

GARLAND CHEERLEADER / DRILL TEAM ASSOCIATION
Constitution and BY-LAWS

ARTICLE I. Name

The name of this organization shall be Garland Cheerleader/Drill Team Association (herein referred to as GCDTA) with its principle place of business in Garland, Texas.

ARTICLE II. Purposes

(a) The purposes of this organization are to organize, supervise, and promote cheerleading, drill teams, and pep clubs. This organization will encourage and develop interest in the fore mentioned athletics and promote a healthy sense of competition and good sportsmanship in the youth of our community.

(b) This organization in its activities shall be nonpartisan, nonsectional, and nonsectarian.

ARTICLE III. Membership

(a) Qualified persons who have within the current or most recent season, validated an application form for the child involved in cheerleading, drill team, kinder pep or pep club, will, without further registration, hold membership in the GCDTA.

(b) Directors and Assistant Directors of this organization must be at least 21 years of age and have cleared a background check. If these conditions are met then said individuals will, without further registration, hold a membership in the GCDTA.

(c) Board Members who have signed a Code of Conduct during the current or most recent season, will, without further registration, hold a membership in the GCDTA.

ARTICLE IV The Board of Directors

Section 1. The board of directors shall consist of the elected officers.

Section 2. The board of directors shall handle the regular business of the Organization.

Section 3. Regular meetings of the board shall be held monthly as proposed in the handbook for the current year.

Section 4. A quorum for conducting the business of the board shall not be less than two-thirds (2/3) members of the board empowered to vote.

Section 5. Unless otherwise specified in the Constitution, By-Laws, or Standing Rules, it shall require a majority vote of the board members to approve a motion.

Section 6. Each outgoing board must leave in the treasury a sum equal to the unpaid bills or obligations for which the administration is responsible.

Section 7. A Proxy called in to the Secretary or President before the discussion or vote shall count in obtaining a quorum for items on the agenda.

ARTICLE V. Officers

Section 1. Officers

There shall be the following elected officers:

Executive officers:

President

Vice President Cheerleading

Vice President Drill

Vice President Pep

Treasurer

Executive Board Assistant

Secretary

Officers:

3rd Grade Cheer Representative
4th Grade Cheer Representative
5th Grade Cheer Representative
6th Grade Cheer Representative
Stepper Representative
Strutter Representative
Dazzler Representative
Kinder Pep Club Representative
Pep Club Representative

Section 2. Board Eligibility

- (a) Qualifications to serve as an executive officer of the Organization requires an individual to have served on the board for at least one (1) year.
- (b) Qualifications to serve as an officer of the Organization requires an individual to have served on the board or to have been a director or assistant director for this Organization within the most recent two (2) years. The individual shall have completed at least one (1) full season and shall have left in good standing.

Section 3. Attendance

- (a) Should an officer be unable to attend a meeting, the officer may call or e-mail his/her vote of any action item in to the President or Secretary before the meeting.
- (b) A "proxy" vote does not 'forgive' an absence.
- (c) An officer is allowed three (3) absences from events mandated in their responsibility chart. After three absences he/she may be removed. Additional absences may be excused by a two-thirds (2/3) vote of the remaining officers.
- (d) In case of absence, it is the officer's responsibility to contact the Secretary or another officer to obtain information discussed at the meeting and to determine if any action on their part is necessary.

Section 4. Filling of Vacancies

- (a) Any vacancy occurring in the board of directors outside of the general elections, including and vacancy created by reason of an increase of the number of officers, may be filled by an affirmative vote of a majority of the remaining officers.
- (b) Vacancies shall be filled by qualified members as outlined in these By-Laws.
- (c) An officer elected to fill a vacancy shall hold office only until the next elections of officers by the membership.

ARTICLE VI. Elections

Section 1. Nominations.

- (a) Members wishing to nominate another member for a position on the board of directors may do so by contacting the Secretary. Nominations are accepted via phone or e-mail for the thirty (30) days prior to election.
- (b) The Secretary shall record and report to the election meeting with all nominations.
- (c) Nominations from the floor will be accepted at the elections meeting.

Section 2. Voting Procedure

- (a) Order of elections will be one of the following, determined by odd/even year:

ODD: Vice President Cheerleading

Vice President Drill
6th Grade Cheer Representative
Dazzler Rep
5th Grade Cheer Representative
Strutter Rep
4th Grade Cheer Representative
Stepper Rep
Pep Club Representative
3rd Grade Cheer Representative
Kinder Pep Representative

OR

EVEN: President
Vice President Pep Club
Secretary
Treasurer
Executive Board Assistant
6th Grade Cheer Representative
Dazzler Rep
5th Grade Cheer Representative
Strutter Rep
4th Grade Cheer Representative
Stepper Rep
Pep Club Representative
3rd Grade Cheer Representative
Kinder Pep Representative

- (b) In the case of more than one nominee for an office votes shall be taken by secret ballot and counted by two Executive Board Members who are not running for re-election.
- (c) The vote count must agree between the two (2) counters prior to results being announced.
- (d) The total votes may not exceed the total numbers of voters present.
- (e) The Secretary shall record and announce the results of the vote.
- (f) The President's sole function shall be to direct the voting procedure.

Section 3. Voting Privileges

Only those members present at the annual election meeting can vote.

- (a) Those members of GCDTA by means of paid registration(s) shall have one (1) vote for each paid registration for the current season per office being elected.
- (b) Directors present that have signed a Code of Conduct and also have no children in the association shall have one (1) vote per office being elected.
- (c) Board Members that have signed a Code of Conduct and also have no children in the association shall have one (1) vote per office being elected.
- (d) A director who has paid a registration for a child in the organization is entitled to one (1) vote only. They will not get a vote for the registration AND a vote for being a director.

Section 4. Term of Office

- (a) Executive officers shall be elected for terms of two (2) years, taking office immediately following adjournment of the election meeting.
- (b) Officers shall be elected for terms of one (1) year, taking office immediately following adjournment of the election meeting.

Section 5. Agenda For Annual Election Meeting

- (a) Sign-in
- (b) Treasurer's Report
- (c) President (overview of year's activities)
- (d) Ratify Duly Processed Amendments to the Constitution (if any)
- (e) Ratify Duly Processed Amendments to the By-Laws (if any)
- (f) Verification of Members Present
- (g) Nomination and Election of Officers
- (h) Introduction of Newly Elected Board of Directors
- (i) Adjournment by New President

Article VII. Duties of Officers

Section 1. President The President shall preside at all meetings of the Organization and the Board shall conduct same according to the adopted rules. The President shall enforce due observance of this Constitution and By-Laws. The President shall decide all questions of order, and shall sign all official documents and drafts drawn against the Organization approved by the Board. The President shall perform other duties normally associated with the Office of the President. The President is a non-voting office.

Section 2. Vice-President Cheer The Vice-President of Cheer will assume all duties of the President in the latter's absence. The Vice-President of Cheer shall assume all responsibility for the cheerleaders of GCDTA.

Section 3. Vice-President Drill The Vice-President of Drill shall assume all responsibility for the drill teams of GCDTA.

Section 4. Vice-President Pep The Vice-President of Pep shall assume all responsibility for the pep and kinder pep clubs of GCDTA.

Section 5. Secretary The Secretary shall keep a record of the proceedings of all meetings, read the communications, e-mail notices to Board members, and notify the public by means of the local press when required. The Secretary shall work in close association with the President. The Secretary shall perform all duties normally associated with the office, including recording of the vote count at all association meetings and announcing election results after verifying the agreement of the counts. The Secretary shall also be familiarized with Roberts Rules of Order for correct parliamentary procedure.

Section 6. Treasurers The Treasurers shall take charge of all funds received by the Organization in the depository approved by the Board and sign all drafts drawn against the organization.

Section 7. Executive Board Assistant The Executive Board Assistant shall assist the Board as needed. The Executive Board Assistant shall handle any fundraising by GCDTA including the GCDTA raffle.

Section 8. Parliamentarian The Parliamentarian shall maintain order throughout all meetings. It is the duty of the Parliamentarian to ensure that proper Parliamentary Procedure is followed. This is a non-voting office. The Parliamentarian shall be appointed by the President subject to the approval of the Executive Board. Further the current Parliamentarian may not run for any elected officer position without proper resignation of the Parliamentarian position first and then would follow normal GCDTA bylaw qualifications when running for any elected position.

Section 9. Director Representatives Director Representatives shall represent the Directors in their respective grade level and activity on administrative and policy matters. The Director Representatives shall assist in resolving problems arising between parents and Directors. The Reps will be the first contact for parents and Directors with questions, and shall be responsible for keeping Directors abreast of changes not discussed at monthly meetings.

ARTICLE VIII. Meetings

Section 1. There shall be regular meetings of this organization to be determined each year by the Board and will be outlined each year in the Handbook. These meetings are open to the public.

Section 2. Special meetings may be called by the President or the Board. Upon written notice of not less than five (5) Board Members, the President shall call a meeting. Notice of special meetings, along with an agenda, shall be given to the Board Members at least forty-eight (48) hours in advance. Only such business as appears on the agenda may be transacted at that particular meeting.

ARTICLE IX. Discipline

Any Board Member, Director, Assistant Director, or member who violates any provision of the Constitution, By-Laws, or Standing Rules may be dismissed or disciplined by the Board.

- (a) The accused member shall be notified in writing of the action and shall have the privilege of being present at a special or regular meeting of the Board, at which time the charges will be considered.
- (b) The member may be suspended or expelled by a two-thirds (2/3) vote of the board.
- (c) If there is a need for immediate disciplinary action, the President, Vice-President of the necessary group, and the Director Representative of the necessary group are authorized to make a decision.
- (d) Children under the age of eighteen (18) years will not be allowed at such meetings unless they are directly involved. If a child under the age of 18 is directly involved, she/he must be accompanied by their parent or legal guardian.

ARTICLE X. Use of Organization's Name

No member shall use the name of the GCDTA for any purposes without the expressed approval of the Board of Directors.

ARTICLE XI. Amendments

The By-Laws may be amended or altered by a two-thirds (2/3) vote of the Board or by a majority of the members at any regular or special meeting, provided the notice for the meeting includes the proposals for amendments. In addition, in the case where the board intends to amend or alter the By-Laws themselves members should be notified by public announcement of the Board's intent to amend the By-Laws. In either case the public announcement shall state that said amendments may be reviewed for a period of thirty (30) days at a specific location to be determined by the Board.

ARTICLE XII. Parliamentary Authority

The current edition of Roberts Rules of Order shall be the final source of authority in all questions of parliamentary procedure on rules not considered in the Constitution, By-Laws, or Standing Rules of the GCDTA.

ARTICLE XIII. Audit

An annual audit of the organizations books will be done after December 31 of each year, which will cover the period January 1 to December 31 of the preceding year. In addition said audit will be completed no later

than February 28 of the following year the books are closed. The audit committee will consist of at least 2 individuals. Also any person who was president, treasurer, or financial assistant of the GCDTA within the past 2 years may not serve on the Audit Committee.

ARTICLE XIV. Standing Rules

The annual handbook of the GCDTA, which is compiled by the Board, will serve as the Standing Rules of this Organization for the current school year for which they were drafted.

ARTICLE XV. Dissolution

This organization shall use its funds only to accomplish the objects and purposes specified in this document, and no part of said funds shall inure, or be distributed, to the members of the GCDTA. On dissolution of this Organization, any funds remaining shall be distributed to one or more regularly organized and qualified charitable, education, scientific or philanthropic organizations to be selected by the Executive Board.