



CONSTITUTION AND BYLAWS OF THE CLERMONT NORTHEASTERN ATHLETIC ASSOCIATION CHEERLEADING

ARTICLE I - NAME

Clermont Northeastern Athletic Association Cheerleading will be the name of the Corporation and will be referred to as C.N.E.A.A Cheerleading.

ARTICLE II - District

The area comprising the district of the C.N.E.A.A. Cheerleading will be the same as that of the Clermont Northeastern School District.

ARTICLE III - Purpose

C.N.E.A.A. is a non-profit corporation and shall operate exclusively for educational and charitable purposes within the meaning of Section 501(c)3 of the Internal Revenue Code, or the corresponding section of any future tax code.

The purpose of C.N.E.A.A. Cheerleading is to promote organized youth cheerleading activities for all youth in the district and occasionally outside of the district by sponsoring or organizing and/or supervising youth cheerleading events within the district. By furnishing as much equipment, facilities, and adult supervision and/or coaches, managers, etc. as possible and/or needed and occasionally to do other things in the interest of the community as a whole or to endeavor to promote membership in the C.N.E.A.A. Cheerleading.

ARTICLE IV - Meetings

The monthly meetings of the cheerleading board will be held on the fourth Wednesday of the month at 7:00 pm in the off season at the middle school cafeteria, except for the months of May, June, July, August, and September. These meetings will be held at 8:00 pm at the C.N.E.A.A. Sports Complex Pavilion.

Special Meetings and Executive Committee meetings of the C.N.E.A.A Cheerleading board may be called, provided that they are announced at the monthly meeting prior to the special meeting or if all members are notified at least one day in advance. At least three (3) Board Members must be present to conduct any official meetings.

Nominations of new officers will take place at the November meeting, elections of officer will be held at the December meeting and the transfer of officers will take place at the January meeting.



ARTICLE IV - Meetings

Eligibility of voters and officers:

1. At the October meeting, the C.N.E.A.A. Cheerleading Board President will ask the Secretary to review the past years attendance sheets for all C.N.E.A.A. Cheerleading board meetings. The Secretary will compile a list of eligible voters along with November attendance when available.
2. At the November meeting, the President will ask for nominations for all positions. (See Article VII for board member eligibility requirements).
3. After the November meeting, only members who have attended three (3) C.N.E.A.A. Cheerleading board meetings in the past calendar year, from January through November will be eligible to vote. The election will be held at the December Meeting.

ARTICLE V- Meetings

The Board of Officers will consist of five (5) members elected by the general membership at the December meeting.

The Board of Officers will have the general supervision of the affairs of the C.N.E.A.A. Cheerleading and make emergency decisions in the best interest of the C.N.E.A.A. Cheerleading that from time to time become necessary. They each will have such power and authority as may be conferred from time to time by the Board of Officers or by the membership.

ARTICLE VI - Board of Officers

All members of the C.N.E.A.A. Cheerleading board are to attend all meetings. A board member should not miss more than two (2) meetings without a valid emergency. All members are required to obtain a background check. If you are found to have any violations that consist of any criminal acts, including drug offenses, alcohol related offenses and/or for any type of abuse you will be ineligible to be a member of the board.

ARTICLE VII - Membership

Membership is open to any person, 18 years or older who is interested in promoting youth athletics. However, any person who is not a resident or land owner within the district, must apply for membership and be accepted by the Board. Once accepted they will become eligible to become a member.

Members have the responsibility of electing Officers and serving the corporation as committee members and serve as Board Members when called upon.

Eligibility requirements for election and service of an Officer are as follows:



1. Nominees must be members of the C.N.E.A.A. For one (1) full season or is a charter member and must have attained voting rights.
2. Nominees must have attended at least three (3) meetings during the calendar year.

ARTICLE VIII - Impeachment / Filling Vacancies of Board

Any elected officer of C.N.E.A.A. found to be guilty of an illegal/criminal or unethical act inside or outside of the organization or said to be negligent of duties to his/her elected position C.N.E.A.A. May be impeached from their position. This action may be set forth by a motion and second from the floor to convene a special Executive Board meeting by any member in good standing during any regular monthly meeting of the C.N.E.A.A. Cheerleading board.

AT the special Executive Board Meeting, solely for the purpose of impeachment proceedings, facts will be presented, both pro and con and a two-thirds majority vote will be required to impeach said officer.

If the said officer impeached or if an officer is unable to fulfill the duties of their positions, his/her duties will be assumed by the current President of the C.N.E.A.A. Cheerleading Board for the next two regular monthly meetings of the C.N.E.A.A. Cheerleading board. Should the impeached officer or vacant officer position be the current President, the Vice President will assume all Presidential obligations for the remainder of the unexpired term. Exceptions to officer eligibility may be granted at the discretion of the board members.

During the first regular monthly meeting, nominations will be taken for the vacated position for the remainder of the year. During the second regular meeting, an election will be held for the purpose of filling the position. Only the current board members are permitted to vote in this election.

In the event a board member is removed (impeached) they are not eligible to hold a board or coaching position per discretion of the board.

ARTICLE IX - Duties and Limitations of Officers

A. President - The President will:

1. Preside at all meetings of the general membership and all meetings of the C.N.E.A.A. Cheerleading board.
2. Open all meetings by taking Chair and calling members to order.
3. Announce the business that is to be discussed and the order of which it is to be acted upon.
4. Recognize or give the floor to members that are wishing to speak to the assembly.
5. State all motions or questions which are raised during the course of the meetings. Open the floor for discussion, place matter to a vote and announce the results of the vote.
6. Refrain from voting on any matter, unless the assembly has a reached a tie vote. Once a tie vote has been established, the President either should table the motion for another meeting or to break the tie with his/her vote.
7. Refuse to allow any frivolous, dilatory or inflammatory motions that annoy or disrupt the assembly.
8. Be responsible for all typing and mailing of C.N.E.A.A. Cheerleading correspondence.



9. Refrain members engaged in a heated debate.
 10. Give his/her complete attention to any member who has the floor for 3 minutes.
 11. Make appointments as authorized by the Bylaws.
- B. Vice President - the Vice President will:
1. Chair the meeting if and when a motion is made in reference to the President and his/her performance of duties.
 2. Assume the duties of the President during his/her absence from a meeting or if unable to perform those duties. In the case where the President has been removed by the Officers, has resigned or deceased, the Vice President will become the President for the remainder of the unexpired term.
 3. Be willing to assume the responsibility of the President, when needed.
 4. Maintain and be responsible for all equipment.
- C. Secretary - The Secretary will:
1. Be the custodian of the records of the corporation, meeting minutes and correspondence.
 2. Record the minutes of all meetings of the general membership and the Board of Officers, reducing the verbal into a concise written report of the facts such as affirmative and negative results.
 3. Read the minutes of the prior general membership meeting or provide a typewritten copy of those minutes to the attending members of the present meeting of the general membership.
 4. Record all amendments to the Articles of Incorporation, Bylaws, and rules of order.
 5. Maintain a record and make available upon request all correspondence pertaining to C.N.E.A.A. Cheerleading.
 6. Obtain a roll call of the members present at any and all meetings
 7. Maintain a record and make available upon request all correspondence pertaining to C.N.E.A.A. Cheerleading business.
- D. Treasurer - The Treasurer will:
1. Maintain adequate records so that income and expenditures may be categorized and thereby reports made relative to C.N.E.A.A. Cheerleading and each squad.
 2. Provide written and verbal reports at each regularly scheduled meeting and be prepared to report verbally at any special events.
 3. Be willing to accept the responsibility for handling money, be skilled in basic book keeping procedures and a person worthy of trust.
 4. The Treasurer will deliver to the C.N.E.A.A. Treasurer all records of accounts receivable as well as accounts payable, prior to the C.N.E.A.A. Monthly meeting.
 5. The Treasurer will be responsible for handling any and all money that is received and paid out of C.N.E.A.A. Cheerleading account.
 6. When requesting a check for more than \$200 the Treasurer must obtain written consent from the President of Cheerleading.



- E. League Representative / Trustee - The League Representative / Trustee will:
1. Attend all CCYFL meetings and CCYFL Cheer Meetings and report any and all information at the monthly C.N.E.A.A. Cheerleading meeting.
 2. Attend any Executive Committee meetings and represent the cheerleading board.
 3. Will handle all disputes and/or parent complaints then bring complaints and possible solution to the next board meeting.
 4. Coordinates the schedule and logistics of coaching certificates programs and all necessary documentation as required by CCYFL and C.N.E.A.A. Cheerleading for all coaching staff.
 5. Responsible for all documentation for all participants and retention of documentation according to CCYFL rules.
 6. Is responsible for public relations within the organization including ongoing communication with Team Representatives.

ARTICLE X - Financial Matters

No cheerleading squad is to have a bank account or any cash on hand separate from C.N.E.A.A.

In accordance with C.N.E.A.A. Bylaws, Cheerleading will not accept any players and/or coaches that have unpaid balances with any C.N.E.A.A. Sport.

ARTICLE XI - Coaches

Coaches are to use discretion in all heat and weather related conditions.

All coaches are required to have BCI background check with letter on file with Cheerleading League Rep.

All coaches are required to have weekly practices and announce them to their respective squads with ample notice.

If more than one (1) candidate wishes to coach the same squad, the coach will be determined by the Board of Officers based on experience, performance, etc.

All coaches must attend meeting of the C.N.E.A.A. Cheerleading so each squad has a representative at each meeting.

All coaches are responsible for selecting their squad's fundraisers once approved by the Board of Officers.

All coaches are responsible for their squad's attendance to all league games.

No coach will be permitted to miss more than two (2) consecutive games (special conditions may be reviewed by the Board).



Attendance to the Exhibition is mandatory.

Attendance to any competition that is sponsored by CNE is Mandatory.

All coaches must be NAYS certified and have completed the Heads Up/NAYS concussion training with completed certificate on file with the League Rep.

Any coach previously removed by the cheer board will not be eligible to hold a board or coaching position per the board discretion.

ARTICLE XII - Squads

Squads will be based on the cheerleader's age by August 1st.

The 5 and 6 year olds will cheer for the 5 and 6 year old football team.

The 7 year olds will cheer for the 7 year old football team.

The 8 year olds will cheer for the 8 year old football team.

The 9 year olds will cheer for the 9 year old football team.

The 10 year olds will cheer for the 10 year old football team.

The 11 and 12 year olds will cheer for the 11 and 12 year old football team.

It is the goal of CNEAA Youth Cheerleading to field a squad for each football team therefore there will be no decisions made regarding the combining of squads until football teams are finalized.

As long as there are 5 participants at an age group they will constitute a squad as long as there is a football team at that age.

Cheerleaders can move up one age division but they cannot move down an age division with Board approval.

Previously enrolled cheerleaders who were allowed to "cheer up" will be grandfathered to maintain the existing squad.

New requests to "cheer up " will be considered once registration is complete. All requests to "cheer up" will be at the discretion of the board and will be honored only if they do not harm a squad or give another squad an unequal advantage.

Practices for cheerleading will begin in conjunction with football camp as outlined by the league.

A parent or guardian of each cheerleader must be present at all practices, games and competitions. If a parent cannot be present, it is the parents' responsibility to appoint an adult to be in charge of their child and this adult may not be the coach.



ARTICLE XIII - Uniforms and Equipment

The ordering of the uniforms will be the responsibility of the President and Vice President.

Uniforms are to be used consecutive years as long as they are available per board discretion.

Uniforms are to be consistent on all squads.

Uniforms are to be paid in full prior to being ordered.

ARTICLE XIV - Guidelines for Complaint Process

1. Go to the coach to express your concern.
2. If the coach did not settle the matter, go to the Cheerleading League Representative
3. The League Representative will take the matter before the Cheerleading Board.
4. If the parent feels like it hasn't been handled to their satisfaction, they will need to attend the monthly C.N.E.A.A. Cheerleading meeting.
5. If the parent still does not feel the matter has been handled properly. The Cheerleading President will request representation from the C.N.E.A.A. Executive Board attend the next monthly cheerleading meeting or monthly C.N.E.A.A. Meeting, whichever will take place first.
6. Any decision from the C.N.E.A.A. Member may request an Executive Board decision from the C.N.E.A.A. Executive Board regarding matters that have escalated to this level.
7. All members must exercise a 24 hour cool down period before contacting any coach or board member or posting on social media.

ARTICLE XV - By Law Changes

All bylaw changes will take affect the calendar year after they are approved.

All changes made to the bylaws will be in place for a period of 2 years before they can be changed again.