

CCCBC Meeting
December 4, 2018

Meeting came to order at 7:02 pm.

Motion to begin by Janelle Leistad, seconded by Rosalyn Traslaviña.

Motion to approve minutes from November meeting by Elise Donnow, seconded by Angee Huerta.

Parliamentarian annually checks the club's bylaws and then makes proposed changes. Tori made a running list of revisions made in previous years to the bylaws.

Changes had been made in 2011, 2012, 2013, 2015. Tori proposed we post this running list on the website for reference in future years. The motion was seconded by Julie Hall. Vote: passed.

In November, a committee presented 9 proposed changes or additions to the current bylaws.

Proposal 1) in Article III, Membership:

- 1). Change title of Article from "Membership" to "Membership and Voting Rights"
- 2). Add section 3 & section 4:
Section 3: The voting membership of the non-profit club includes up to two votes per family. Voting members must be in attendance to vote.
Section 4: The membership shall abide by the District Volunteer Guidelines for Parents.

Discussion: regarding the words "shall abide" as well as only using District Volunteer guidelines as a reference.

Section 4 proposal changed to: The membership shall use the District Volunteer Guidelines for Parents as reference.

Vote: passed

Proposal 2) in Article IV, Meetings

- 1) Add to section 3 - No more than 2 persons (which is 20% of a quorum) may participate by speaker phone in order to meet quorum.
- 2) Add to section 4 - A physical quorum must be in place during the May meeting when the election occurs for the executive board for the upcoming school year. If a quorum is not present, the President will call a separate meeting within 7 days and communicate the date to the general membership so a quorum can be established, and vote can commence.

Vote: passed

Proposal 3) in Article V, Finances

- 1) In section 4: Change the month of June to "July" (the fiscal year runs from July 1 - June 30; the audit cannot begin until the fiscal year has ended).
- 2) Add a section 5: Annually, the board and membership will decide if scholarships will be awarded based on the budget.

Discussion: a clarification was made by Robin Davis that all scholarships given in May do not pay out until August, therefore all scholarships awarded are for the previous year, the class just graduated.

Wording for section 5 changed to:

- 2). Add a section 5: Annually, the board and membership will decide if scholarships for the upcoming year will be awarded based on the budget.

Vote: passed

Proposal 4) in Article VI: Officers Duties and Elections

Add the additional responsibilities from Section 1 of the District Booster Club Manual:

- f) Regularly communicate with the dance team Director regarding booster club activities.
- g) Resolves problems within the membership.
- h) Regularly meets with the Treasurer of the booster club to review the organization's financial position. Vote: passed

Proposal 5) in Article VI: Officers Duties and Elections

- 1) Section 3a reword as follows: The secretary maintains records of attendance & minutes for all board and general membership meetings for the non-profit club.
- 2) Delete current 3d. (Publicity is too large a task now for one person.) Vote: passed

Proposal 6) in Article VI: Officers Duties and Elections

Add h) Two members of the same family cannot sign on the same check.

Discussion to specify the booster club by name. Proposal 6 reworded:

- h) Two members of the same family cannot sign a CCCBC check. Vote: passed.

Proposal 7) in Article VI: Officers Duties and Elections

- 1) Section 2 d shall be limited to the first sentence. [Active members to be considered for election to hold office shall be presented by the nominating committee at the April meeting.]. *The remainder of the information regarding the Nominating Committee shall be moved to Article VII, Committees and Chairpersons, Section 2.*

Discussion for this proposal to be voted on after discussion of proposal 9.

Proposal 8) in Article VII Committees and Chairpersons

Section 1, both and a and b shall be replaced with the following:

Section 1: Committees shall fall under the respective board members and chairs shall be appointed by the board.

- President: Publicity; Nominating; Scholarship; Audit; By-Laws (works with Parliamentarian)
- Vice President: Social/Hospitality
- Prop Manager: Security; Set-up/Break-dow; Competition Props
- Ways & Means: Kicked by a Cavalier, Photo Buttons, Spirit Items: * Sponsorship
- Treasurer: Participates with all committees

Any new committees formed in the future would fall under the appropriate board member. Vote: passed.

Proposal 9) in Article VII, Committees and Chairpersons

Within Nominating, Scholarship, Audit, and By-Laws Committees, each of the following shall apply:

- No two persons can be related.
- Each shall include 1 board member and 2 members from the general membership, appointed and/or approved by the president.
- Each committee shall have an alternate member. In the event a member cannot attend a meeting or drops out, the alternate would step in to complete the process and the original member cannot return.
- Any member of the non-profit club may serve more than one year on a committee, however not consecutive years, with the exception of the *Scholarship Committee and the Parliamentarian on the By-Laws Committee. (*added after discussion for clarity.)

The following details are special provisions for the four committees noted within this section.

- **Nominating** -

1. If a committee member is nominated for a board position, the alternate would step in to replace this person.
2. The committee shall use Exhibits 1, 1a, and 1b.
3. The committee may present 1 or more nominees for each executive board position to the general membership for the election at the May meeting. Consent from each candidate is required.
4. The President shall ask if there are any nominations from the floor of the general membership.
5. Election shall take place by secret ballot for those positions in which there is more than one candidate.
6. In the event of a ballot vote, two tellers shall be appointed prior to the voting process.

• **Scholarship -**

1. Parents of senior Cavaliers are not eligible to participate on this committee.
2. The current President shall appoint one member of the committee to serve 2 consecutive years for continuity purposes.
3. The committee shall use Exhibits 2, 2a, 2b, and 2 c.

• **Audit -**

1. No person on this committee can be related to the Treasurer for the audit year.
2. The committee shall use the audit exhibits provided by the CCISD Internal Auditor.

• **By-Laws -**

1. The committee shall use Exhibit 3.

Discussion was lively regarding the Nominating Committee. Objections were made about point 1. The meeting was extended past 8:00 in order to finish the voting on the proposed by-laws.

Proposal 9 required a vote counted by show of hands. Those against: 7. Those for: 12.
Vote passed.

We then returned to Proposal 7 for a vote. Vote passed.

Next, Tori brought up Fundraising plans for December: selling candy canes at lunch for \$1. Cavs will deliver candy canes with messages to the recipients' 7th period classes during the first 10 minutes only. This will take place on Dec. 13, 14, & 17.

Dancers will sign up to bring a food item for the Progressive Dinner on the 14th. Also, there IS a sleepover, so girls will wear Christmas pajamas. There will be an ornament exchange. No more than \$10/ornament. Lastly, there will be a white elephant exchange. Each dancer will need a gag gift.

Cavaliers won first in Walking and Dancing at the League City Holiday in the Park Parade.

Tamale Orders are due Dec. 5. Make a copy of your order form to make it easier for pick-up/delivery.

Father-Daughter event will be at Hometown Heroes on January 13th from 2-4 pm. "Birdfest!"

Motion for meeting to adjourn at 8:15 pm by Janelle Leistad and seconded by Robin Davis.