

CONSTITUTION
of the
Ballroom Dance Society at Christopher Newport University

Article I
Name

The name of this organization shall be the Ballroom Dance Society at Christopher Newport University. For the continuing purpose of this constitution, the Ballroom Dance Society at CNU shall be equivalent to the Ballroom Dance Society at 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 dances** 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 **and local community** may become a **due-paying** member of the Ballroom Dance Society at 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, sexual orientation, or sexual identity.

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 not to attend club lessons until their dues have been paid, **except** in the case of a payment plan, which must be set up with the elected Treasurer before the specific due date.

Section 3a. A person may be allowed to attend lessons by paying a lesson fee determined by the treasurer and approved by the executive board, but they will not receive membership privileges until full dues are paid. At the treasurer's discretion, a person regularly paying lesson fees may contribute those fees towards their dues balance. Fees can be paid either in cash or through Venmo.

Section 3b. If another member of the executive board is collecting dues, lesson fees, or other payments on behalf of the treasurer, they are responsible for coordinating with the treasurer to ensure that the funds are delivered to the treasurer in a timely manner.

Section 4. All due paying (minimum of half of the dues paid) student members will have voting privileges and office-holding privileges. Due paying members may also attend and participate in competitions with the club.

Section 5. Should any member or attendee 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 or lesson fees. Members or attendees may be asked to leave for the remainder of the event if it is determined that they are in fact excessively disruptive. Any member or attendee that is found to be discriminatory against another member based on their race, creed, color, sex, age, national origin, disability, sexual orientation, or sexual identity will be asked to leave, and their membership status will be put up for review by the Executive Board.

Section 6. Should any member or attendee be in violation of a Title IX offense membership will be revoked without refund at the discretion of the current Executive Board. Should any member or attendee need to report a Title IX related incident they will be directed to the current advisor, or to the proper authorities; such as CNU counseling services or CNU Police Department.

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, Treasurer, Public Relations Officer, and Fundraising Coordinator. 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. They 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 for the semester with the rest of the executive board, (d) act as the administrator and overseer of all club activities, (e) gather and return all travel forms, (f) handle publicity as required by club operation, including but not limited to recruiting new membership, (g) serve as liaison between the club and the alumni group, (h) secure a meeting location each semester and venues for special events and ensure that sound capabilities are readily available, (i) ensure the sound equipment and/or music and appropriate

playlists are available at meetings and special events where it is required, and (j) 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. **They** will (a) preside over meetings in the President's absence, (b) communicate with university administration regarding the activities of the Ballroom Dance Society, (c) oversee and engage new members in regular meetings and club activities, (d) coordinate with outside organizations (for example dancing with the CNU stars), (e) coordinate housing and car arrangements for competition, (f) facilitate pairings for competitions, (g) coordinate with other schools including but not limited to registration and housing for competition, and (h) assist other Executive Board members in their duties as needed.

Section 3. The Treasurer is responsible for the ethical management of the Ballroom Dance Society's financial assets and for maintaining and managing any paperwork **or documents** necessary **for the monetary operations** of the club, **including keeping attendance**. **They** will (a) maintain the Ballroom Dance Society's financial accounts both print and electronic, (b) oversee **and, if necessary, delegate** 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) coordinate with the Public Relations Officer on the research, purchase, and distribution of promotional products such as logo t-shirts, apparel, or other items, (e) be a liaison between the Ballroom Dance Society and its financial institution, (f) have their name tied to the Ballroom Dance Society's bank account while acting treasurer, and (g) will coordinate with the Vice President for the collection and payment of competition fees to the host school, (h) direct the acquisition and execution of decorations for events, and (i) assist other Executive Board members in their duties as needed.

Section 4. The Public Relations Officer is responsible for facilitating communications between the club and outside groups or individuals for promotional purposes. **They** will (a) promote special events, and public relations material for the **Campus Announcements email** or other publications, (b) coordinate with the Treasurer on 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 and sends weekly emails to the members of the Ballroom Dance Society to accurately reflect the club's current officers, news, and general information. The Public Relations Officer is also responsible for (d) creating, distributing, and updating the calendar of events each semester **and sharing this calendar with the instructor ahead of time**, (e) making meeting minutes available to the Executive Officers, (f) making meeting minutes available upon request to the general membership, (g) overseeing the collection of membership/contact information, (h) ensure the camera is retrieved and ensure pictures are taken of lessons, Ballroom sponsored events, as well as competitions, (i) organize, edit and share photos with the club as well as backing them up on the hard drive, (j) gathering photos to pay tribute to the existing members, (k) responsible for retrieving the video camera for

competitions and uploading them on the hard drive, and (l) assist other Executive Board members in their duties as needed.

At the discretion of the PR officer, a committee may be formed to perform duties h-k. Whomever is responsible for obtaining equipment is solely responsible for payment of any late fees regarding returning equipment to the media center on time.

Section 5. The Fundraising Coordinator is responsible for providing opportunities for the club to earn funds that will be used to enrich the experience of the club's members and help prevent the loss of members due to financial barriers. **They** will (a) research and find fundraising opportunities local to the CNU community (i.e. Chipotle, Rita's, Panera, etc.), (b) find on-campus opportunities to earn funds for the club (i.e. DSU Bake Sale), (c) propose ideas for events that may earn funding for the club, (d) be in direct charge of the planning of any such fundraising events, (e) coordinate with the Treasurer for any needed bank and/or tax information and ensure the transfer of received funds into the club's account, (f) coordinate with the Public Relations Officer for the promotion of fundraising events, (g) inform the President and Vice President of any duties that may need to be performed by those individuals to aid in the success of a fundraising event, and (h) assist other Executive Board members in their duties as needed. Any funds earned must be used for club purposes with the approval of the Executive Board. Any deliberate misuse of funds or discovery of purposeful misappropriation will result in the dismissal of the officer and an election for a replacement shall be held and the officer's membership may be indefinitely suspended, at the discretion of the Executive Board. If necessary, CHECS may be called upon to further investigate the situation.

Article VI Committees

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. Committee Chairs may attend Executive Board meetings as necessary.

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, **depending on the availability of all of the officers.**

Section 2. Executive Board meetings will be conducted in a consistent manner, weekly or biweekly, 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).

Section 4. Members interested in attending Executive Board meetings may do so. They are allowed to interject opinions, however, they will have no voting privileges in Executive Board meetings. Non-Executive Board members may be ejected from meetings at the discretion of the Executive Board depending on the sensitivity of the information being discussed or the Non-Executive Board member's behavior.

Article VIII Elections

Section 1. Election of officers shall take place yearly during the month of November. Sixty percent of regularly attending (defined at the discretion of the executive board) 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 a 2.0 grade point average and (b) has been a member of the club for at least two consecutive semesters for President and Vice President. In the case of lack of interest from eligible members, an exception may be made for a due-paying member who has held membership for less than the allotted time, with the approval of the club members and the outgoing executive board. All other positions require at least one semester membership. Any due-paying member may run to fill any position on the executive board, even if the current officer is running again. Specific Presidential qualifications include one year of prior Ballroom Dance Society Executive Board experience. In the case of lack of interest (this includes no interest or running unopposed), 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, Treasurer, Public Relations Officer, and Fundraising Coordinator.

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, **they** 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 a 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 note cards to all officers asking them to respond to the complaint. Officers should write down if **they** agree or not. All notecards will be returned to the President whereupon **they** will read them out loud.
- 5) If three or more Executive Board members respond that they agree with the grievance(s), an open forum will be held. If less than two 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 **their** 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 appropriate amendments to behavior have not been made, a vote will be cast to determine whether the Executive Board member in question will keep their position. In the event of a tied Executive Board vote, the club as a whole will vote to determine the status of the Executive Board member in question. Refer to step 4 for the entire club voting procedure, steps 5-7 will not be followed.
- 9) If the grievance is directed towards the President, then the Vice President will be tasked with following these steps.
- 10) If a club member has a grievance, then the club member shall send it 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 Laura Lloyd.

Article XIII Alumni Advisor

Section 1. The alumni advisor is a non-voting position on the Executive Board. The purpose of the alumni advisor is to provide advice and guidance to the current Executive Board as well as act as a non-biased party in the event that one is required. The alumni advisor is present as a non-biased resource for both the Executive Board and club members for discussion pertaining, but not limited, to ballroom activities.

Section 2. The alumni advisor should be elected in the same fashion of the other members of the Executive Board during general elections. Anyone seeking to run for alumni advisor must be a former member of the Ballroom Dance Society at CNU, a former member of the Executive Board, and a former student of CNU for a minimum of four semesters.

Section 3. The alumni advisor is not required to adhere to the rules set forth for the Executive Board and is thus not required to attend all meetings or events. The alumni advisor may be contacted at any time by any member of the Executive Board as well as by any member of the club should they want to discuss something. The alumni advisor should therefore provide proper means of communication through phone, email, etc. Reaching out to the alumni advisor is confidential and the alumni advisor should not at any time share confidential information or identities unless in the case of risk of harm or legal action in which information may be shared

only with the required parties deemed necessary. The alumni advisor should be available for contact by any member of the Ballroom Dance Society as well as the Executive Board for consultation and non biased advice. The alumni advisor should reach out individually to each member of the Executive Board at least once a semester for a check-in meeting where they can confidentially discuss the concerns and well-being of the Executive Board, the club as a whole, and/or personal/academic life. The check in meetings have no minimum or maximum time limit and no actions are required to be taken following it. The alumni advisor has the ability to call for an emergency meeting in the case they see something of concern. This meeting is mandatory for all Executive Board members and the concerns should be heard, however, no action is required following the meeting. The alumni advisor should be present for at least one event/lesson/open dance a semester in order to introduce themselves to the club, in the event that it is not possible to physically show up then a virtual meet and greet will suffice.

Article XIV Competition

Section 1. The Vice President will be in charge of pairing uncoupled dancers. **This includes assisting uncoupled dancers in finding a TBA partner once at the competition. In the absence of the Vice President, this role will be filled by following the chain of command.**

Section 2. Competitors are representing CNU, therefore CNU's code of conduct will be applied to all competitors traveling outside of CNU. Consuming alcohol **underage** or other illegal substances, or breaking CNU's code of conduct during the course of competition is cause for dismissal from The Ballroom Dance Society and will be reported to CHECS.

Section 3. When a dancer registers with the club they are required to follow competition standards. They are not, however, subjected to personal opinions of others in or outside of the club. Dancing above one's level is allowed but dancing illegally according to each competition is not allowed. When registering independently of the club a dancer is not subjected to the club's authority. Those who are registering independently are not allowed to register under CNU for security and liability reasons.

Article XV 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, same sex Rumba, shake your Laffy Taffy, tempo changing Wobble, Zombie Cha-Cha, the Ultimate Game of Samba Tag, the Beyblade Let it Rip Swing, the Cha-Cha Choo Choo Train, **and/or the 100-Degree Jive.**

Article XVI Ratification

Revised Fall 2023

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

President: _____ Date: _____