

Article I

Section 1: Name of Organization

The Name of this organization shall be The East Los Angeles College Pep Squad, henceforth referred to as the Pep Squad Club

- C. Any unexcused absence exceeding 3 days will automatically disqualify the person from any club or team position. The vacancy created by such disqualification shall be filled by the

All officers listed below have one vote on all issues coming before the board during official meetings. The Pep Squad Club Advisor may only vote to break a tie vote.

The Pep Squad Club Board will consist of the following officers:

President
Vice President
Secretary
Assistant Secretary
Treasurer
Delegate
Alternate Delegate
Social Chair
Fundraiser
Historian

Section 2: Pep Squad Club Responsibilities

The following is a list of general duties and responsibilities of the Pep Squad Club Board.

President (1): plan, schedule, conduct and lead the ELAC Pep Squad Club Meetings. Follow through with club meetings and activities on campus and off campus. Confirm and make certain that all other ELAC Pep Squad Club Board Members are successful in fulfilling their responsibilities. In circumstances of open position(s) on the board, stand in open positions(s) and fulfill its responsibilities until the position is filled. Address all ELAC Pep Squad Club information with the ELAC Pep Squad Club Advisor. Update club officer contract information with the ASU Advisor when information changes. Attain, retrieve, and submit any forms from/to ASU or FISCAL Office as needed to proceed with club requirements. Prepare to represent the ELAC Pep Squad Club and ELAC Cheerleaders with/at any press conference or interview.

Vise President (1): assist ELAC Pep Squad Club President with his or her responsibilities. In circumstances of an open president position, stand in as acting president until the position is filled. If there are more than one vacant position, assist the president in standing in any other vacant position that the president has not yet fulfilled and needs help in fulfilling. Attain, retrieve, and submit any forms from/to ASU or FISCAL Office as needed to proceed with club requirements. Prepare to represent the ELAC Pep Squad Club and ELAC Cheerleaders with/at any press conference or interview.

Secretary (2): Prepare, type, print or copy club information, calendars, and a phone tree for the ELAC Pep Squad Club and ELAC Cheerleaders. Record any important information mentioned in ELAC Pep Squad Club Board Meetings as the club minutes. Remind all ELAC Pep Squad Club members and ELAC Cheerleaders of any important information (i.e.: activities) or any new or changed information with the above responsibilities. Attain, retrieve, and submit any forms from/to ASU or FISCAL Office as needed to proceed with club requirements. Prepare to

represent the ELAC Pep Squad Club and ELAC Cheerleaders with/at any press conference or interview.

Treasurer (1): Collect and note any money raised by the ELAC Pep Squad Club or any money used by the ELAC Pep Squad Club. Stay on top of Pep Squad Club account at ELAC Fiscal Office. Report any information in regard to the account or money raised or collected for the ELAC Pep Squad Club to the Pep Squad Club Board and Advisor. Act as cashier at any Pep Squad Club Fundraisers. Attain, retrieve, and submit any forms from/to ASU or FISCAL Office as needed to proceed with club requirements. Prepare to represent the ELAC Pep Squad Club and ELAC Cheerleaders with/at any press conference or interview.

Delegate (1): Attend ASU/ICC/BAC Meetings, as scheduled by ASU. Represent the Pep Squad Club and Cheerleading Team in a professional, respectful, responsible, and educated manner at all times. Raise awareness about the club, its activities, events, performances, and questions on ASU/ICC/BAC issues (past, present, and future). Vote on issues discussed at those meetings, present information gathered from those meetings to the Pep Squad Club members at scheduled Pep Squad Club Meetings. Attain, retrieve, and submit any forms from/to ASU or FISCAL Office as needed to proceed with club requirements. Prepare to represent the ELAC Pep Squad Club and ELAC Cheerleaders with/at any press conference or interview.

Alternate Delegate (2): The alternate delegate will assist the Delegate if the Delegate must miss a meeting or can not represent the club and team with public events and activities. Attain, retrieve, and submit any forms from/to ASU or FISCAL Office as needed to proceed with club requirements. Prepare to represent the ELAC Pep Squad Club and ELAC Cheerleaders with/at any press conference or interview.

Social Chair (4): Organize activities that will persuade more ELAC students to audition for the ELAC Cheerleading Team and ELAC Pep Squad Club. Organize activities for the ELAC Pep Squad Club and ELAC Cheerleaders that will reinforce the traditional spirit and pride for the ELAC Husky students, emphasize on strong commitment and dedication in the Club and Team. Act as poster organizer. Celebrate birthdays for each member in ELAC Pep Squad Club and on the ELAC Cheerleading Team. Choose with ELAC Cheerleading Captain and Coach for best cheerleader of each game and announce the news with a ribbon or gift at each board meeting. Meet, plan, and agree with social chair members on activities, events, duties, and responsibilities. Assign social responsibilities to assistants. Follow through and affirm that assistants are successful with their responsibilities. Prepare to represent the ELAC Pep Squad Club and ELAC Cheerleaders at any press conference or interview.

Fundraiser (3): Research and represent to ELAC Pep Squad Club and ELAC Cheerleaders of any fundraising ideas for the club and cheerleaders. Plan, organize and host fundraisers for the ELAC Pep Squad Club and ELAC Cheerleaders. Attain, retrieve, and submit any forms from/to ASU or FISCAL Office as needed to proceed with club requirements. Prepare to represent the ELAC Pep Squad Club and ELAC Cheerleaders with/at any press conference or interview.

Historian (2): Record and forward video, pictures, verbal recording, or any type of media reordering of the club and its members from all events, activities, games, meetings, community

Article VI

Quorum

Section 1: Attendees

There must be seven members for a meeting to take place. An advisor, president or vice president, and secretary must be present at all club meetings.

Article VII

Amendments

Any amendments must be made at an official meeting. An amendment should only be considered when one month notice is given at an official board meeting. Only the Advisor c

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