

CONSTITUTION
of the
Ballroom Dance Society of Christopher Newport University

Article I
Name

The name of this organization shall be the Ballroom Dance Society of Christopher Newport University. For the continuing purpose of this constitution, the Ballroom Dance Society of CNU shall be equivalent to the Ballroom Dance Society of Christopher Newport University.

Article II
Purpose

The purpose of the club shall be (a) to foster student interest and participation in traditional forms of ballroom and Latin dance by fostering instruction in a social setting, (b) to assist students in developing skills and proficiency as ballroom dancers, and (c) to refine the technique of all dancers interested in competition.

Article III
Membership

- Section 1. Any member of the Christopher Newport University community may become a member of the Ballroom Dance Society of Christopher Newport University, henceforth referred to as the Ballroom Dance Society. The Ballroom Dance Society accepts members of all abilities and encourages interested persons to join with or without previous dance experience. The Ballroom Dance Society shall not discriminate based on race, creed, color, sex, age, national origin, disability, or sexual orientation.
- Section 2. The Ballroom Dance Society shall not haze any prospective member for the purpose of admission into or affiliation with the club without fear of retribution or harassment.
- Section 3. Dues, being proposed by each elected Treasurer and approved by each elected Executive Board, shall be paid by members only by a specific date, voted upon by the Executive Board. In order to participate in the Ballroom Dance Society, dues must be paid by the date decided upon or the member shall be asked to not attend the club lesson until their dues have been paid.
- Section 4. All due paying (minimum of half of the dues paid) student members will have voting privileges and office-holding privileges.

- Section 5. Should any member become excessively disruptive in lessons, and continue to do so after a series of no more than three warnings by the President or Vice President, their membership may be suspended indefinitely by the Executive Board, with no refund of dues. Members may be asked to leave for the remainder of the event if it is determined they are in fact excessively disruptive.

Article IV Executive Board

The Executive Board shall consist of the executive officers of the Ballroom Dance Society who shall be as follows: President, Vice President, Director of Events, Treasurer, Secretary, Public Relations Officer, Fundraising Officer, Media Manager, Photographer, and Videographer. Executive Officers will be responsible for duties listed in Article V. All officers are required to be at every lesson and Ballroom sponsored event. In the event that they are unable to attend it is their responsibility to notify the Executive Board, with reason of absence, and delegate their responsibilities to a responsible member of the club.

Article V Duties of the Elected Officers

- Section 1. The President is responsible for the general management and activity of the Ballroom Dance Society and its members. He/she will (a) be the key representative of the Ballroom Dance Society to the public, (b) coordinate with any professional or any student volunteer instructors as necessary, (c) plan the lesson order and then share said order with the secretary, (d) act as the administrator and overseer of all club activities, (e) facilitate pairings for competitions, and (f) assist other Executive Board members with their duties as needed.
- Section 2. The Vice President is responsible for the basic functions of club operation and for the management of the Ballroom Dance Society's human resources. He/she will (a) preside over meetings in the President's absence, (b) secure a meeting location each semester and venues for special events, (c) communicate with university administration regarding the activities of the Ballroom Dance Society including but not limited to gathering and returning all travel forms, (d) oversee and engage new members in regular meetings and club activities, (e) act as or appoint a committee head and act as liaison for the standing committee (refer to Article VI), and (f) assist other Executive Board members in their duties as needed.
- Section 3. The duties of the Director of Events are to research and coordinate the logistics of Ballroom Dance Society events including but not limited to (a) collaboration with outside organizations (for example dancing with the CNU stars), (b) Coordinate with the Vice President on housing and car arrangements for competition, (c) working with other executive board members on logistics of club events, (d) the acquisition and execution of decorations, (e) coordinating with other schools

including but not limited to registration and housing for competition, and (f) assist other Executive Board members in their duties as needed.

- Section 4. The Treasurer is responsible for the ethical management of the Ballroom Dance Society's financial assets. He/she will (a) maintain the Ballroom Dance Society's financial accounts, (b) oversee the collection of dues as well as any money for club events or paraphernalia during each semester, (c) approve all expenses proposed by executive officers, (d) be a liaison between the Ballroom Dance Society and its financial institution, and (e) assist other Executive Board members in their duties as needed.
- Section 5. The Secretary is responsible for maintaining club documents and managing any paperwork necessary to the operation of the club. He/she will (a) create, distribute, update the calendar of events each semester, (b) make meeting minutes available to the Executive Officers, (c) make meeting minutes available upon request to the general membership, (d) oversee the collection of membership/contact information, (e) serve as liaison between the club and the alumni group, and (f) assist other Executive Board members in their duties as needed.
- Section 6. The Public Relations Officer is responsible for facilitating communications between the club and outside groups or individuals for promotional purposes. He/she will (a) handle publicity as required by club operation, including but not limited to recruiting new membership, promoting special events, and public relations material for the Franklin Council events or other publications, (b) coordinate the research, purchase, and distribution of promotional products such as logo t-shirts, apparel, or other items, (c) update the Ballroom Dance Society social media groups to accurately reflect the club's current officers, news, and general information and may post events hosted by the club as "Facebook Events," and (d) assist other Executive Board members in their duties as needed.
- Section 7. The Fundraising Officer is responsible for setting up fundraising opportunities to maintain the financial stability of the club. He/she will (a) plan and conduct at least two fundraisers per month, as well as work closely with the Treasurer to assess the cost-benefit prospects of any planned fundraisers, (b) organize the duties required for each fundraiser, (c) ethically handle the money from the events and for deliver any money raised to the treasurer after the event, and (d) assist other Executive Board members in their duties as needed.
- Section 8. The Media Manager is responsible for maintaining the club's sound equipment and musical library. He/she will (a) ensure the sound equipment and/or music is available at meetings and special events where it is required, (b) update and maintain the website using media provided by the Photographer and Videographer, and (c) assist other Executive Board members in their duties as needed.

- Section 9. The Photographer is responsible for (a) taking photos of lessons, Ballroom sponsored events, as well as competitions, (b) organizing photos and sharing them with the club as well as backing them up on the hard drive, (c) editing photos as needed, (d) is responsible for gathering photos to pay tribute to the exiting members, (e) The Photographer is solely responsible for payment of any late fees regarding returning equipment to the media center on time, and (f) assisting other Executive Board members in their duties as necessary.
- Section 10. The Videographer is responsible for (a) recording lessons, Ballroom sponsored events, as well as competitions, (b) editing videos as needed and uploading them to the hard drive, (c) keeping record of the moves taught at lessons, (d) making videos of lessons privately available to members upon request, (e) updating and maintaining the YouTube channel, (f) is responsible for payment of any late fees regarding returning equipment to the media center on time, and (g) assisting other Executive Board members in their duties as needed.

Article VI Committees

- Section 1. There will be a standing committee made up of volunteers from the club that can be called upon by the committee head as described in Article V Section 2. They will assist the Executive Board in their duties as needed.
- Section 2. Temporary committees can be created and dissolved at the discretion of the Executive Board for special purposes. Each committee will be headed by a Committee Chair or supervising Officer, with approval by the Executive Board.

Article VII Executive Board Meetings

- Section 1. The regular meetings of the Ballroom Dance Society Executive Board shall be determined by the President and the officers.
- Section 2. Executive Board meetings will be conducted in a consistent manner determined upon by the President and the Executive Board during their first meeting of the term.
- Section 3. Special meetings are deemed to be any mandatory meetings not regularly scheduled, including but not limited to emergency meetings, event planning, officer recalls (refer to Article IX), and constitution meetings. Special meetings may be called by the President or Vice President and all officers must be notified of meeting time and place twenty-four hours in advance. In the case of a grievance with an officer, said officer must be present at the meeting (refer to Article IX).

Article VIII

Elections

- Section 1. Election of officers shall take place yearly during the month of November. Sixty percent of regularly attending due paying members shall constitute a quorum. At elections, a quorum must be reached. If a quorum is not reached, an alternate date will be proposed
- Section 2. Any student is eligible for nomination as an officer of the Executive Board who: (a) meets CNU's eligibility for student office which consists of at least of a 2.0 grade point average and (b) has been a member of the club for at least two semesters for President, Vice President, and Director of Events. All other positions require at least one semester membership, with the exception of freshman and transfer students who began in the fall. Specific Presidential qualifications include one year of prior Ballroom Dance Society Executive Board experience. In the case of lack of interest, these qualifications set forth are suspended, at the discretion of the outgoing Executive Board.
- Section 3. A vacancy in any office, except the Presidency, shall be filled by an election held among the members of the Ballroom Dance Society or by appointment by the President, at the discretion of the Executive Board. The Presidency, if vacant, will be filled by the Vice President. The Chain of Command is as follows: President, Vice-President, Director of Events, Treasurer, Secretary, Public Relations Officer, Fundraising Officer, Media Manager, Photographer, and Videographer.

Article IX Grievance Meetings and Recall of Officers

Due process will be followed as such for any grievances towards an officer, including but not limited to dereliction of duties, any perceived breaches against the Ballroom Dance Society Constitution, or violation of university policy as outlined in the CNU Student Handbook. The steps to be taken are as follows:

- 1) If an officer has a complaint with a fellow Executive Board member, he/she will send a complaint clearly explaining the grievance to the President. The president will then insure that the complaint meets the requirements before continuing with a grievance meeting.
- 2) The President will then send out an email the night before the next Executive Board meeting informing both the defendant and the remaining Executive Board members that a grievance meeting will be held during the normal hours of a weekly Executive Board meeting. If the executive board member in question cannot attend, the president may call an emergency meeting (refer to Article VII section 3) at time the defendant can be present as well as all other executive board members.
- 3) At the end of the meeting, in between new business and weekly reminders, the President will read out the email complaint sent, without disclosing the litigant's name.

4) The President will then pass out notecards to all officers asking them to respond to the complaint. Officers should write down if he/she agrees or not. All notecards will be returned to the President whereupon he/she will read them out loud.

5) If more than three Executive Board members respond that they agree with the grievance(s), an open forum will be held. If less than three complaints are put forth, then the grievance will be dropped.

6) If the grievance is validated by the officers, the member in question will be charged with the task of amending his/her behavior. They will be given a two week window to do so.

7) Following the two week window, a follow-up meeting will be held to see if the appropriate amendments in behavior have been made. If so, then charges are dropped. If the Executive Board deems the behavior not sufficiently remedied, a recall of office will be immediately issued.

8) If the grievance is directed towards the President, then the Vice President will be tasked with following these steps.

9) If a club member has a grievance, then the club member shall send it in to the President. The President will then follow the above outlined steps as if the grievance was sent in by an Executive Board member.

Article X Amendments

Amendments to this constitution should be proposed to the voting membership by majority vote of the Executive Board or by petition signed by 1/5 of the voting membership. Amendments shall be declared adopted once they are presented at one general meeting and receive a quorum at the meeting by the voting members present.

Article XI Bylaws

Bylaws, not inconsistent with the constitution, may be adopted and amended by two-thirds (2/3) vote of the Executive Board.

Article XII Role of the Advisor

The faculty advisor of the organization shall provide support, counseling, and guidance as needed and assist the Executive Board in the fulfillment of their duties. The current advisor is Lorraine Hall.

Article XIII
Responsibilities

The Ballroom Dance Society will adhere to University policies and all city, state, and federal laws. In case of emergencies, walk, do not run, to the nearest exit. In case of impending doom, engage in the “Sexy” Polka, T-Rex Foxtrot, and/or shake your Laffy Taffy.

Article XIV
Ratification

This Constitution shall become effective upon ratification by majority of the organization’s membership and Office of Student Activities.

President: _____ Date: _____