

ARTICLES OF ASSOCIATION

WE, THE MEMBERS OF THE DANCE AND DRILL COACHES' ASSOCIATION (DDCA), DO HEREBY ADOPT THE FOLLOWING CONSTITUTION AND BY-LAWS.

1.1 ARTICLE I – NAME

The name of this organization shall be the Dance and Drill Coaches' Association of Oregon, (DDCA).

1.2 ARTICLE II – PURPOSE

- A. The DDCA is organized exclusively for charitable purposes within the meaning of section 501(c) (3) of the Internal Revenue Code. "Notwithstanding any another provision of these articles, the organization shall not carry any other activities not permitted to be carried on (a) by an organization exempt from Federal Income tax under section 501(c)(3) of the Internal Revenue
 - B. OR Code 1954 (or corresponding provision of any future United States Internal Revenue Law) or (b) by an organization contributions to which are deductible under section 170(c) (2) of the Internal Revenue code of 1954 (or corresponding provision of any future United States Internal Revenue Law)." The DDCA shall provide:
 - 1. Opportunities to meet educational objectives.
 - 2. A handbook of rules and regulations for local and state competitions.
 - 3. A handbook for judges for local and state competitions.
 - 4. Assistance to OSAA in organizing the state competition and training of judges and developing teams.
 - 5. Scholarships for outstanding dance team members.
 - 6. Special recognition to individuals.
 - 7. DDCA All-State program.
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1.3 ARTICLE III – MEMBERSHIP

- A. Membership in the DDCA is open to Oregon dance team coaches, advisors, and/or consultants. Membership may also include judges, associates, and businesses.
- B. Dues: Yearly membership runs from September to September
 - 1. Dues may be collected year round.
 - 2. Dues for members shall be established each year by the Board.

- C. Benefits for Coach/Associate: Membership benefits include:
 - 1. DDCA membership card
 - 2. DDCA Board minutes and notifications
 - 3. DDCA membership directory
 - 4. DDCA handbook updates on the DDCA website

- D. Benefits for Businesses: Membership benefits include:
 - 1. Gold Business Membership:
 - a) Booth at the DDCA Category Championships in December
 - b) Link on all pages of DDCA.org
 - c) Full page Ad in the Category Championships program
 - d) Ad in monthly DDCA newsletter, 130 x 140 pixels.
 - 2. Silver Business Membership :
 - a) Booth at the DDCA Category Championships in December
 - b) Link on all pages of DDCA.org
 - c) One half page Ad in the Category Championships program.
 - d) Ad in monthly DDCA newsletter, 65 x 140 pixels.
 - 3. Bronze Business Membership:
 - a) Booth at the DDCA Category Championships in December
 - b) Link on all pages of DDCA.org
 - c) One quarter page Ad in the Category Championships program.
 - d) Advertising in the monthly DDCA newsletter on a month per month basis. Cost will depend on size of Ad requested.

- E. Membership in DDCA is required of all Coaches, Advisors and dance team consultants from the representing school in order for team members to be eligible for DDCA Scholarships and the DDCA All-State Team.

- F. Complimentary memberships are offered to the DDCA Board of Directors, Judges Affiliation Leadership Team, DDCA Hall of Fame Members and Ex-Officio members of the DDCA Board. (se Article !V – Government)

- G. Each year the following information can be found on the DDCA website; DDCA.org:

1. DDCA Membership registration form
 2. Coaches Conference registration form
 3. OSAA Rules and Regulations
 4. Event Application Form
 5. DDCA Board of Directors list
 6. Judges Affiliation Leadership Team list
 7. Judges Affiliation Workshop registration form
 8. Judges Affiliation compensation schedule for event personnel
- H. Standards for Coaching/School District/ OSAA: Membership in the DDCA is not contingent upon completion of the required ASEP (American Sport Education Program) or NFHS (National Federation of State High School Association) training and coaching tests, (OSAA Rules 1-2).

1.4 ARTICLE IV - GOVERNMENT

- A. Government of the Association shall be vested in a Board of Directors.
- B. Membership Meetings, facilitated by the Board of Directors, will be held in the fall, winter and spring.
- C. The Board of Directors will be comprised of 11 persons.
- D. More than half of the Board of Directors must be a current Oregon dance team coach or advisor.
- E. Board members will serve a two year term.
- F. One member of the Judges Affiliation Leadership Team will be appointed by the JA Commissioner to serve on the Board.
- G. If at any time the Board consists of fewer than 11 members, the Board may appoint an individual to fill the vacant position.
- H. The Board members are elected by the membership in the fall.
 1. A ballot will be provided.
 2. Candidates will submit an application to the Board. Directions can be found on DDCA.org.
 3. The membership will vote to fill open board positions. Those receiving the highest number of votes will be elected to the Board of Directors.
 4. Two members of the Board will tabulate the votes and announce the results.
 5. Newly elected Board members will assume office at the first Board meeting following election.

6. Newly elected Board members will sign and submit the DDCA Code of Ethics to the board.
- I. The Rights and Responsibilities of the Board of Directors:
 1. Attend monthly board meetings and scheduled membership meetings.
 2. Be knowledgeable of DDCA policies, procedures and guidelines.
 3. Function as general administrators for the affairs of the association. It will be the responsibility of the Board of Directors to implement and interpret the rules of the DDCA and OSAA.
 4. Make decisions and change rules (in compliance with OSAA guidelines and procedures). The Chairperson will refrain from voting unless there is a tie.
 5. Quorum will be defined as two-thirds of the Board of Directors.
- J. Board Member Roles: The overriding objective of every member of the DDCA Board is to ensure that the goals and objectives of the association. The DDCA Board works as a team and are dependent on each other for mutual success. Positions will be organized according to the needs, abilities and interests of the current Board of Directors. At a minimum the following roles will be fulfilled:
 1. Chairperson
 2. Vice Chair
 3. Treasurer
 4. Membership Services Coordinator
 5. Recording Secretary
- K. The following positions shall be ex-officio members of the Board:
 1. OSAA State Judges Director
 2. OSAA State Competition Director
 3. OSAA Assistant Executive Director-Dance & Drill
 4. DDCA Technical Director
- L. Board Stipends/Salary: The members of the Board of Directors are volunteers. To compensate for their time and mileage, each Board member receives a yearly stipend, paid half at Spring Meeting, and half at Fall Conference, as approved by the membership.
 - 1) Board Officers receiving an additional stipend are the Chairperson, the Treasurer, the Membership Services Coordinator, and the Scholarship Coordinator.
 - a) Board of Directors: \$200
 - b) Chairperson: \$300

- c) Membership Services Coordinator: \$300
 - d) Treasurer: \$300
 - e) Scholarship Coordinator: \$100
 - 2) The stipend amount(s) may be amended according to Article VII of the Association.
 - 3) The Board of Directors and the Judges Affiliation Leadership Team will not be charged for their attendance at the Coaches' Conference due to their participation and organization of the event.
- M. Removal from Office: Any member of the Board of Directors may be removed from office.
- 1) Grounds for removal may include:
 - a) Failure to fulfill the duties of said office.
 - b) Conduct detrimental to the best interests of the organization.
 - c) Failure to attend Board meetings.
 - d) Lack of active participation in Board programs, events.
 - 2) Two-thirds of the Board must be in favor of a member's removal.

1.5 ARTICLE V – AUTHORITY TO BIND

- A. Any outstanding debts after the spring meeting shall be equally shared by the membership schools.
- B. The DDCA shall carry liability insurance to cover the Board of Directors and as necessary for events hosted by the DDCA.

1.6 ARTICLE VI – DISSOLUTION

- A. Upon total dissolution of this organization, whether voluntary or involuntary, any assets remaining after the satisfaction of all liabilities will be distributed by the Board of Directors.
- B. Upon the winding up and dissolution of this organization, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be distributed to a non-profit fund, foundation, or corporation which is organized and operated exclusively for charitable, education, religious, and/ or scientific purposes and which has established its tax exempt status under section 501(c) (3) of the Internal Revenue Code.

1.7 ARTICLE VII – AMENDMENTS

The Articles of Association may be amended by a two-thirds vote of the members present at any regular or special meeting provided an effort has been made to inform the membership of the meeting place.

1.8 PROCESS TO INITIATE CHANGE AND/OR SUBMIT NEW IDEAS

- A. Any DDCA member(s) that wish to initiate change or, bring topics to the Board or Membership for discussion, must do so writing.
 - 1. All writings must be dated, signed by those instigating the correspondence and those wishing response.
 - 2. All writings must state intent of the initiative and desired response.

- B. Procedure for Submission
 - 1. Creator: The Creator(s) of the initiative should e-mail or send correspondence to their Board Representative.
 - 2. Representative: The Board Representative reviews initiative with the creator to understand the reasoning behind the request.
 - a) The Board Representative could suggest a rewrite or edits to the initiative prior to involving anyone else.
 - b) The Board Representative will make suggestions whether they believe the initiative is legitimate or practical.
 - 3. Board: The Board Member will then present the initiative to the Board.
 - a) The Board Representative will inform the Creator when the initiative will be presented to allow the Creator to be present at that meeting.
 - b) The Board Representative will present the initiative without comment or opinion.
 - 4. Board Review: The Board will review the initiative and have discussion.
 - a) The Board would determine if initiative is acceptable, to be considered with rewrites, or unacceptable. This initiative and its initial Board decision will be noted with the Secretary on the "Motions Log" and is not eligible for discussion again for a two year period.
 - b) A reason for failure would be presented to the Creator via the Board Representative handling the correspondence.

- c) The Board could suggest that some rewrites or edits are communicated to the Creator via the Board be inserted into the initiative and those are passed back to the Creator via the Board Member
 - d) The Creator at this point can choose to accept the rewrite, edits or decline them. Declining them will end the initiative lifecycle.
 - e) The Board could accept the initiative and distribute it to the Membership (if necessary.)
 - f) The Board can choose to handle the initiative within itself, discuss it, and vote to pass or fail it without distribution to the full membership.
 - g) If distribution to the Membership is necessary, the Secretary will distribute to the full membership via email along with the discussion notes from the Board so that the Membership is informed on the Board's position.
5. Membership Review: The Membership is open to give the Board feedback on their decision.
- a) The Board will review and record all feedback from the Membership.
 - b) The Board could determine that additional rewrites or edits are now needed and given back to the Creator.
 - c) The Creator can choose to accept the rewrite or edits, or decline them. Declining them will end the initiative lifecycle.
 - d) If adapted, the updated initiative is recorded as passed with the Secretary on the "Motions Log".
 - e) The Board compiles the updated initiative and distributes to the full Membership.
6. Determination of Membership Vote
- a) Yes - then at the next Membership meeting the initiative will come up for a vote.
 - i. If confirmed, the initiative is placed on the agenda for the following Membership meeting.
 - ii. Communication to Membership and other affiliated organizations that vote is on the agenda on Membership meeting date.
 - b) No – Then the initiative is voted on or vetoed by the Board.

7. Membership Vote Taken
- a) No – The initiative is recorded as “failed” with the Secretary on the “Motions Log” and is not eligible for discussion again for a two year period from date of vote.
 - b) Yes - The initiative is recorded as “passed” with the Secretary on the “Motions Log” and is not eligible for discussion again for a two year period from date of vote.
 - i. The initiative is accepted by the Board and integrated into DDCA Membership manual.
 - ii. Information is placed in the appropriate place in the manual
 - iii. Communication to Membership and other affiliated organizations of passing of the initiative.
 - C. Initiative lifecycle ends

Note: Changes to the initiative once accepted must go through another lifecycle.

Adopted March 7, 2007

1.9 FINANCIAL OBLIGATION

All Members of DDCA will be held responsible for Bank Charges incurred by DDCA which result from actions of that member. This includes, but is not limited to:

1. Fees from checks written by the member and returned for non-sufficient funds
2. Fees for stopping payment on a check written to the member by DDCA or stopping payment on a check written by a member to DDCA.