with chair people supplying committee meeting minutes
3. Shall record the roll call at all Board of Directors meeting
4. Notify the President of any members of the Board of Directors that are not in compliance with the meeting attendance policies outlined in WACPC's constitution, and
5. Shall be chairperson of the Education Branch.

### D. The Treasurer

1. Shall attend all WACPC events
2. Shall manage all moneys of the organization
3. Shall issue a financial statement at each meeting
4. Shall maintain appropriate records of all monetary transactions including but not limited to financial reports of committees
5. Shall complete all necessary federal and state filings, and
6. Shall be chairperson of the Recognition Branch.

## **ARTICLE II: FINANCES**

### Section A: Membership Dues

Each member shall pay annual membership dues.

### Section B: Conference and Meeting Fees

1. The Board of Directors or designee shall determine fees for activities.
2. If a board member is chosen by the Board of Directors to attend a conference the board will only pay for one conference per board member per year.
3. The Board of Directors may send (two to three) one or two board members to National Federation Rule Interpretation at the expense of WACPC. This is not included as a conference for that member.

### Section C: Scholarships

Scholarships will be given to coaches' cheerleader/dance participants when sufficient funds are available in the WACPC account.

### Section D: Financial Review

The WACPC budget and financial affairs will have a biannual review and the results will be reported at the annual meeting.

## **ARTICLE III: AMENDMENTS**

Amendments to these bylaws shall be made according to the provisions of Article X, Section E of the WACPC Constitution.