

Powhatan Youth Athletic Association (PYAA)

Cheerleading By-Laws

Article 1: Mission Statement:

To organize the orderly conduct and participation of cheerleading in the Powhatan Youth Athletic Association Cheerleading (PYAA Cheerleading), by teaching basic and advanced cheerleading techniques, teamwork, commitment, sportsmanship and the love of cheerleading.

Article 2: Purpose:

This document is intended to provide a set of by-laws which the PYAA Cheerleading cheerleaders, parents, volunteers, and coaches must abide by in order to participate.

Article 3: Scope:

This document will be limited to definitions of league management and operation listed here in.

Article 4: Membership:

- Any person of good moral character having a good standing in the community, at least Eighteen (18) years of age interested in the purpose of PYAA Cheerleading shall be eligible for membership.
- The Cheerleading Board shall set membership annual fee, if any.
- The individual shall accept all rules and regulations of PYAA Cheerleading in force at the time by vote of its active members.
- All members of PYAA Cheerleading shall be eligible to vote at any **general** meeting of PYAA Cheerleading, **provided the member has attended two PYAA Cheerleading sponsored meetings in the preceding twelve months.**
- Membership year shall begin **December 1** and end on the final day of **November**, twelve months.

Article 5: Nominations, Elections and Term of Office of the PYAA Cheerleading Board of Directors and Officers:

- At least three months prior to the annual meeting of the membership of PYAA Cheerleading, the Co-Commissioners shall appoint a nominating committee consisting of three members, to be appointed from the membership. This committee shall submit a slate of candidates for Co-Commissioners, Tribe Director, Warrior Director, Secretary, and Treasurer for the ensuing year at the annual meeting. Additionally, any member may nominate themselves by notifying the Commissioner in writing at least fourteen days prior to the annual meeting. Subsequently, the Commissioner must notify all nominees for any position of the candidate slate. At this meeting, no nominations from the floor will be accepted unless no candidates have been previously identified for the specified office. The officers so elected shall take office at this time.
- Should a vacancy occur on the Board of Directors or in any office during the year, it shall be the duty of the Board of Directors to fill the vacancy by the next monthly Board of Directors meeting. Any office vacated during the year shall be subject to an election at the end of the year regardless of the length of the remaining term.
- The election of officers to fill a vacancy shall be by ballot, a majority vote of the Board of Directors voting being necessary for election, no absentee ballots being allowed. Should there be only one candidate for any office the Secretary shall be instructed to cast the unanimous ballot.
- **Members of the Board shall be appointed for a term of two (2) years as Commissioner and one (1) year for officers, and may succeed themselves in office. Each Officer shall serve until election of his/her successor in office, unless such Officer be removed from office or resign effective forthwith. Members shall begin office December 1 and end on the final day of November, twelve months. PYAA Cheerleading will notify Board of Directors of their selections by the Board of Director's meeting on the first Monday in December.**
- **The PYAA Cheerleading Commissioner(s) will be elected in even years.**

Article 6: Cheerleading Management Methodology:

PYAA Cheerleading shall be operated in accordance with the PYAA Cheerleading Bylaws, Rules of Operation, and Code of Conduct as well as the Powhatan Youth Athletic Association (PYAA) Constitution and Bylaws. In the event of a conflict in any bylaw, rule or code of conduct provision, the PYAA Constitution and Bylaws shall rule. The Board

of Directors shall be comprised of all of the officers and directors of PYAA Cheerleading. The PYAA Cheerleading program will be managed by the officers of PYAA Cheerleading, overseen by the PYAA Cheerleading Board of Directors.

Article 7: Duties of the Board of Directors:

- In addition to the powers and duties of the Board of Directors imposed by the law, of the Board of Directors shall have a general supervision of the policy with respect to PYAA Cheerleading. It shall be a further duty of the Board of Directors to investigate and hear violations of the by-laws, Code of Conduct and rules of operation of PYAA Cheerleading. The Board of Directors shall make such rules of operation as may be necessary to carry out the by-laws.
- Each member of the Board of Directors shall not miss more than three- (3) regular Board of Directors meetings in one year except for business, sickness or death in the family or they shall be replaced.
- A quorum at any meeting shall consist of a majority of the entire membership of the Board of Directors.

Article 8: Duties of the Officers:

Commissioner or Co-Commissioner:

- The Commissioner(s) of Cheerleading shall oversee all internal activity and provide leadership. Responsibilities will be to document season plan, activities, produce forms, programs, rosters, chair meetings, and provide all communications from the league.
- The Commissioner(s) shall preside over all meetings and call the meetings to order.
- He/She/They can, whenever an officer needs to be replaced or in the event of an action not covered by the By-Laws, call a meeting of the Board of Directors and present the case for a vote. He/she shall cast the deciding vote in the event of a tie or he may waive the right to do so.
- The Commissioner(s) shall create committees and appoint members to committees, which may include budgets, finance, fundraising, trophies, pictures, etc. as required.
- The Commissioner(s) is an ex officio member of all committees.
- He/she shall appoint two Executive Committee members as the designated voting representatives to represent PYAA Cheerleading at all meetings of affiliated associations or organizations. He/She shall also act as or appoint an Executive Committee member as liaison with CCL to handle all necessary communications and paperwork.

Tribe and Warrior Director:

The Tribe and Warrior Director shall act in the absence of the Commissioner(s) and provide administration and leadership in any activity for the Cheerleading squads. As the coach liaison, she will bring all issues, comments, and suggestions from cheerleading coaches to the Commissioner(s) for review and discussion. He/She shall be in charge of Tribe and Warrior Cheer Squad schedules, organizing Cheer Squads, rule on matters pertaining to Cheer Squads and cheerleader's assignments, and Cheer Squad disbandment or mergers. He/She shall be able to request the assistance of other registered members as may be necessary to assist in these responsibilities. He/She shall be in charge of all league Coaches, Assistant Coaches and/ or Cheer Representatives. He/She shall collaboratively with other Directors as may be required by the Commissioner(s) and/or with a designated committee as appointed by the Commissioner(s).

Secretary/ Registrar:

The Secretary shall keep written notes of meetings, transactions, and records. The Secretary shall also be responsible for keeping a record of attendance at each meeting, and preparing a list of all members who have preserved their voting rights at the annual meeting.

Treasurer:

The Treasurer shall account to the League for all income and expenses of the League. The Treasurer shall be responsible for preparing and submitting a yearly budget to the Board of Directors at the annual budget meeting. In addition, the Treasurer shall prepare an annual detailed finance report/balance sheet which shall be presented to the PYAA Executive Board in December each year.

Article 9: Meetings:

- Meetings of the Board of Directors of PYAA Cheerleading shall hold at least six Board of Director meetings and four general meetings of PYAA Cheerleading on an annual basis. The annual meeting of the membership will be held the **third Monday** of November.
- An annual budget meeting will be held by the Executive Board of PYAA on the third Monday of **December**. At that budget meeting, the representatives of PYAA Cheerleading will submit their annual budget for review to the PYAA Executive Board.

- The quorum for all membership meetings of the Corporation shall consist of 2/3 of the Board of Directors to transact business.
- The Board of Directors shall meet on the **first Monday of each month**. The purpose of the monthly meetings shall be to conduct any business of PYAA Cheerleading.

Article 10: Penalties and Dismissal:

- Violations of any articles of by-laws, Code of Conduct or the Rules of the Operation as may be set up shall be investigated and heard by the Board of Directors.
- Dismissal of members shall be done by a secret ballot by the Board of Directors. A two-thirds (2/3)-majority vote of the Board of Directors present shall be necessary to dismiss a member.
- A member subject to dismissal may request any other member other than members of the Board of Directors to act as their counsel in the hearing before the Board of Directors.
- Any member who has been dismissed may not be reinstated except through regular application as for a new member. Such re-application shall not be accepted for a period of (1) year. (First Offense). Second Offense permanent dismissal. This does not effect the child's participation. If the member is a coach, he/she will be removed from coaching for three years.

Article 11: Amendments:

- A motion to amend, alter or repeal these by-laws must be submitted in writing.
- No amendments, alteration or repeal shall become effective unless by two-thirds (2/3) vote of the **voting** membership present.

Article 12: Parliamentary Authority:

- Robert's Rules of Order shall govern PYAA Cheerleading in all cases.

PYAA Cheerleading Rules of Operation

Article I: Certification of Cheerleaders

Article II: Coaches' Requirements and Responsibilities

Article III: Formation of Cheer Squads

Article IV: Disciplinary Actions/ Investigations

Article V: Codes of Conduct for Cheerleaders, Parents, and Coaches

Article I: Certification of Cheerleaders

- A. A cheerleader ages 5 – 14 years old on or before December 31st of the current year will be eligible to cheer for the league.
- B. There are two unequivocal definitions of an ineligible cheerleader, from which there are no appeals: (1) Overage or underage. (2) Falsification of any documents.
- C. Before a cheerleader is placed on a cheer squad, the League must have all paperwork (physical and signed waiver, provided by the League) and all fees must be paid.

Article II: Coaches requirements and Responsibilities

- A. All final decisions on coaches will be made and determined by the PYAA Cheerleading board through a voting election.
- B. A team's coaching staff is in complete charge of the team whenever it is together on the practice or playing field, or together for any team function, such as a banquet. The coaching staff is under the direction of the Head Coach; other coaches are called Assistant Coaches. The following applies to all coaches:
- C. A squad shall have one Head Coach and no more than two Assistant Coaches. A squad may have as many helps as they feel necessary.
- D. A Head Coach and first assistant must be at least 21 years of age. A registered adult representative (21 years or older) must be present for practices, games and functions.
- E. All Coaches must have a current Chesterfield Cheer League (CCL) Card for Cheerleading. Cards will be checked at the first game of the season. Coaches can obtain their card at <http://www.chesterfield.gov>.
- F. All coaches must be available for additional duties, in support of the league during the season. Additional duties will include, but are not limited to: game day set-up, camp, league fundraisers, concessions, equipment issue, clean up and other league events passed down from the committee.

Article III: Formation of Squads

- A. All cheer squads will be put together by the cheerleading committee. Factors for determining squads will include, coaches of cheerleaders, siblings, individual skill levels, and age/grade of cheerleaders. Once squads are determined no changes will be allowed unless reviewed and approved by the cheerleading committee. NO EXCEPTIONS.
- B. The Board of Directors shall decide on full dress uniforms. There will be NO changing of the uniform or additions made to the uniform. Uniforms must be neat and clean at all times. Any cheerleader not in complete uniform will not be allowed to participate in games.
- C. No earrings, watches, bracelets, anklets, rings, etc. may be worn while cheering. Cheerleaders wearing jewelry at practices or games will be benched until it is removed.
- D. Any balances due for uniforms or registration must be paid before the current cheering season starts unless prior arrangements have been made with the Cheer Board.
- E. Hair must be pulled back to prevent injuries.

Article IV: Disciplinary Actions/ Investigations

- A. Participants guilty of persistent incorrigible conduct may be suspended or discharged from participation by the Board. The participant is entitled to a hearing before the PYAA Cheerleading board. Notification of such action will be furnished to the Head Coach of the participant's team and the Parent/Guardian of the child. In all cases of participant suspension, all fees paid for participation are forfeited.
- B. All disciplinary actions/ Investigations will follow the same rules as the PYAA Cheerleading by-laws. Any questions or concerns will be addressed by the Cheerleading committee.

Article V: Codes of Conduct for Cheerleaders, Parents, and Coaches

- A. All parents/guardians and coaches must sign a Code of Conduct.

- B. Only football team members, cheer squad members or others in an official capacity are permitted on the field where a game or practice is in progress. Spectators must be confined to the spectator area. Those in violation of this rule must leave the premises. If that person refuses to leave, the appropriate law enforcement law enforcement authorities may be called.
- C. Practice will be held August – October of the current year. Calendar is subject to change: please check our website frequently for updates.
- D. Any person witnessing misconduct from any PYAA cheer member or parent during a cheer function should report directly to a Board Member.
- E. Any person found guilty of misconduct in any way, including – but not limited to fighting, intoxication, using abusive language, etc., at game sites or other PYAA cheering events is subject to action by the PYAA Cheerleading Board.
- F. All fundraisers for the league or teams must be submitted to and approved by the Board of Directors.