

<Clark University Ballroom Dance Team & Club>

Charter for Recognition

April 18th, 2011

Mission Statement: The purpose of the Clark University Ballroom Dance Team & Club is to educate the college populace in ballroom dancing, to promote physical fitness through ballroom dancing, build self-confidence, to encourage personal discipline, to promote friendship and loyalty among its members, and, in general, to support the aims of the college community through ballroom dancing.

The current Executive Board and contact information is as follows:

President	Chris McCloskey	cmccloskey@clarku.edu
Vice President	Sean Paul Fitzgerald	sfitzgerald@clarku.edu
Captain	Shayl Griffith	sgriffith@clarku.edu
Assistant Captain	Kathy Campbell	kcampbell@clarku.edu
Secretary	Ross Glover	roglover@clarku.edu
Treasurer	Olivia Krommes	okrommes@clarku.edu
Event Coordinator	Elizabeth Harwood	eharwood@clarku.edu
Social Coordinator	Amelia Najjar	anajjar@clarku.edu
Advisor	Jason Zelesky	jzelesky@clarku.edu

Article I: Name of Organization

Sec. 1: The name of the organization shall be <Clark University Ballroom Dance Team & Club>, henceforth referred to as <The Clark University Ballroom Dance Team >.

Article II: Membership

Bylaw 101: Equal Opportunity

Each qualified individual regardless of race, color, sex, sexual orientation, religion, national origin, age as defined by law, disability, or veteran status, shall have equal opportunity to participate as a member of the group. As enacted by the Clark University Student Council in Bylaw 101 of the Constitution which states:

Sec. 1: Student Council advocates the University's policy of equal opportunity, which states:

It is the policy of Clark University that each individual regardless of race, color, sex, sexual orientation, religion, national origin, age as defined by law, disability, or veteran status, shall have equal opportunity in education, employment, or services of Clark University.

Sec. 2: Student Council's interactions with the undergraduate student body shall exhibit the spirit of the University's Equal Opportunity Policy.

Bylaw 124: SAF Funding Requirements

As enacted by the Clark University Student Council in Bylaw 124 of the Constitution that all Student Council recognized organizations receiving funding from the Student Activities Fund must:

- Sec. 1a: Be open to membership to all members of the Clark Undergraduate student body regardless of race, color, sex, religion, national origin, sexual orientation, or handicap.
- Sec. 1b: Be continuously available for additional membership, activities, and participation by all members of the Clark Undergraduate Community.
- Sec. 1c: Have an Executive Board.
- Sec. 2a: Open and widely publicize all organizational meetings and events, and activities that the organizations hold, sponsor, or co-sponsor (excluding the Spree Day Committee).
- Sec. 2b: Allow events and activities held, sponsored, or co-sponsored to be open for the participation of all members of the Clark Undergraduate Student Body regardless of race, color, sex, religion, national origin, sexual orientation, or handicap.
- Sec. 3a: Submit one (1) copy of its charter, if changed to the Judiciary Committee of the Student Council for approval by that committee.
- Sec. 3b: Submit one (1) copy of all executive board changes, as necessary, with updated contact information to the Judiciary Committee of the Student Council.
- Sec. 3c: Keep on file for their reference, and the reference of their members, a copy of their charter.
- Sec. 4: Notify the Student Council Secretary in writing at least one week in advance of any organizational elections for the purpose of openly and widely publicizing the said elections.
- Sec. 5: Have an advisor, said advisor cannot be an undergraduate student. (Effective Spring 2005.)
- Sec. 6: Failure to comply with any portion of this bylaw will be cause for an organization to be considered ineligible for SAF funding.

Bylaw 130: General Membership

- Sec. 1: Membership shall be open to any undergraduate member of the Clark Community who has paid the Student Activities Fee. Membership shall also be open to any graduate member of the Clark Community who has paid dues to the Clark University Ballroom Dance Team.

Bylaw 131: Eligibility to Compete

- Sec.1: The ability to compete in ballroom dance competitions shall require attending at least one session of dance lessons with an instructor and one team practice per week. Those who choose not to compete may still attend Club lessons.

Bylaw 132: Team Membership

- Sec. 1: Membership for the Clark University Ballroom Dance Team shall also require a payment of team dues each semester to cover the cost of dance instruction and competition fees. This fee shall be determined by the team officers before the first team meeting each semester.

Bylaw 133: Club Membership

Sec. 1: Membership for the Clark University Ballroom Dance Club shall require attendance to at least one session of dance lessons each semester. Membership for the Club shall also require a minor fee per semester to help cover the cost of dance instruction.

Bylaw 134: Voting Membership

Sec. 1: A voting member is defined as anyone who has met the prerequisites of general membership and is a Club or Team member and is a student in good academic and social standing.

Article III: Duties of Team Members and Officers

Bylaw 201: Member Positions and Duties

Sec. 1: Newcomers: Newcomer status is for one semester starting in either September or January. Newcomers will typically compete at the Newcomer level in competitions for one semester and then proceed to the next level. Newcomers are responsible for attending instructed lessons and at least one team practice per week. All other practice times and spaces are open to them for unstructured practice. The Team Captain will complete partnering for newcomers but it is the Newcomers' responsibility to open the lines of communication with their individual partner(s).

Sec. 2: Syllabus: This section encompasses returning members who are competing at the Bronze, Silver, or Gold level. They may move up in accordance with the YCN proficiency points system, if a partner is to or must move up in level, or if they feel the desire to do so. Syllabus members are responsible for attending one lesson per week and assisting in the team practices for the Newcomers. Syllabus members are always responsible for finding their own partner. Syllabus members are also responsible for assisting during the team practices that take place during the week.

Sec. 3: Advanced: Advanced team members are returning members who exhibit seniority on the team. Advanced members share responsibilities as senior members of the team. They are responsible for leading the Newcomer lessons or mentoring the Syllabus team members. This will result in the "filtering" of knowledge from older members to newer members. Advanced members are always responsible for finding their own partners.

Bylaw 202: President

Sec. 1: The President has the responsibility of acting as the liaison between the Clark University Ballroom Dance Team and Clark University, the Clark University Undergraduate Student Council and the Team's Adviser. This includes, but is not limited to Annual Budget applications, Grants applications, Storage Space applications, attending officer trainings, organizing the Team representation at Activities Fairs, and at least one annual meeting with the Team's Adviser.

Sec. 2: The President shall be responsible for organizing and overseeing all aspects of Executive Board meetings, including time, location and agenda setting.

Sec. 3: The President has the ability to perform and assign any duties not stipulated under the responsibilities of the other officers.

Sec. 4: The President is responsible for the maintenance and accuracy of the Team's website.

Bylaw 203: Vice President

Sec. 1: The Vice President is responsible for assisting the President in fulfilling any and all of their responsibilities. Including chairing Executive Board meetings in the President's absence.

Sec. 2: The Vice President is responsible for Public Relations for the Team and Club. Including, but not limited to articles for the Scarlet and the ClarkYou portal, and working with the University's Public Relations Committee and Alumni Association.

Bylaw 204: Team Captain

Sec. 1: The Team Captain is responsible for the overall success of Clark University Ballroom Dance Team at Ballroom competitions. This includes registration, transportation, communication, and overall ability for each member attending to succeed at the competition to the best of the individual's ability.

Sec. 2: In order to adhere to Bylaw 203, Sec. 1, the Team Captain must oversee team and group practices. Further, the Captain has the responsibility to partner Newcomer dancers so that they may "succeed at competition to the best of the individual's ability."

Sec. 3: The Captain is responsible for organizing and chairing all Team and General meetings in conjunction with the Team President.

Sec. 4: The Team Captain must organize Ballroom Classes. Including, but not limited to, finding instructors, scheduling class times, and facilitating registration.

Sec. 5: The Team Captain is responsible for organizing Team Workshops with outside instructors.

Sec. 6: The Team Captain is responsible for maintaining good relations with other Studios and Ballroom Teams/Groups.

Sec. 7: The Team Captain is responsible for coordinating and preparing Team and Club members for performances on and off campus.

Bylaw 205: Assistant Captain

Sec. 1: The Assistant Captain is responsible for assisting the Captain in fulfilling any and all of their responsibilities.

Sec. 2: The Assistant Captain is responsible for fulfilling the responsibilities of the Captain in their entirety if the Captain is unable to do so.

Bylaw 206: Secretary

Sec. 1: The Secretary shall be responsible for the taking of the Minutes at both General and Executive Board Meetings. These Minutes are to be made available to the necessary persons as soon as they are prepared.

- Sec. 2: The Secretary shall be responsible for communication. This includes information pertaining to registration for classes, social dancing opportunities and any other events or happenings related to Clark University Ballroom Dance Team.
- Sec. 3: The Secretary is responsible for releasing a Team and Club newsletter at least once per semester.
- Sec. 4: The Secretary is responsible for the maintenance of the Team's email account and Facebook group.
- Sec. 5: The Secretary, in conjunction with the Team Captain and Treasurer, is responsible for class registration.

Bylaw 207: Treasurer

- Sec. 1: The Treasurer shall be responsible for all financial aspects of the Clark University Ballroom Dance Team & Club, including, but not limited to, collecting dues at the beginning of semesters, collecting competition fees, paying instructors, keeping and maintaining an accurate expense log.
- Sec. 2: The Treasurer shall be responsible of all fundraising initiatives in conjunction with the Event Coordinator.

Bylaw 208: Event Coordinator

- Sec. 1: The Event Coordinator is responsible for running and planning events for the member of Clark University Ballroom and the team's invited guests for the purposes of fellowship and fundraising. These include, but are not limited to, team socials, and banquets.
- Sec. 2: The Event Coordinator is responsible for booking spaces, promotion for events, classes and performances and tabling.

Bylaw 209: Social Coordinator

- Sec. 1: The Social Coordinator is responsible for involving members of Clark University Ballroom Dance Team in social dancing events in Worcester and its surrounding area. This includes distribution of information and coordinating transportation.
- Sec. 2: The Social Coordinator, along with the Team Captain, is to be a liaison between the Team and other teams and groups for the purpose of, not only for providing opportunities to Clark Students, but to establish our team as an intricate member of the Ballroom community in Worcester and abroad.

Article IV: Meetings

Bylaw 301: General Meetings

Sec. 1: General Meetings will be held on a regular basis during the academic semester, as decided by the officers of the team, given room and instruction constraints.

Bylaw 302: Executive Board Meetings

- Sec. 1: Executive Board Meetings will be held on a weekly basis or whenever deemed appropriate by the executive board.

Article V: Officers and Elections

Bylaw 401: Election Processes

- Sec. 1: The officers of the organization shall be Team President, Team Vice President, Team Captain, Assistant Captain, Secretary, Treasurer, Event Coordinator and Social Coordinator. Elections will be held at the middle of the Spring Semester in order to provide a mentorship period for new members of the Executive Board. Therefore, each position is held for exactly two semesters. In the case of an emergency election, the election will be held as soon as possible and the person elected to the vacated office will hold the position until the next Spring Semester Election.
- Sec. 2: An emergency election may be held if an officer is incapable of continuing his or her responsibilities in office (due to personal crisis or per stipulations of Article VII). The same voting procedure in Article V shall be followed.
- Sec. 3: All undergraduate and graduate members are eligible to run for any position. Seniors who intend on returning to the team following graduation will be allowed to vote during the Spring Semester Election.
- Sec. 4: Officers will be elected by a simple majority vote. In the case of a tie, the current officers shall decide the winner.
- Sec. 5: There is no limit to the amount of times that team members may hold an office.
- Sec. 6: In times of emergency or when an officer has been removed from office, the other team officers may share the responsibilities of the inactive position until the position is filled.

Article VI: Removal For Cause

Bylaw 501: Reason and Process for Removal

- Sec. 1: Any voting member of the team has the ability to bring an officer for removal and at least $\frac{3}{4}$ of the Executive Board must be present at the proceeding. A majority vote is required to remove an officer from office.
- Sec 2: Once removed from a position, the team member may continue to be part of the team, depending on the reason for removal from office. However, under no circumstances may the member run for any office in the next non-emergency election.
- Sec. 3: Reasons for removal
- a. Missing consecutive meetings for reasons other than illness or personal crisis
 - b. Not fulfilling officer duties, or not fulfilling them responsibly
 - c. Not treating the team mission and/or members with respect

Article VII: Amendments

Bylaw 601:

- Sec. 1: When a change in the Bylaws are deemed warranted by the members of the team, a majority of the Executive Board must be had to allow the change into the Charter.
- Sec. 2: For any other change in the Charter, other than clarifying terminology, a simple majority vote is required by more than half the Executive Board in order to amend the Charter.
- Sec. 3: In any proceeding to change the Charter, at least five officers must be present during the change proposal and voting process.

Article VIII: Student Council Judiciary Committee Clause

Bylaw 701: Judicial Approval

Sec. 1: All additions to the Charter are subject to approval by the Clark University
Undergraduate Student Council Judiciary Committee.

Student Council Use Only

UR: _____ SCR: _____

2 Semester Completion Date: _____