

COMPETITIVE CHEER OFFICIALS OF ILLINOIS

Presented: April 2018
Ratified: April 24, 2018

CONSTITUTION AND BY-LAWS

Article I – Competitive Cheer Officials of Illinois

This organization shall be known as the **Competitive Cheer Officials of Illinois**. In this Constitution the organization is referred to as the **Association**. The approved abbreviation of the Association is **CCOI**.

Article II – Mission

The Competitive Cheer Officials of Illinois is an association created to provide education and support to all Competitive Cheerleading officials in the state of Illinois.

Our primary goal is to educate, develop, and maintain excellence in cheerleading officiating by providing in-depth training through our mentoring program, observers program, as well as live and online trainings.

CCOI works in cooperation with the **Illinois High School Association (IHSA)** and their mission to govern the equitable participation in interscholastic athletics and activities that enrich the educational experience for student athletes, by providing cheerleading officials with clarification regarding rules and procedures for all IHSA sanctioned competitive cheerleading events.

Article III - Board of Directors

Section 1

Overall management of the Association shall be vested in a Board of Directors. The Board of Directors will consist of a president, vice president, secretary, treasurer, and 4 regional representatives. Regions will be determined by the geographic location of the membership each year.

Section 2

Only the elected members are permitted to vote on the business that comes before the Board of Directors.

Section 3

The Board of Directors shall meet a minimum of three times annually. Two such meetings shall take place as a pre-season and a post season meeting in accordance to the Illinois High School Association standard season calendar.

Section 4

Board of Directors shall be elected by the membership prior to the pre-season meeting.

Section 5

Board of Directors terms shall begin with their election and conclude at the following year's pre-season meeting. The outgoing board will assist the incoming board in running the pre-season meeting.

Section 6

In the event that the office of the President of the Board of Directors is vacated during the term of office, the Vice-President shall succeed to the office of President. If any other vacancy occurs during the term of any office of the Board of Directors, a current member of the Board of Directors shall be elected to that office at the next scheduled meeting or at a special meeting called for that purpose.

Section 7

A majority of the eligible members of the Board of Directors shall constitute a Quorum for the transaction of business of the Association.

Section 8

The responsibilities and duties of the Board of Directors shall be established each year, unless otherwise addressed in the constitution.

Section 9

The Board of Directors is authorized to:

- A. Authorize the collection and expenditure of Association funds.
- B. The Board shall declare initiation fees and annual dues.
- C. Make affiliations and working agreements with other organizations of a kindred nature and purpose that, in its judgment, it may deem fit for the good and welfare of the Association.
- D. The Treasurer of the Board of Directors shall ensure that the Association maintains a valid Tax identification number with the State of Illinois.
- E. In the event of any question arising on any matter not specifically covered by this Constitution and By-Laws, the Board of Directors shall determine an appropriate action.

Article IV - Election of Officers**Section 1**

Only persons who are members may appear on the ballot.

Section 2

No person shall be on the ballot for more than one executive office. A member may appear on the ballot for an executive board position and a representative position at the same time.

Section 3

The Board of Directors shall be elected by the membership. Each active member shall be entitled to vote.

Section 4

Members are not permitted to cast multiple votes.

Article V – Membership

Section 1

Association Members must meet the following general requirements:

- A. Complete the membership form.
- B. Pay annual dues to the Association
- C. Licensed with the Illinois High School Association as a competitive cheerleading official.
- D. Agree to abide by this Constitution and By-Laws and the Illinois High School Association code of conduct/ethics.

Section 2

Association Members are defined as Independent Contractors. Members shall not be considered as employees of the Association.

Section 3

The Association shall not be responsible for employment tax withholding, unemployment insurance, social security taxes, workers' compensation or similar employee-like benefits.

Article VI - Initiation Fees and Dues

Section 1

The Board of Directors shall approve the initiation fees/annual dues. The Board of Directors will determine a deadline for dues to be paid at the pre-season meeting.

Section 2

Members will not benefit from training/mailings unless dues have been paid by the specified date.

Article VII - Resignation/Suspension/Termination of Members

Section 1

Resignation of Association membership shall be made in writing to the Secretary.

Section 2

Suspension may result from any of the following events:

- A. Non-payment of dues.
- B. Failure to fulfill the membership requirements.
- C. Conduct unbecoming an Association member.

Section 3

Termination is defined as final separation from the Association.

Article VIII - Order of Business

Section 1

The order of business will be determined by the President and submitted to the Board of Directors for approval prior to each meeting.

Section 2

All active members are invited to participate in association meetings.

Section 3

Meetings shall be held on dates designated by the Board of Directors. Meetings can be held in person and/or as a conference telephone call. The Board of Directors will arrange a teleconference service to facilitate the conference call and will circulate the information necessary to join the conference call to the entire membership prior to the meeting via email. In the event that any members are hearing impaired, the Board of Directors will make necessary arrangements for participation in the meeting. Members must state their name prior to speaking on the call.

Section 4

Special meetings may be called at any time upon request of the President, or on the written request of twenty percent of the members. The request must state the purpose of the special meeting. The President, or designee, shall email a notice, stating the purpose of the special meeting, to the Board of Directors and/or the membership at least seven (7) days before the date of the meeting.

Article IX – Committees

Section 1

Special or temporary committees may be created at any time for any authorized purpose. These committees may be created by the Board of Directors.

Section 2

All expenses incurred by a committee shall be itemized and presented the Board of Directors. Before payment, the itemized bill shall be reviewed and approved by the Board of Directors.

Article XI - Representatives or Delegates

Section 1

In the event that the Association sends a representative or a delegation to any meeting, conference or convention, where the expenses of the trip are to be borne by the Association, the representative or delegation shall be appointed by the Board of Directors.

Section 2

The representative or delegation must provide the Board, upon their return, with an itemized statement of their expenses.

Article XII - Amendment Adoption Procedures

Section 1

Proposed amendments to the Association Constitution and By-Laws must be submitted in writing to the Board of Directors at the post season meeting. After discussion, the Board of Directors will vote whether or not to consider the proposed amendment. A simple majority is needed to consider a proposed amendment.

Section 2

A copy of the proposed amendment that was voted to be considered must be sent to all active members in good standing. A copy of the existing constitution must also be included in this mailing. All members will have until the pre-season meeting to discuss the proposed amendment. Members should voice discussion items regarding the proposed amendment to the Board of Director. The proposed amendment will be discussed and voted on by the Board of Directors at the pre-season meeting.

Section 3

The proposed amendment will be adopted if it is approved by a two-thirds vote of the Board of Directors. If a board member is absent from this meeting, he or she may choose to submit their vote in writing. Adopted Amendments to the Constitution become part of the Constitution and take effect at the conclusion of this meeting.

Article XII - Adoption Procedures

Section 1

This Constitution shall take effect immediately upon ratification.

Section 2

Prior to the ratification, copies of the Constitution shall be made available to all members. Ratification will require two-thirds vote of the active membership.

Article XIII - Observer Program

Section 1

The CCOI shall design and implement an Officials Observer program. Observers shall be appointed using Certified Level Association members that have worked at the IHSA State Tournament Series level. Observers must be in good standing with both the Competitive Cheerleading Officials of Illinois and the IHSA as either active or inactive officials.

Section 2

The observer shall attend a contest that the official to be observed has been assigned to officiate. The observer shall record their observations on an Officials Evaluation form. The completed Officials Evaluation forms shall be shared with the official(s) being observed. A copy of each completed Officials Evaluation form shall be retained by the Association.

Section 3

It is recommended that each first-year member of the Association, regardless of level, be observed within one year of becoming an Association member. Following that, it is recommended that all Association Registered level officials be observed once every three (3) years. It is recommended that all Association Recognized and Certified level officials be observed once every five (5) years.

Section 4

Observers shall be an official at the contest in which they are observing.

ARTICLE XIV- Education and Training Program

Section 1

The Association will provide a training program for novice and veteran officials. Training may include, but not limited to, conference calls, video scoring, shadowing or "live" scoring during a contest.

Section 2

Officials wishing to participate must request a placement at the designated event by the event deadline. "Live" scoring opportunities will be filled on a first come first served basis.

Section 3

In the event that an official is overseeing a "live" scoring training, the Association will be responsible for compensation of the mentor/trainer. The training official will be compensated at a rate equal to that of the paid scoring official for the time of the training. Compensation will be determined by the hourly rate at that contest.

ARTICLE XV- Mentoring Program

Section 1

The CCOI will provide a mentoring program for new officials.

Section 2

The Association will send out information to all licensed IHSA cheer officials. Participants must be CCOI members in order to participate.

Section 3

The Association will ask veteran members to participate as mentors and will match up mentees and mentors based on geographic location as well as expertise. Mentors must not hold a leadership position in another association. Mentees must not be a current coach.

Section 4

Mentors/Mentees are non-paid positions.