

CONSTITUTION
Oregon Cheerleading Coaches Association

I. NAME

- A. The name of the organization shall be Oregon Cheerleading Coaches Association.

II. PURPOSE

- A. To foster an appreciation by students, staff and community for the social and educational advantages of participation in cheerleading.
- B. To encourage equal representation and participation by all Oregon cheerleading teams.
- C. To encourage consistent standards for selection of Oregon cheerleaders.
- D. To promote general and consistent rules and guidelines for cheerleaders and advisors/coaches throughout the state of Oregon.
- E. To provide guidance, communication, and resources for Oregon cheerleading advisors/coaches.
- F. To study proposed rule changes and make recommendations in rule changes whenever this is considered necessary.
- G. To promote safety in cheerleading.
- H. To promote quality judging.
- I. To recognize outstanding coaches and members within the membership past and present through the Coach of the Year, Rec. Coach of the Year, Board Member of the Year, Assistant Coach of the Year, Rookie Recognition and Hall of Fame awards.
- J. To recognize outstanding contributors who work hard to make sure that cheerleading in Oregon continues to strengthen and grow through the Contributor of the Year award.
- K. To recognize outstanding administrators who work hard to make sure that the cheerleading program at their school excels through the Administrator of the Year award.
- L. To recognize inspirational coaches, cheerleaders, and teams who reject fear and defy limitations through their display of courage in pursuit of their goals through the Courage award.
- M. To recognize outstanding choreography through the Leslie Maley Creative Choreography award.
- N. To award academic and talent scholarships to high-school aged cheerleaders.
- O. To sponsor and coordinate a state varsity team cheerleading competition in cooperation with Oregon Schools Activity Association.
- P. To sponsor and coordinate an All- State varsity stunt and individual cheerleading competition.
- Q. To sponsor and coordinate the OCCA Game Day Fall Championships.
- R. To sponsor and coordinate the OCCA Championship cheerleading competition.
- S. To sponsor and coordinate the Les Schwab Bowl and Shrine Bowl cheerleading teams.
- T. To sponsor and coordinate annual One Day Cheer Clinics.
- U. To sponsor and coordinate the annual Coaches Conference.

III. MEMBERSHIP

- A. Advisor/coach membership is open to any individual designated as a cheerleading advisor/coach in Oregon.
- B. Associate membership is open to former Oregon coaches who are not presently coaching.
- C. Affiliate membership is open to vendors and out of state coaches.
- D. The membership year shall be from conference to conference the following year.
- E. Advisor/Coach or Associate members can run for Executive Officer positions. Affiliate members cannot run for Executive Office Positions.

IV. EXECUTIVE BOARD

- A. The Executive Board of this Association shall include:
 - 1. Officers (President, Vice-President, Secretary, Treasurer, and two OSAA Representatives)
 - 2. Special personnel are appointed by the president, approved by the executive board, and job descriptions will be outlined in the bylaws.
- B. Executive Board Officers terms of office shall be: President (two year term), Vice-President (two year term), Secretary (two year term), Treasurer (two year term), OSAA Representatives (three year term according to the OSAA schedule).
- C. In order for a person to run for the position of President, they must have served on the OCCA Board for a minimum of three years of the last five years. There are no prior service requirements for the other Executive Board positions.
- D. The Executive Board Officers shall be elected by the General Membership in attendance at the annual business meeting.
- E. An Executive Board Officer who has not fulfilled their duties as outlined in the Bylaws may be removed from office by a unanimous vote of the other Executive Board Members. A replacement may be appointed by the Executive Board to fill the position temporarily until an election can be held at the next General Session.
- F. Board Members can only fulfill up to two board positions at any one time.
- G. The President may remove from the Executive Board any Special Personnel who has not fulfilled their duties as outlined in the Bylaws, upon unanimous approval of the Executive Officers.
- H. The Executive Board Officers shall have the power to temporarily establish new rules and amend or set aside rules that are no longer feasible.
- I. The Executive Board Officers shall approve presidential appointments when vacancies occur.

V. FISCAL YEAR

- A. The fiscal year shall run from July 1st through June 30th.

VI. MEETINGS

- A. The Executive Board shall hold a minimum of four meetings each year.
- B. A meeting for all OCCA members must be held once each school year.
- C. Advisor/Coach or Associate memberships carry one vote each. Affiliate members do not have a vote.

VII. AMENDMENTS

- A. This Constitution may be amended by an affirmative vote of a majority of those current members at the annual meeting.
- B. Proposed amendments must be provided by the Executive Board via email to membership four weeks before the general meeting.

BY-LAWS
Oregon Cheerleading Coaches Association

I. DUTIES

A. Elected Officers

1. President

- a. Shall attend all OCCA Executive Board Meetings.
- b. Shall act as Chief Executive Officer of this association.
- c. Shall preside at all Executive Board meetings and all General Membership meetings.
- d. Shall appoint persons to fill vacancies in any of the offices.
- e. Shall call special meetings when necessary.
- f. Shall prepare the agenda for all Executive Board meetings and General Membership meetings.
- g. Shall approve all expenditures and reimbursements over \$50.00.
- h. Shall be a member of the Budget Committee.
- i. Shall attend the Oregon Athletic Coaches Association (OACA) winter meeting each year.
- j. The term shall include one year as past-president in an advisory capacity.
- k. Shall attend 75% of board meetings, annual retreat and work at and assist with 50% of the annual OCCA events (i.e. All-state, Team Cheer Clinics, Game Day Championships, OCCA Championships and Conference).
- l. Shall perform such other duties as may be designated by the Executive Board and the General Membership.

2. Vice-President

- a. Shall assume all duties of the President in her/his absence.
- b. Shall appoint a person to fill a vacancy in the position of President with the approval of the remaining Executive Board Officers.
- c. Shall be the Chair of the Constitution Committee.
- d. Shall be the Chair of the Recognition Committee (responsible for organizing awards and recognition gifts).
- e. Shall be a member of the Budget Committee.
- f. Shall attend the Oregon Athletic Coaches Association (OACA) winter meeting each year.
- g. Shall be in charge of Coaches Education (classes, trainings, team cheer clinics, and getting important safety information to members).
- h. Shall attend 75% of board meetings, annual retreat and work at and assist with 50% of the annual OCCA events (i.e. All-state, Team Cheer Clinics, Game Day Championships, OCCA Championships and Conference).
- i. Shall perform such other duties as may be designated by the Executive Board and the General Membership.

3. Secretary

- a. Shall be responsible for the minutes of all meetings.
- b. Shall keep attendance records of all meetings.
- c. Shall send the minutes to the President for approval prior to distribution to the Executive Board Officers.
- d. Shall assist in answering correspondence deemed necessary by the President.
- e. Shall keep a current list of amendments to the Constitution and decisions made at meetings, which need to be acted upon.

- f. Shall compile information for the OCCA newsletter, and will publish and distribute at least four newsletters a year.
- g. Shall be a member of the Budget Committee.
- h. Shall facilitate the elections process at the Annual General Meeting.
- i. Shall attend 75% of board meetings, annual retreat and work at and assist with 50% of the annual OCCA events (i.e. All-state, Team Cheer Clinics, Game Day Championships, OCCA Championships and Conference).
- j. Shall perform such other duties as may be designated by the Executive Board and the General Membership.

4. Treasurer

- a. Shall keep accurate records of all finances.
- b. Shall pay approved bills and reimbursements.
- c. Shall establish a voucher system for payment of bills and reimbursements.
- d. Shall provide an oral and written financial report at every meeting.
- e. Shall be the Chair of the Budget Committee whose members shall consist of: President, Vice-President, Secretary, Membership Chair and any other Executive Board Members as may be designated by the President.
- f. Shall attend 75% of board meetings, annual retreat and work at and assist with 50% of the annual OCCA events (i.e. All-state, Team Cheer Clinics, Game Day Championships, OCCA Championships and Conference).
- g. Shall perform such other duties as may be designated by the Executive Board and the General Membership.

5. OSAA Representatives

- a. Shall serve as a member of the Activities Advisory Board of the OSAA.
- b. Shall serve as a liaison between the OSAA and the OCCA.
- c. Must be a currently employed by an OSAA high school.
- d. Shall attend 75% of board meetings, annual retreat and work at and assist with 50% of the annual OCCA events (i.e. All-state, Team Cheer Clinics, Game Day Championships, OCCA Championships and Conference).
- e. Shall perform such other duties as may be designated by the Executive Board and the General Membership.

B. Appointed Special Personnel

1. All-State Director

- a. Shall coordinate the OCCA All-State Varsity Individual and Team/Partner Stunt Cheerleading Competition.
- b. Shall attend 75% of board meetings, annual retreat and work at and assist with 50% of the annual OCCA events (i.e. All-state, Team Cheer Clinics, Game Day Championships, OCCA Championships and Conference).
- c. Shall perform such other duties as may be designated by the Executive Board and the General Membership.

2. Communications Chair

- a. Shall monitor the OCCA general email account and respond in a timely manner.
- b. Shall design and maintain the OCCA website.
- c. Shall send email communications out to all coaches as directed.
- d. Shall act as substitute for OCCA Social Media Chair when needed.

- e. Shall attend 75% of board meetings, annual retreat and work at and assist with 50% of the annual OCCA events (i.e. All-state, Team Cheer Clinics, Game Day Championships, OCCA Championships and Conference).
- f. Shall perform such other duties as may be designated by the Executive Board and the General Membership.

3. Competition Coordinator

- a. Shall be the liaison between OCCA and competition directors.
- b. Track tea eligibility for OSAA State Cheerleading Championships.
- c. Recruits perspective Performance and Safety judges throughout the year and maintains information database.
- d. Maintains all performance judge schedules for all OSAA sanctioned events.
- e. Provides information to all competition directors regarding assigned judges, pay rate, mileage, and any other information requested.
- f. Provides event information to all scheduled performance judges in a timely manner.
- g. Shall assist the Performance Judge Trainer with any duties.
- h. Shall attend 75% of board meetings, annual retreat and work at and assist with 50% of the annual OCCA events (i.e. All-state, Team Cheer Clinics, Game Day Championships, OCCA Championships and Conference).
- i. Shall perform such other duties as may be designated by the Executive Board and the General Membership.

4. Conference Director

- a. Shall coordinate the annual conference.
- b. Shall serve as consultant to the new Chair upon completion of term in office.
- c. Shall provide a report at each Executive Board meeting.
- d. Shall attend 75% of board meetings, annual retreat and work at and assist with 50% of the annual OCCA events (i.e. All-state, Team Cheer Clinics, Game Day Championships, OCCA Championships and Conference).
- e. Shall perform such other duties as may be designated by the Executive Board and the General Membership.

5. Event Assistant

- a. Shall assist with all OCCA events – All-State, Championships, Conference, and Game Day Championships.
- b. Shall provide a report at each Executive Board meeting.
- c. Shall attend 75% of board meetings, annual retreat and work at and assist with 50% of the annual OCCA events (i.e. All-state, Team Cheer Clinics, Game Day Championships, OCCA Championships and Conference).
- d. Shall perform such other duties as may be designated by the Executive Board and the General Membership.

6. Game Day Championships Director

- a. Shall coordinate the annual OCCA Game Day Championships.
- b. Shall attend 75% of board meetings, annual retreat and work at and assist with 50% of the annual OCCA events (i.e. All-state, Team Cheer Clinics, Game Day Championships, OCCA Championships and Conference).
- c. Shall perform such other duties as may be designated by the Executive Board and the General Membership.

7. Les Schwab Bowl Coordinator

- a. Shall be the liaison with 6A/5A Les Schwab Bowl organizers through the completion of the Les Schwab Bowl.
- b. Will offer the top 6A/5A coaches from the State Competition (north and south) the position of head and assistant coach, based on team placement at the State Competition.
- c. Will determine the number of coaches for each team. Coaches will be selected based on State results of current year.
- d. Shall attend 75% of board meetings, annual retreat and work at and assist with 50% of the annual OCCA events (i.e. All-state, Team Cheer Clinics, Game Day Championships, OCCA Championships and Conference).
- e. Shall perform such other duties as may be designated by the Executive Board and the General Membership.

8. Membership Chair

- a. Shall receive membership dues and maintain a roll of active members.
- b. Shall prepare membership applications and membership directory for OCCA website and distribute as necessary.
- c. Shall attend 75% of board meetings, annual retreat and work at and assist with 50% of the annual OCCA events (i.e. All-state, Team Cheer Clinics, Game Day Championships, OCCA Championships and Conference).
- d. Shall perform such other duties as may be designated by the Executive Board and the General Membership.

9. Oregon Cheer Championships Director

- a. Shall coordinate the annual OCCA Championships.
- b. Shall attend 75% of board meetings, annual retreat and work at and assist with 50% of the annual OCCA events (i.e. All-state, Team Cheer Clinics, Game Day Championships, OCCA Championships and Conference).
- c. Shall perform such other duties as may be designated by the Executive Board and the General Membership.

10. Rec. Liaison

- a. Shall be the liaison between Rec. Team Programs/Coaches and the OCCA.
- b. Shall conduct outreach to rec programs.
- c. Shall communicate rules and safety requirements for the OCCA sanctioned competitions.
- d. Shall attend 75% of board meetings, annual retreat and work at and assist with 50% of the annual OCCA events (i.e. All-state, Team Cheer Clinics, Game Day Championships, OCCA Championships and Conference).
- e. Shall perform such other duties as may be designated by the Executive Board and the General Membership.

11. Scholarship Chair

- a. Shall distribute academic scholarship materials to coaches.
- b. Shall establish a committee for processing applications.
- c. Shall be the Chair of the committee to select academic scholarship finalists and recipients. (The committee shall consist of at least five members, three of which are Executive Board Members).
- d. Shall maintain a database of scholarship recipients with contact information, scholarship amount, etc.
- e. Shall be responsible for communication with scholarship recipients regarding how to obtain their scholarships.

- f. Shall attend 75% of board meetings, annual retreat and work at and assist with 50% of the annual OCCA events (i.e. All-state, Team Cheer Clinics, Game Day Championships, OCCA Championships and Conference).
- g. Shall perform such other duties as may be designated by the Executive Board and the General Membership.

12. Shrine Game Coordinator

- a. Shall be the liaison with 4A-1A Shrine Bowl organizers through the completion of the Shrine Bowl.
- b. Will offer the top 4A-1A coaches from the State Competition (north and south) the position of head and assistant coach, based on team placement at the State Competition.
- c. Will determine the number of coaches for each team. Coaches will be selected based on State results of current year.
- d. Shall attend 75% of board meetings, annual retreat and work at and assist with 50% of the annual OCCA events (i.e. All-state, Team Cheer Clinics, Game Day Championships, OCCA Championships and Conference).
- e. Shall perform such other duties as may be designated by the Executive Board and the General Membership.

13. Social Media Chair

- a. Shall run and update all social media accounts in the name of OCCA.
- b. Shall be in charge of communicating information and important OCCA announcements to all media (i.e. COY, MOY and HOF awards, scholarship awards and All-State teams).
- c. Shall act as Public Relations representative of OCCA with the local community.
- d. Shall design and maintain OCCA Facebook Page, Instagram, twitter, and Podcast.
- e. Shall attend 75% of board meetings, annual retreat and work at and assist with 50% of the annual OCCA events (i.e. All-state, Team Cheer Clinics, Game Day Championships, OCCA Championships and Conference).
- f. Shall perform other such duties as may be designated by the Executive Board and the General Membership

14. Spotter Coordinator

- a. Shall compile and maintain a list of trained competition spotters.
- b. Shall develop, implement, and maintain a training program for spotters.
- c. Shall coordinate with the Judge and Competition Coordinator to assign spotters to each OSAA Sanctioned Competition.
- d. Shall attend 75% of board meetings, annual retreat and work at and assist with 50% of the annual OCCA events (i.e. All-state, Team Cheer Clinics, Game Day Championships, OCCA Championships and Conference).
- e. Shall perform other such duties as may be designated by the Executive Board and the General Membership.

15. Vendor Liaison

- a. Shall act as a liaison between OCCA and vendors.
- b. Shall recruit vendors for the benefit of OCCA and coaches.
- c. Shall compile and maintain a database with vendor information.
- d. Shall coordinate vendors for the annual conference and work with conference coordinator.
- e. Shall attend 75% of board meetings, annual retreat and work at and assist with 50% of the annual OCCA events (i.e. All-state, Team Cheer Clinics, Game Day Championships, OCCA Championships and Conference).

- f. Shall perform other such duties as may be designated by the Executive Board and the General Membership

II. DUES

- A. All members must pay dues each year to maintain membership that will be valid from the Coaches Conference of the current year through the Coaches Conference of the following year.
- B. Dues must be paid prior to the Conference of each year to assure member voting privileges.

III. ELIGIBILITY FOR OCCA ACTIVITIES

- A. In order for cheerleaders to compete in the OCCA All-State Varsity Individual and Team/Partner Stunt Competition, the coach's membership application form and dues must be postmarked one month prior to the All-State Competition.

IV. MEETING ATTENDANCE

- A. Executive Board members must notify the President of necessary absences at least twenty-four hours prior to scheduled Executive Board meetings (earlier if possible).
- B. Committee members must notify the Committee Chair of necessary absences at least twenty-four hours prior to scheduled committee meetings (earlier if possible).

V. COMMITTEES

- A. The Committee Chair and/or Executive Board Officers may appoint committee members at any time. Their term of service shall expire at the completion of their assignment.
- B. Committee reports will be submitted at each Executive Board meeting or upon request by an Executive Board member.

VI. REIMBURSEMENTS AND EXPENDENTURES

- A. OCCA members shall be reimbursed for expenses with the pre-approval of the President and Treasurer as funds are available.
- B. The Treasurer must receive all unpaid bills within thirty days of the billing date or event.
- C. The Treasurer must receive reimbursement forms for expenses within thirty days of the expenses incurred.

VII. SCHOLARSHIPS

- A. In order for a student to be considered eligible for an OCCA All-State Talent or Academic scholarship, the coach's membership application form and dues must be postmarked by the designated date.
- B. One or more non-renewable academic scholarships, with a \$2,000.00 minimum, may be awarded by the OCCA annually at the State Cheerleading Competition.
- C. Talent scholarships are awarded to the top three cheerleaders of 1,2,3A, 4A, 5A, 6A, and the male division for the All-State Teams at the All-State Competition. Talent scholarships are awarded as follows: \$1,000.00 to the first place winner, \$750.00 to the second place winner, and \$500.00 third place winner on each team. These are non-renewable scholarships.
- D. Scholarships remain active for 2 years following the recipient's high school graduation.
- E. Conference scholarships will be awarded by the board through an application and board approval process. The conference scholarships does NOT include the OCCA annual membership fees.
- F. One non-renewable mat grant of up to \$2,000.00 will be awarded to one team each year. The recipient is responsible for the shipping charges. The winner will be chosen by the board through an application and board approval process.

VIII. LES SCHWAB & SHRINE BOWL

- A. The Les Schwab Bowl and Shrine Bowl Coordinators will be the liaisons with Les Schwab Bowl and Shrine Bowl organizers through the completion of the bowls.
- B. Coaches are selected by the Les Schwab Bowl Coordinator based off of placement at the OSAA State Championships. State Champion coaches will be offered a coaching position and if they decline, the next highest placer of the state competition is asked.

- C. Coaches are responsible for communication with their teams and the Bowl organizers.
- D. Coaches will select teams based on talent, with seniors given priority. Team size may vary from year to year and will be selected with equal representation among schools.

IX. AWARD RECOGNITION

A. Coach (1-3A, 4A, 5A and 6A) and Rec. Coach

1. Awards may be given for “Coach of the Year (*four categories consisting of 1-3A, 4A, 5A and 6A*)” and “Rec. Coach of the Year” once annually, to be presented at the yearly Conference.
2. Candidates may be nominated by the Executive Board, OCCA General Membership, school administrators, parents and cheer team members.
3. The 1-3A COY, 4A COY, 5A COY, 6A COY and RCOY nominees must be members of OCCA.
4. A committee to select the finalists may be comprised of Executive Board Members and members-at-large. There is no set number of finalists.
5. The General Membership votes to decide the award recipients, with the awards going to the recipients with the majority of votes for each individual award.
6. An award winner cannot be a finalist the following year for the same award.

B. Assistant Coach and Junior Varsity Coach

1. Awards may be given for “Assistant Coach of the Year” and “Junior Varsity Coach of the Year” once annually, to be presented at the yearly Conference.
2. Candidates may be nominated by the Executive Board, OCCA General Membership, school administrators, parents and cheer team members. **To be considered as a finalist, candidates must be nominated by the Head Coach of the team (ACOEY) or program (JVCOEY).**
3. The ACOY and JVCOEY nominees must be members of OCCA.
4. A committee to select the finalists may be comprised of Executive Board Members and members-at-large. There is no set number of finalists.
5. The General Membership votes to decide the award recipients, with the awards going to the recipients with the majority of votes for each individual award.
6. An award winner cannot be a finalist the following year for the same award.

C. Hall of Fame

1. Induction into the “Hall of Fame” may be awarded annually at the yearly Conference. All inductees receive a lifetime membership to OCCA.
2. There is no set number of inductees per year, and there does not have to be an inductee every year.
3. Candidates may be nominated by the Executive Board and/or the OCCA General Membership.
4. Candidates can only receive one “nay” vote from the Executive Board Members in order to be inducted into the “Hall of Fame”.

D. Ashley Bell-Sears Courage Award, Board Member of the Year and Contributor of the Year

1. The Courage Award, Board Member of the Year and Contributor of the Year may be given once annually and presented at the annual OCCA Coaches Conference
2. Candidates may be nominated by the Executive Board, OCCA General Membership, school staff, parents, coaches, and cheer team members.
3. A committee to select the finalists may be comprised of Executive Board Members and members-at-large. There is no set number of finalists.
4. The OCCA Executive Board will select the recipient(s) of the Courage Award, Board Member of the Year and Contributor of the Year.

E. Administrator of the Year

1. The Administrator of the Year Award may be given once annually and presented at the yearly conference.

2. Candidates may be nominated by the Executive Board, OCCA General Membership, school staff, parents, coaches, and cheer team members.
3. A committee to select the finalists may be comprised of Executive Board Members and members-at-large. There is no set number of finalists.
4. The OCCA Executive Board will select the recipient(s) of the Administrator of the Year Award.

F. Leslie Maley Creative Choreography Award

1. The Leslie Maley Creative Choreography award may be given to two teams during each session (morning and afternoon) of the annual OSAA State Championships for a total of four awards. The awards will be announced at the annual OSAA State Championships awards ceremony and presented at the OCCA Coaches Conference awards banquet.
2. One winner will be selected by each panel of judges at the OSAA State Championships.
3. A \$250.00 scholarship will be given in conjunction with the Choreography Award.

G. Rookie Recognition Award

1. The Rookie Recognition award may be given once annually to a new head coach who has been coaching 0-3 years and has made outstanding strides in building up a program.
2. Candidates may be nominated by the Executive Board, OCCA General Membership, school staff, parents, coaches, and cheer team members.
3. A committee to select the finalists may be comprised of Executive Board Members and members-at-large. There is no set number of finalists.
4. The OCCA Executive Board will select the recipient(s) of the Rookie Recognition Award.
5. The winner of this award will be invited to attend conference for free in order to continue to grow and develop their skills as a coach.

H. Kim Hunter Positivity Award

1. The Kim Hunter Award may be given **up to twice annually and presented at the OCCA Coaches Conference** by a member of the Hunter family and friends or OCCA representative. **Winners will be notified after the State Championships so teams can be celebrated at their end of the year banquets.**
2. Candidates are to be nominated by the event staff at the OSAA State Championships for the team's positivity and character throughout the event.
3. Teams or coaches who demonstrate disrespectful or inappropriate behavior toward judging personnel at any time during the season may be disqualified from being considered for the Kim Hunter Positivity Award.
4. A \$500.00 Scholarship will be given in conjunction with the Kim Hunter Positivity Award.
5. The Kim Hunter award will be funded by the funds raised in her name that are in a separate account through the OCCA. Once the money is no longer available for the award, the OCCA will supply the funds to continue the award in Kim's name.

X. TRANSITION

- A. The transition between past and present Executive Board Members, excluding Treasurer, shall be completed within sixty days following the elections.
- B. The transition of Treasurer will be according to the fiscal calendar.

XI. ELECTION PROCEDURES

- A. Elected executive officers will serve a 2-year term once elected into the OCCA executive board (other than OSAA Reps who serve a three year term).
- B. All elected offices and other board positions will be listed with a job description in the Conference Information.
- C. Anyone interested in an OCCA Executive Board Position (both elected and appointed positions) must fill out an application. This application must be turned in to the President by the designated time on the Saturday of the Annual Coaches Conference. Applications will be made available prior to conference as well as at the conference.

Current Oregon coaches and associate members (former Oregon coaches not presently coaching) may run for office. Member's name may be listed on the ballot for one position only.

- D. Elections will be held at the start of the Annual General Meeting and each candidate will stand up and present themselves to the membership prior to the vote.
- E. The Secretary will facilitate the voting process.
- F. For all opposed positions, an online ballot system will be used (ie – Google Form) and QR codes to access the form will be available to members at conference.
- G. If ballot system is needed, two Executive Board Members who are not running for office will be designated by the President to monitor the online ballot system. They will then announce the winners.
- H. For appointed positions, the President will review the applications and appoint individuals to available positions with the approval of the Executive Officers.

XII. AMENDMENTS

- A. These by-laws may be amended by an affirmative vote of the majority of Executive Board Members.