



**COLLEGE STUNT COACHES ASSOCIATION
CONSTITUTION & BYLAWS**

CONSTITUTION

Article 1 Name

The organization shall be known as the College STUNT Coaches Association (hereinafter referred to as CSCA).

Article 2 Purpose

The purpose of CSCA is to unify collegiate STUNT Coaches, to promote collegiate STUNT, serve as a unified voice for collegiate STUNT coaches in appropriate legislative arenas, educate and offer training to coaches at the highest level, and to assist coaches in the development of their STUNT programs.

Article 3 Objectives

The Objectives of the CSCA are to:

- 3.1 Serve as a primary advisor to all governing bodies regarding collegiate STUNT.**
- 3.2 Elevate the standards of collegiate STUNT.**
- 3.3 Promote good sportsmanship among the member coaches.**
- 3.4 Encourage and assist in recruiting CSCA members.**
- 3.5 Foster a high standard of ethics, professionalism, and athleticism.**
- 3.6 Provide education and training for STUNT coaches.**
- 3.7 Create a community of coaches for support and guidance.**

Article 4 Membership & Property

There shall be no form of discrimination with regard to membership in the CSCA. CSCA shall adopt policies and/or establish procedures that will promote, within its jurisdiction, equal opportunity for all members regardless of disability, sex, gender, gender identity, gender expression, nationality, race or ethnicity, religion or sexual orientation.

Membership in the CSCA shall be of two types:

4.1 Voting Coach Member

- 4.1.1 Current coach of an active collegiate STUNT program.**
- 4.1.2 Sole voting member of the representing institution.**
- 4.1.3 Coaches who have completed the CSCA membership application and paid the current membership fee for the current season of College STUNT.**



- 4.1.4 Have completed the required STUNT training through all governing bodies and organizations.
- 4.1.5 Have regular attendance during the membership period.
- 4.1.6 Shall be in “Good Standing” with all governing bodies and organizations.
- 4.1.7 Is not a voting member of another STUNT institution.
- 4.1.8 Responsible for assigning proxy in the event of meeting conflict.

4.2 Non-Voting Coach Member

- 4.2.1 Current or former coach of an active collegiate STUNT program.
- 4.2.2 Coaches who have completed the CSCA membership application and paid the current membership fee for the season of College STUNT.
- 4.2.3 Have completed the required STUNT training through all governing bodies and organizations.
- 4.2.4 Have regular attendance during the membership period.
- 4.2.5 Shall be in “Good Standing” with all governing bodies and organizations.
- 4.2.6 Is not a voting member of another STUNT institution.
- 4.2.7 Can serve as a proxy for a voting coach member.

4.3 Loss of Membership

- 4.3.1 The Executive Board is empowered to suspend or expel from CSCA any member:
 - a. Whose conduct and/or ability as a coach is such as to reflect unfavorably upon CSCA;
 - b. Who is a member of any organization that is in direct competition or conflict with CSCA;
 - c. Who is in violation of policies for other governing bodies’ regulations;
 - d. Fails to attend required number of meetings per season or assign proxy.
- 4.3.2 Any member who is suspended or expelled may appeal the Executive Board’s decision. The suspension or expulsion will remain in effect during the appeal process. The member who is suspended or expelled may appeal the decision within 30 days of the suspension or expulsion. This appeal must be in writing (email is acceptable) and is to be communicated directly to the Executive Board Secretary as well as the Executive Board President via “cc”. Upon receipt of the formal appeal, the Executive Board President will call a meeting of the Executive Board to discuss the merit of the appeal. The suspended or expelled member is entitled to be present at this meeting to present facts and answer any questions relative to the original decision or the appeal itself. At the conclusion of the meeting, the Executive Board will then vote in a closed session to either uphold or rescind the suspension or expulsion. The Executive Board Secretary or Executive Board President will inform the affected member in writing (email is acceptable) of the Executive Board’s decision within 7 days of the closed session vote results.



- 4.3.3 Any member (voting or non-voting member) may take up to a one-year leave of absence without prejudice as approved by CSCA. Member may return with all previous benefits during this period, unless limited by other reasons.
- 4.3.4 Any member (voting or non-voting member) may voluntarily resign at any time with no refund to any fees. If a resigned member should re-apply, the member's application would be treated as that of a new member.

4.4 Reinstatement

Any individual suspended from membership may seek reinstatement after two years from the date of suspension. The individual shall present to the Executive Board a petition signed by ten (10) active members of CSCA requesting reinstatement. As a condition precedent to any reinstatement, the individual shall repay to CSCA any and all fees, costs, or expenses due or outstanding whether a result of levy, judgment, court order, or otherwise imposed. If the preceding conditions are satisfied and if favorably acted upon by the majority of the Executive Board, the condition of the reinstatement shall be determined by the Executive Board and shall not exceed one year, after which the Executive Board, shall consider any further action.

4.5 Property

- 4.5.1 This corporation is organized and operated exclusively for the purposes set forth in Article 2 hereof within the meaning of Internal Revenue Code Section 501(c)(3).
- 4.5.2 No substantial part of the activities of this corporation shall consist of carrying on propaganda, or otherwise attempting to influence legislation, and this corporation shall not participate or intervene in any political campaign (including the publishing or distribution of statements) on behalf of any candidate for public office.
- 4.5.3 The property of this corporation is irrevocably dedicated to the purposes in Article 2a hereof and no part of the net income or assets of this corporation shall ever inure to the benefit of any director, officer, or member thereof, or to the benefit of any private person.
- 4.5.4 Upon the dissolution or winding up of the corporation, its assets remaining after payment, or provision for payment, of all debts and liabilities of this corporation shall be distributed to a nonprofit fund, foundation, or corporation which is organized and operated exclusively for charitable, educational and/or religious purposes and which has established its tax-exempt status under Internal Revenue Code Section 501(c)(3).

Article 5 Composition & Structure

The CSCA shall be composed of the voting and non-voting members, including an Executive Board.



5.1 Executive Board

The Executive Board shall:

- 5.1.1 Consist of a President, Vice President, Secretary, Treasurer, Communications Chair, Membership Director, and Parliamentarian and shall be a Member in Good Standing of all governing bodies.
- 5.1.2 Must have a minimum of three (3) years of consecutive and valid CSCA membership.
- 5.1.3 Meet at the discretion of the President or as the need arises, not less than one meeting during each collegiate STUNT season. A quorum shall consist of two-thirds (2/3) of the membership of the Executive Board.
- 5.1.4 Determine the allocated amount for CSCA budget from the registration fees of each member of that Group.
- 5.1.5 Have one (1) vote per Executive Board member.
- 5.1.6 Review and act on complaints and grievances per the Bylaws.
- 5.1.7 Shall be elected to the Executive Board following a nomination and voted by the general membership when a term becomes open. Terms are two (2) years in length. There is no limit on consecutive terms served.
- 5.1.8 The current Vice President shall transition to the role of the President, following the President's end of term.
- 5.1.9 Board elections will take place in December of the final term of a board position. The incoming board members will assume their duties on July 1st.
- 5.1.10 Board Members will serve as committee chairs and act as non-voting members of committees.
- 5.1.11 In the event that a position is vacated prior to the end of term, an election will be held at the next general membership session.

5.2 The Executive Board President and Vice President

The Executive Board President/Vice President shall:

- 5.2.1 Be nominated by membership and selected by the members of the Executive Board.
- 5.2.2 Serve for a period of two (2) years unless extended by a two-thirds (2/3) vote of the Executive Board. Said term may be terminated at any time by a vote of two-thirds (2/3) vote of the Executive Board.
- 5.2.3 Preside at all meetings of the Executive Board. In the event the President and/or Vice President is not present, the Secretary/Treasurer will appoint a temporary chairman of the meeting.
- 5.2.4 Direct the activities of the Secretary/Treasurer/Communications Chair.
- 5.2.5 Represent CSCA, or select a representative, as appropriate for the occasion.
- 5.2.6 Determine meeting agendas that are in line with the purpose and function of the CSCA.



- 5.2.7 At the conclusion of the President's term, the current Vice President will rise to the role of President.
- 5.2.8 Perform any other duties that may arise.

5.3 The Executive Board Secretary and Treasurer

The Executive Board Secretary/Treasurer shall:

- 5.3.1 Be nominated by membership and selected by the members of the Executive Board.
- 5.3.2 Serve for a period of two (2) years unless extended by a two-thirds (2/3) vote of the Executive Board. Said term may be terminated at any time by a vote of two-thirds (2/3) vote of the Executive Board.
- 5.3.3 Secure meeting locations/virtual platforms for the Executive Board.
- 5.3.4 Maintain CSCA meeting minutes and a record of all CSCA members.
- 5.3.5 Arrange for the necessary printing, publications, and other material as directed by the Executive Board.
- 5.3.6 As necessary, coordinate CSCA functions with the community or its related affiliates.
- 5.3.7 Manage the CSCA funds and maintain the CSCA bank accounts.
- 5.3.8 Pay current operating expenses and make other disbursements as directed by the Executive Board.
- 5.3.9 Furnish a financial statement annually to CSCA members and to each member of the Executive Board.
- 5.3.10 Perform any other duties that may arise.

5.4 The Executive Board Membership Director

The Executive Board Membership Director shall:

- 5.4.1 Be nominated by membership. Additional Board Position.
- 5.4.2 Serve for a period of three (3) years unless extended by a membership vote.
- 5.4.2 This position will serve as a point person for new programs.
- 5.4.3 They will work to ensure that all programs have access to CSCA Membership.
- 5.4.4 They will manage membership and ensure good standing of members.
- 5.4.5 Work alongside secretary and treasurer.
- 5.4.6 Must be a CSCA Voting-Member with 3 years of continuous membership.
- 5.4.7 Perform any other duties that may arise.

5.5 The Executive Board Communications Chair

The Communications Chair of CSCA shall:

- 5.5.1 Be selected by CSCA Executive Board members based on the policies and procedures.
- 5.5.2 Serve for a period of two (2), unless extended or terminated by CSCA.



- 5.5.3 Attend Executive Board meetings and relay any information of the Executive Board to the Group membership and non-members through social platforms.
- 5.5.4 In the event of a vacancy or resignation, an interim CSCA Communications Chair appointed by the Executive Board shall fill the vacancy until another Communications Chair is elected.
- 5.5.5 Maintain CSCA virtual presence.
- 5.5.6 Perform any other duties that may arise.

5.6 The Executive Board Parliamentarian

As a non-voting member of the board, the parliamentarian will:

- 5.6.1 Be selected by CSCA Executive Board members based on the policies and procedures.
- 5.6.2 Serves at the discretion of the board without a set term limit.
- 5.6.3 Assists the President to manage meetings and advises on parliamentary procedure.
- 5.6.4 Ensure that bylaws are followed and manage Robert's Rules of Order.
- 5.6.5 In the event of a vacancy or resignation, the Vice President will assume these responsibilities.
- 5.6.6 Perform any other duties that may arise.

5.7 Compensation for Services Rendered

- 5.7.1 The President, Vice President, Secretary, Treasurer, Communications Chair, and Parliamentarian shall receive compensation at a sum determined by the Board.
- 5.7.2 The sums determined above shall be listed in Appendix A.

5.8 Governance

- 5.8.1 CSCA shall be governed in accordance with the Constitution and Bylaws.
- 5.8.2 CSCA shall establish guidelines and education for STUNT development.
- 5.8.3 CSCA shall promote all governing bodies and other STUNT related organizations rules and regulations.

Article 6 Fees & Periods

- 6.1 Membership fees for voting coach and non-voting coach members shall be set by the Executive Board and listed in the Appendix A.
- 6.2 Applicants for membership shall pay the membership fees and other fees, for CSCA prior to being given any membership benefits.
- 6.3 A penalty fee shall be assessed to any member whose payments are rejected for any reason.
- 6.4 There will be no refunds or prorations of membership fees.
- 6.5 The Executive Board shall be exempt from paying the membership fees.



6.7 Membership period shall be listed in the Appendix A.

Article 7 Voting and Order of Business

7.1 All voting shall be by verbal, virtually, or written ballot.

7.2 Issuance of vote by proxy is permitted.

7.3 Order of business and procedures shall be by Robert's Rules of Order.

Article 8 Amendment of the Constitution

This Constitution may be amended at any meeting of the Executive Board by a two-thirds (2/3) majority of the membership of the Executive Board.



**COLLEGE STUNT COACHES ASSOCIATION
CONSTITUTION & BYLAWS**

BYLAWS

Chapter 1 Membership

- 1.1 All CSCA members must have a current membership fee paid prior to attending a general session.
- 1.2 All coach members must have all governing bodies certifications and/or memberships to be eligible as a voting member.
- 1.3 All members shall recognize that anything which may lead to a conflict of interest, either real or apparent, must be avoided. Gifts, favors, special treatment, privileges, employment, or a personal relationship with a school/team which can compromise the perceived impartiality must be avoided.
- 1.4 Requests for changes to membership status must be submitted to the Executive Board in writing.
- 1.5 Regular attendance is defined as being individually present or appointment of a proxy for 70% of general sessions within a membership period.

Chapter 2 Awards & Events

- 2.1 CSCA will facilitate the curation of the following postseason awards, but not limited to:
 - a. All American First (1st) Team.
 - b. All American Second (2nd) Team.
 - c. All American Honorable Mention.
 - d. Academic Honor Roll.
 - e. Athlete of the Year.
 - f. Coach of the Year.
 - g. Any other awards pertaining to CSCA & STUNT.
- 2.2 CSCA will organize STUNT coaches' events for education & training.

Chapter 3 Committees

- 3.1 Conference Committee
 - a. Plan and execute CSCA coaches conference.
 - b. Contact and contract speakers within a set budget.
 - c. Set venue and schedule for conference.
 - d. Communicate with coaches and advertise event.
- 3.2 Post-Season Awards Committee



- a. Execute voting for post season awards
 - b. Establish criteria for Coach of the Year and Athlete of the Year
 - c. Create certificate template for non-trophy awards
 - d. Set a timeline prior to playing season on award voting and selection
- 3.3 Compliance Education Committee
- a. Representatives from all sectors (D1, D2, D3, NAIA, Club)
 - b. Research issues and field member questions
 - c. Present on “hot topics” at monthly membership meetings
- 3.4 New Coach Mentorship Committee
- a. Create a mentorship program for new coaches
 - b. Establish a way to pair veteran coaches with new coaches
 - c. Hold collaborative zoom sessions for new coaches
- 3.5 Gameday Experience Committee
- a. Create a database of game day ideas
 - b. Present ideas at membership meetings
 - c. Celebrate events that execute strong incorporations
 - d. Work with communications chair to promote STUNT events

Chapter 4 Complaints

- 4.1 The Executive Board shall consider complaints relative to any member when such complaint is presented in writing.
- 4.2 Any action by the Executive Board shall be final.
- 4.3 If the action is the suspension of a member from CSCA, reinstatement may be accomplished as set forth in Article 4.4 of the Constitution.

Chapter 5 Grievances

- 5.1 Each grievance shall be presented in writing to the Executive Board. The Executive Board may convene committees or consult with others to resolve the grievance quickly within CSCA.

Chapter 6 Record Keeping

- 6.1 Records with respect to meetings, attendance, meetings, educational materials, and other pertinent information shall be maintained by CSCA designee.
- 6.2 An electronic copy of the group records shall be sent at the end of the STUNT season to the Secretary/Treasurer for archiving.

Chapter 7 Amendment of the Bylaws



These Bylaws may be amended by the Executive Board at any meeting by a two-thirds (2/3) vote of the membership of the Executive Board.



APPENDIX A

Constitution Article 5.6

Compensation for Services Rendered

The Executive Board shall be compensated by:

- | | |
|---|----------|
| a. Waiver of membership fees, not to exceed | \$300.00 |
| b. Waiver of CSCA event fees, not to exceed | \$500.00 |

Constitution Article 6.1

Fees & Periods

Membership fees shall be as follows:

- | | |
|--------------------------------------|----------|
| a. Voting Coach Member | \$300.00 |
| b. Non-voting Coach Member | \$250.00 |
| c. Voting Coach (no conference) | \$100.00 |
| d. Non-Voting Member (no conference) | \$50.00 |

Constitution Article 6.3

Fees & Periods

Penalty Fee	\$50.00
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Constitution Article 6.7

Fees & Period

Membership Period shall be as follows:

July 1st - June 30 of current collegiate STUNT season



AMENDMENTS

College STUNT Coaches Association Constitution & Bylaws:

06/27/2019 - Association Created

06/25/2021 - Constitution & Bylaws Created

President – Michelle Sabourin, Alma College
Vice President – Jessica Stiles, Oklahoma Baptist University
Secretary – Annette Laron-Pickett, Cal Poly
Treasurer – Lindsay Bracken, Oklahoma State University
Communications Chair – Celia Kiogima, Davenport University

06/15/2023 - Amended

President – Michelle Sabourin, Alma College
Vice President – Jessica Stiles, Oklahoma Baptist University
Secretary – Annette Laron-Pickett, Cal Poly
Treasurer – Lindsay Bracken, Oklahoma State University
Communications Chair – Celia Kiogima, Davenport University
Parliamentarian – Brittney Thompson

08/17/2023 - Amended

President – Michelle Sabourin, Alma College
Vice President – Jessica Stiles, Oklahoma Baptist University
Secretary – Annette Laron-Pickett, Cal Poly
Treasurer – Lindsay Bracken, Oklahoma State University
Communications Chair – Celia Kiogima, Davenport University
Parliamentarian – Brittney Thompson