

Missouri Dance Team Association Policy and Procedures

I. Name

The name of the association shall be the Missouri Dance Team Association, referred to from this point forward as MDTA. MDTA is a non-profit association as defined under the Internal Revenue Code and the Non-For Profit Statute of the state of Missouri.

MDTA shall be governed by its By-Laws as Amended and Restated on January __, 2014.

II. Purpose and Goals

1. The primary purpose of the association is the promotion of student dance teams (dance, pom-pom, dance/drill.) including providing educational and safety programs.
2. Our primary goal is to promote quality training and leadership for coaches/directors in school dance programs. We will promote fellowship and unity among the coaches/directors in school dance programs, through education in competitive and non-competitive events.
3. In addition, MDTA will strive to promote a common understanding of the goals to be achieved as a result of participation in team activities.
4. Lastly, MDTA will organize a contest for evaluation of team, individual and/or ensemble performances and at the same time encourage good sportsmanship on and off the performance floor.

III. Friends Board

1. Membership on the Friends Board of the Missouri Dance Team Association is open to any individual, who has served a school dance team as a coach or who is affiliated with the sale of dance products. and is interested in the promotion of Dance (dance, pom-pom, dance/drill) in the state of Missouri
2. The membership year for the Friends Board is from September 1 to August 31.
3. The MDTA Executive Board shall establish the annual dues for membership of the Friends Board.
4. The members of the Friends Board, who have submitted completed membership applications by March 1, shall have the privilege of voting in the May election.
5. The members of the Friends Board may hold any elected or appointed position on the MDTA Executive Board.
6. The Friends Board members have the right to attend all open MDTA Executive Board meetings. These meeting dates shall be published on the MDTA website 30 days in advance.
7. The Friends Board members have the right to vote in all elections and on any issue presented to the Friends Board membership for consideration.

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8. The Friends Board members, who are head coaches/directors of a varsity team, may enter their teams in the annual MDTA State Championships, if their completed membership application is submitted by November 1. Special circumstances related to membership application submission after November 1 shall be considered by the MDTA Executive Board as related to the state contest.

IV. Board of Directors of the Missouri Dance Team Association

1. The Board of Directors shall consist of all elected positions, which include the President, Vice-President, Recording Secretary, State Secretary, Newsletter Secretary, Treasurer, and Regional Representatives from Western Missouri, Eastern Missouri, and Southwestern Missouri
2. The Board of Directors shall be elected by the Friends Board.
3. Each member of the Board of Directors shall serve a two year term. The term begins with the publication of election results.
4. The positions elected in the odd years shall be: Vice-President, Recording Secretary, and Regional Representatives from Western Missouri, Eastern Missouri, and Southwestern Missouri
5. The positions elected in the even years shall be: President, State Secretary, Newsletter Secretary, and Treasurer
6. Qualifications:
 - a. Shall be a current Friends Board member of the association
 - b. Shall provide a resume which delineates qualifications for the office and goals for the association
 - c. Regional Representatives shall be actively coaching a high school team
 - d. An individual running for the position of president shall be a Friends Board member for two years prior to the election
7. Voting/decisions shall only be made when a quorum (51% of the Board of Directors members) is present at the meeting. When a quorum is not present, all agenda items may be discussed but no final decisions shall be made
8. Meetings shall be held using the following venues:
 - a. In person
 - b. Conference Call
 - c. Conference video
 - d. Email

9. Duties of Board of Director positions:

- a. General Duties and Responsibilities
 - i. Attend all meetings unless exempted by the President
 - ii. Attend all MDTA events unless exempted by the President
 - iii. Decide all appeals from coaches by majority vote; when appropriate solicit additional input from the Executive Board
 - iv. Record all decisions
- b. President:
 - i. Shall preside over all meetings and act as the chief executive officer for MDTA.
 - ii. Shall set regularly scheduled meetings
 - iii. In case of a vacancy, shall immediately appoint a person (s), with the approval of the Board of Directors, to fill the position until the next General Election. The newly elected person shall finish the term of the person who vacated the position.
 - iv. Shall call special meetings when necessary
 - v. Shall attend or appoint a representative from the Friends Board to attend the annual MSHSAA Pom-Pon Advisory Board Meeting
 - vi. Shall prepare the agenda for all Board of Directors, Executive Board, and Friends Board meetings
 - vii. Shall approve all expenditures and reimbursements
 - viii. Shall designate the specific responsibilities of the Board of Directors and Executive Board Members at the annual MDTA competition
 - ix. Shall appoint at-large members and committee directors with the approval of the Board of Directors
 - x. Shall publish the election results or designate a person from the Executive Board to publish the results via the association's official website, emails, or newsletter
 - xi. Shall act upon any concerns related to the state contest not resolved by the State Secretary
 - xii. Shall perform such other duties as designated by the Board of Directors, Executive Board, and the Friends Board
- c. Vice President
 - i. Shall assume the position of President if the office is vacated
 - ii. Shall assume all duties of the President's in his/her absence
 - iii. Shall assist in the running of the State Competition
 - iv. Shall perform any such duties as may be designated by the Board of Directors, Executive Board, and the Friends Board
- d. Recording Secretary
 - i. Shall keep official records for the association, including but not limited to:
 - 1. attendance at all meetings
 - 2. minutes from all Board of Directors and Executive Board meetings
 - 3. official Board decisions related to requests and appeals made by individual coaches/school
 - 4. official announcements related to operations of the association.
 - ii. Shall answer all correspondence as designated by the President

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- iii. Shall publish all minutes of the meeting via the association's newsletter
 - iv. Shall submit a copy of the minutes to the Executive Board and to any entity designated by incorporation including the association's lawyer, accountant, and financial institutions as required
 - v. Shall keep current list of amendments to the Constitution and decisions made at the meetings which need to be acted upon
 - vi. Shall assist in the running of the State Competition as designated by the President
 - vii. Shall perform any other duties designated by the Board of Directors or the Friends Board
- e. Newsletter Secretary
- i. Shall publish the official newsletter in January, May, September, and November
 - ii. Shall assist the Membership Director by including a membership application in the statewide mailing of the September newsletter
 - iii. Shall publish in the newsletter: summary of the minutes from all open meetings, an annual financial report from the treasurer, pertinent events, and other educational articles important to the development of the membership
 - iv. Shall provide a copy of the newsletter to the webmaster
 - v. Shall obtain an official list of the membership from the Membership Chairperson
 - vi. Shall fulfill any additional responsibilities as designated by the Board of Directors and Friends Board
 - vii. Shall assist in the running of the State Competition as designated by the President
- f. State Secretary
- i. Shall coordinate the annual state competition:
 - 1. Publishes the state rules and application
 - 2. Submit a copy of the state rules and application to the webmaster
 - 3. Shall receive all state applications and all-state registration materials
 - 4. Coordinate the schedule of performances
 - 5. Shall communicate with all coaches concerning matters related to registration and scheduling of the contest
 - ii. Shall obtain an official list of the membership from the Membership Chairperson
 - iii. Shall maintain a complete list of eligible routine and safety judges for the State contest
 - iv. Shall perform any other duties designated by the Board of Directors or the Friends Board
- g. Treasurer
- i. Shall receive all funds and keep accurate financial records of such funds
 - ii. Shall deposit all monies into the official MDTA accounts
 - iii. Shall provide an accurate financial record at all Board of Directors and Executive Board meetings
 - iv. Shall provide an annual financial record to the Friends Board
 - v. Shall have two or more signatures on all bank accounts

- vi. Shall pay all bills of the association
- vii. May arrange for an annual audit as requested by the Board of Directors
- viii. Shall obtain an official list of the membership from the Membership Chairperson
- ix. Shall fulfill any additional responsibilities as designated by the Board of Directors and Friends Board
- x. Shall assist in the running of the State Competition as designated by the President

h. Regional Representatives

- i. Shall act as liaisons between the Friends Board and the Executive Board
- ii. Shall write and disseminate press releases for all MDTA events
- iii. Assist in the recruitment of new members
- iv. Contact members in their regions twice a year to solicit concerns and proposals for membership consideration
- v. Shall fulfill any additional responsibilities as designated by the Board of Directors and Friends Board
- vi. Shall assist in the running of the State Competition as designated by the President

10. Association's Financial Accounts

- a. The President, Vice-President and treasurer shall have access to all MDTA financial accounts.
- b. The Vice-President will receive all financial statements associated with the checking account and other investment accounts
- c. All financial documents shall be reviewed by either the president or vice president
- d. Financial statements and related paperwork shall be maintained for a period designated by the Association's legal counsel and accountant, after which such statements and paperwork shall be destroyed to protect the integrity of the association.

11. Removal from Office

- a. A member of the Board of Directors may be removed from office for:
 - i. Failure to fulfill the duties of said office
 - ii. Conduct detrimental to the financial and professional reputation of the association
 - iii. Failure to attend Board meetings
 - iv. Lack of active participation in the association's programs and events.
- b. Two-thirds of the Board of Directors must be in favor of a member's removal.

V. Executive Board

1. The Executive Board shall consist of the Board of Directors and all appointed chairpersons.
2. Appointed positions and related duties are determined by the President
3. All members of the Executive Board shall have voting privileges

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4. Voting/decisions shall only be made when a quorum (51% of the members) is present at the meeting. When a quorum is not present, all agenda items may be discussed but no final decisions may be made.
5. Meetings shall be held:
 - a. In person
 - b. Conference Call
 - c. Conference video
 - d. Email

VI. Elections

1. Application to run for office shall be obtained from the Election Chairperson and returned by May 1
2. Election chairperson shall determine the voting process, which will take place in May.
3. Results will be announced by June 1
4. All positions up for election will be listed on the ballot.

VII. Amending the Policy and Procedures for MDTA and its Events

1. Changing rules and regulations related to MDTA and its events
 - a. Changes in the rules regulating MDTA events may be made by a simple majority vote of the Executive Board or the Friends Board
 - b. The Friends Board or the Executive Board shall propose changes via the established proposal procedure set forth by Board of Directors and published in the association's newsletter and on its official website
 - c. Proposed changes shall be published in the official newsletter or on the official website. The Friends Board membership shall be afforded the opportunity to discuss the proposals via the official website
 - d. The Executive Board, upon considering the membership discussion, shall decide by a simple majority which changes will be voted on by the Friends Board and which will be voted on by the Executive Board.
2. During the Executive Board meeting prior to the May elections, the Executive Board shall determine which proposals shall be sent to the Friends Board membership for a vote
3. The Friends Board membership shall vote on proposals during the May election.
4. All proposals accepted by the Executive Board or the Friends Board shall become amendments to the constitution and bylaws or official changes in MDTA procedures

PROCEDURES

MDTA State Championships

1. Although the State Secretary shall be responsible for the overall association of the MDTA State Championships, the President shall be responsible for designating members of the Executive Board, volunteers from the Friends Board, director(s) from the host school(s) to specific responsibilities related to the contest operations. These responsibilities include but are not limited to:
 - a. Acquiring routine and safety judges
 - b. Assembling judges' packets
 - c. Assembling coaches' check in packets
 - d. Soliciting sponsors and advertisers for the State contest and program
 - e. Printing of judges' and safety forms
 - f. Tabulating the results
 - g. Assembling the coaches' result packets
 - h. Coordinating the event evaluation and results
 - i. Announcing throughout the day's activities
 - j. Assigning routine timers
 - k. Assigning routine evaluators
 - l. Supervising the on deck area
 - m. Coordinating the ordering of trophies
 - n. Ordering of identification bracelets
 - o. Ordering of zip drives or flash drives for oral evaluations
 - p. Transporting general supplies and materials to contest site
 - q. Determining if the coach has met the necessary rules meeting requirements
2. The President shall be responsible for hearing all grievances related to penalties. If the contest is held at two separate sites, the Vice President shall assume this responsibility at the second contest site.
3. The venue for the State Championships shall be determined by the Executive Board. If the Board decides to use a public facility for the competition, the President shall designate who from the Board of Directors is responsible for negotiating the contract. The Executive Board shall determine if the final contract is appropriate for the present status of the association's treasury.

If the Executive Board determines a school site is to be used for the contest, the President shall designate a member of the Board of Directors to coordinate the school applications to be a host school and to evaluate the feasibility of the school facilities to meet the needs of the contest.

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4. Rules, procedures, and application for the MDTA State Championships shall be published and made available to the membership via the MDTA web site, or if requested by a coach the materials may be emailed to a member.

Appointed Positions

The President shall appoint Friends Board members to positions deemed necessary for the operation of the association. These include but are not limited to:

1. Webmaster
2. Membership Director
3. Safety Director
4. Academic All-State Director
5. Contest Judges

The President may eliminate any appointed position at the end of the membership year.

The President may create an appointed position when a situation warrants

The term for each appointed position is determined by the President

In addition to appointed directors/chairpersons, the president may appoint an ad-hoc committee to address a specific need. The committee will be dissolved upon completion of its purpose.

Reimbursements and Expenditures

Members of the Executive Board shall be reimbursed for all expenditures they incur in carrying out the responsibilities of their position or responsibilities given to them by the association's president.

Official receipts or invoices shall be given to the association's treasurer before reimbursements are issued.

Request for reimbursement must be made in a timely manner and prior to the end of the fiscal year.

Coaches' Awards

During its annual state contest, MDTA shall recognize Friends Board members who have served as coaches for 5 years, 10 years, 15 years, 20 years, 25 years, and 30 years. The Executive Board shall determine the appropriate award for each level of service.

The Membership Chairperson shall maintain accurate records to determine when such awards will be given.

Academic All-State

MDTA, at its annual state contest, shall recognize 10th, 11th, 12th grade dance team members, who are participating in the state contest, and who have a cumulative GPA between 3.5-4.0. These individuals shall be recognized as Academic All-State members.

The Cumulative GPA shall be based on the student's cumulative grades from

the first semester of the 9th grade through the SPRING semester of the school year prior to the state contest. Freshmen shall not be eligible as grades for fall semester are not available at the time of the state contest application process.

The cumulative GPA shall be based on a 4.0 non-weighted system.

Proposing Changes and Amendments

All members in good standing with the association shall have the privilege of proposing changes to the association's constitution, by-laws, and event procedures.

All proposals shall be submitted to the association's president no later than March 15.

A proposal shall contain an explanation of the change, a rationale for the change, and the name/signature of the member submitting the proposal.

Official Communications

All official communication of the association shall be conducted through the association's official web site and email network.

Individual members shall be responsible for:

1. Checking the web site for the MDTA State Championship registration and guidelines
2. Membership application
3. Activating their MDTA email
4. Providing the correct information with which initial information regarding their email set up may be sent