

# **Bylaws of Iowa State Dance/Drill Team Association**

*2021 Revised*

## **Article 1**

### **Membership**

#### Section I-1

Membership in the Iowa State Dance/Drill Team Association is open to each public and private secondary high school in Iowa which sponsors or otherwise supports a dance/drill team/color guard comprised of students attending such school and which pays annual membership dues in a sum fixed at least every other year by the board of directors of the association.

#### Section I-2

Members of the association are those high schools which subscribe to the objectives of the organization, attend meetings of the members of the association, and meet the requirements as further set forth by these bylaws.

#### Section I-3

Association members shall have voting privileges through their respective chosen representative directors at all board and special meetings of the association. Association school representative members shall have voting privileges at the annual meeting with one vote per school.

## **Article II**

### **Board of Directors**

#### Section II-1

The board of directors shall consist of not less than seven nor more than thirteen persons selected by the members on a district basis as set forth in the articles of incorporation of the association, except that one director may be deemed "at large." Each director must have completed three years experience as an active dance/drill/color guard director or co-director and be recognized by his/her school district, and be actively directing or co-directing.

The lifetime advisory team is established as an extension of the board of directors for lifetime achievement members who desire an active role with ISDTA. Lifetime advisory team members can hold officer positions and sit on committees.

Each district shall be represented by one member on the board of directors. District representatives to the board of directors of the association shall be elected on a rotating basis every five years beginning with districts 1, and 2 in 2019, followed by districts 3 and 4 in 2020, and 5 and 6 in 2021; and, the terms of each such director shall be five years in order that each year one-third of the association director positions shall be deemed open and eligible for election. In addition, there shall be one "at large" representative of the board of directors of the association whose term of office shall be five years and who shall be elected in the same manner as the directors and alternates.

The district representatives to the board of directors of the association shall be elected in the following manner.

1. Self-nomination process open to the full general membership. Individuals complete the ISDTA board application/leadership interest form by given date.
2. Nomination committee will review and rank applicants and narrow down to a minimum of 4 finalists (minimum of 4 needed each year for voting to fulfill the open positions). Five minimum in years with at-large seat open.
3. Executive director and another member of the committee will make calls to athletic directors for recommendations of our finalists to confirm our selections.
4. Finalists are presented to the full board for support.
5. Voting completed by the full general membership electronically. Each school can vote for two people (three which at-large is open). The two with the highest number of votes become board representatives (third highest is at-large when open), the next two are board alternates.

The entire process is to be completed by April 1 each year. New board directors and alternates will attend the April board meeting.

The nomination and voting process is owned by the board vice president. Should the current vice president's term on the board of directors be up for election and if the vice president seeks or is nominated for re-election, then and in such event the duties of the vice president relative to such election shall be completed by the secretary.

#### Section II-2

The board of directors shall have general supervision of the affairs of the organization. The board shall determine all policies and procedures consistent with the provision of the articles of incorporation and all applicable laws, rules and regulations. The board may establish committees and may act upon reports from its committees, shall authorize and approve expenditures by the treasurer, and shall act as a trustee for all funds. Each committee shall be chaired by a director.

#### Section II-3

Terms of the directors shall be for as set forth in the articles of incorporation.

#### Section II-4

Vacancies shall be filled by appointment by the president for the remainder of the term. After the 3-year restructure is complete (2021), if a board member's status changes during their term to be no longer an active coach, then the individual would need to resign from their board position. The board president would appoint a qualified and active coach to fill the position until the term expires.

## Article III

### Officers/Employees

#### Section III-1

Officers of the association shall be considered from the association board of directors and the Lifetime Advisory Team and elected by the association board of directors and shall include: the president, vice-president, secretary, and treasurer. These officers shall perform the duties prescribed by these bylaws and by applicable state, federal rules and regulations and laws.

#### Section III-2

The board may hire, for compensation, an executive director or chief executive officer of the association and delegate to such person such authority, duties and responsibilities as the board deems appropriate. The board may hire such other employees and agents as it deems appropriate and delegate to such person(s) such authority and duties and responsibilities as the board deems appropriate, provided that such not be in conflict in any manner with the authority delegated to the executive director or chief executive officer of the association.

#### Section III-3

The officers shall be nominated and voted on by the current board of directors.

Position	Requirements	Term	Nomination / Election Processes
<b>President</b> <i>(Chair of Board)</i>	-Current Board Member or Lifetime Advisor -Completed minimum 20 yrs. Coaching -Role Model of ISDTA & it's values	5-year term	Nominated and Voted on by current board. Next Election: April 2027 Next Term: 2027 - 2032
<b>Vice President</b>	-Current Board Member or Lifetime Advisor -Completed minimum 15 yrs. Coaching -Role Model of ISDTA & it's values	5-year term	Nominated and Voted on by current board. Next Election: April 2026 Next Term: 2026 - 2031
<b>Treasurer</b>	-Current Board Member or Lifetime Advisor -Financial experience + Attention to Detail -Role Model of ISDTA & it's values -Served a minimum of 1 term on the board.	5-year term	Nominated and Voted on by current board. Next Election: April 2025 Next Term: 2025 - 2030
<b>Secretary</b>	-Current Board Member or Lifetime Advisor -Role Model of ISDTA & it's values -Served a minimum of 1 term on the board.	5-year term	Nominated and Voted on by current board. Next Election: April 2024 Next Term: 2024 - 2029

#### Section III-4

No director shall hold more than one office at a time, except that, the offices of secretary and treasurer may be combined into one office from time to time at the pleasure of the board of directors. A director may serve two consecutive five-year terms, then must have a one-year sabbatical before being re-elected. The board of directors may employ a chief financial officer and/or other persons to assist with the financial operations of the association upon such terms and conditions as the directors may deem fit.

## **Article IV**

### **Duties of Officers**

#### Section IV-1

The president shall preside at all board of directors' meetings; shall have general supervision over all activities of the organization; shall appoint committees and designate a chairperson of each such committee. The chairperson of each such committee must be a director of the association, and the board president and the executive director or chief executive officer of the association shall each be an ex officer (non-voting) member of each such committee and entitled to notice thereof and to attend each such committee meeting or event. The board president shall have the right to vote at all times and upon all issues.

#### Section IV-2

The vice-president shall assume duties of the president in the event of his/her absence; shall assume the duties of the secretary in the absence of that officer; and shall assume other responsibilities as deemed necessary by the board of directors and/or the president.

#### Section IV-3

The secretary shall keep minutes of all board meetings and shall perform such other duties as usually pertain to such an office.

#### Section IV-4

The treasurer shall keep exact records of all finances, shall pay all bills approved by the board, and shall submit regular reports of income and expenditures to the board of directors.

## **Article V**

### **Board of Directors Meetings**

#### Section V-1

Regular meetings of the board of directors will be held as established by board resolution. All directors must be provided notification of the time and place of all meetings of the board of directors in a reasonable manner.

#### Section V-2

The president may at any time call a special meeting of the members and/or a special meeting of the directors of the association. The purpose of the meetings shall be stated in the call. Except in cases of emergency, at least three days notice shall be given.

### Section V-3

A director who cannot be present at a meeting of the board should endeavor to reasonably notify the president or the coordinator by phone or other reasonable means if he/she will be absent from a meeting. In the absence of a director, such director's alternate shall be entitled to attend and to vote in such director's stead.

### Section V-4

Attendance: ISDTA board members, alternate board members and the at-large member are elected for a five-year term. Within this term are two annual board meetings (January and April), for a total of ten meetings/five-year term. Board members are elected to represent their districts' concerns and vote on issues in their behalf. Therefore, it is very important that board members are in attendance at each meeting. It is understood that emergencies arise, so the policy on attendance will be no more than three absences in a five-year term, with only one absence occurring in a calendar year. In the event of an absence the district alternate will vote. It is the board member's responsibility to notify the alternate, the board president and executive director of their absence. Board members and alternate board members absent more than three times will be replaced by the vote of the board.

## **Article VI**

### **Quorum, Procedure and Amendments**

#### Section VI-1

(Quorum)

A quorum shall be deemed to exist at any meeting of the members/directors if at least seven members/directors are present in person or by proxy.

#### Section VI-2

(Procedure)

The rules contained in the most recent available version of Robert's Rules of Order, Newly Revised shall govern parliamentary procedure in all applicable circumstances unless inconsistent with the articles of incorporation or any other provisions in these bylaws. The board may from time to time adopt and amend by mere majority resolution such rules and regulations as it deems appropriate for its operations, provided such not be inconsistent with the articles of incorporation, these bylaws, or any local, state or federal law, rule or regulation.

#### Section VI-3

(Amendments)

These bylaws may be amended at any regular or special meeting of the board of directors by a two-thirds vote of the directors present, provided that the subject matter and initial proposed draft of any such amendment had been submitted in writing at the previous regular meeting of the directors or had been mailed or otherwise delivered to each director not less than ten days prior to the first meeting at which such proposed amendment would be considered.

**These bylaws have been duly adopted by resolution of the board of directors of the association this 16<sup>th</sup> day in April, 2021.**

**Iowa State Dance/Drill Team Association:**

**By: \_\_\_\_\_, president**

**Attest: \_\_\_\_\_, secretary**