

# **CONSTITUTION AND BYLAWS**

## **Of**

## **The Purdue Ballroom Dance Club**

### **Article I**

#### **Name**

This organization shall from this point on be known as the Purdue Ballroom Dance Club, which is composed of a Competition Team (Team) and a Social Club (Club).

### **Article II**

#### **Purpose**

The purpose of this organization is to promote, advance and encourage the fine art of ballroom dancing at Purdue University and the surrounding community.

### **Article III**

#### **Membership**

Membership and participation are free from discrimination based on race, religion, color, sex, age, national origin or ancestry, marital status, parental status, sexual orientation, disability, or status as a disabled or Vietnam-era veteran.

Any Purdue University student or graduate student is eligible for membership. All others are eligible for adjunct membership.

All members must understand that they are not to hold Purdue University, the Purdue Ballroom Dance Club, its officers, and/or any member thereof responsible for injuries or damages resulting from participation with the Purdue Ballroom Dance Club.

Non-members will be permitted to participate with the Purdue Ballroom Dance Club as guests for a maximum of four times in a two week period per semester before they must join. The act of joining the Team or Club is signified by payment of dues and signing of all required documents. Guests may not abuse the guest privileges, and all guests must understand that they are not to hold Purdue University, the Purdue Ballroom Dance Club, its officers, and/or any member thereof responsible for injuries or damages resulting from participation with the Purdue Ballroom Dance Club.

## **Article IV**

### **Officers**

The management of the Purdue Ballroom Dance Club shall be entrusted to the officers; who shall consist of the President, Vice-President, Secretary, Treasurer, two Team Co-Captains and Executive Board. The Executive Board (chairs) shall include, but is not limited to a Webmaster, a Social Chair, and a Competition Coordinator. Officers shall have one vote each on all official decisions. The members of the Executive Board may not have any vote.

All Officers' and chairs' terms are one year, beginning at the end of the spring semester. A transition period shall be provided for the officers-elect from the date of the elections until their instatement as officers at the end of the spring semester. The Executive Board members' terms shall be from the time of appointment until the end of that officer's term, or until they are replaced.

Decisions of the Purdue Ballroom Club officers can be overruled by a majority vote of present voting members at a scheduled team and club meeting, as prescribed under rules governing elections in Article VI.

The Advisor must be a current faculty or staff member. The term for the advisor should be a minimum of a one year commitment to ensure continuity in the organization.

Should any officer fail to fulfill his/her duties as defined below, another officer(s) may press impeachment charges against the accused officer. Actions considered grounds for impeachment are: 1) impeding of officers and their duties, 2) actions detrimental to the Purdue Ballroom Dance Club, 3) actions detrimental to the functioning of the officer board as a unit, 4) and any other actions considered grounds for impeachment, as left to the discretion of the officer board.

The charging officer(s) must notify both the president and the faculty advisor of his/her intentions. The accused officer must be notified of the charges by the faculty advisor both verbally and by letter. An impeachment meeting must then be held, either during the next regular officer meeting, or a special meeting may be scheduled, not to be more than two weeks after the charges are initially pressed. All officers and chairs must be in attendance. If the accused fails to attend the meeting, guilt is presumed unless a valid, documented excuse of absence is presented. The faculty advisor shall preside over the meeting. In the event the Faculty Advisor cannot be present, he/she can appoint someone to run the proceedings in his/her stead. The faculty advisor shall read to the officers and the chairs the charges against the accused officer. The accused officer shall then speak his/her case, and only when he/she is finished may the charging officer(s) speak his/her case. Chairs may testify during these proceedings for or against the accused officer. After the charging officer(s) is finished, the accused officer may make a rebuttal, to be followed by an open discussion/question-answer period. When this is complete, a blind ballot vote shall be made and counted by the presiding faculty advisor. A simple majority of elected officers shall decide the impeachment; chairs may not cast ballots. Any impeached officer may not hold another position, be it officer or chair.

Purdue Ballroom Dance Club members may reverse the officer's decision as prescribed under the rules governing elections and voting.

## **Article V**

### **Officers and Duties**

**A. President :** The President shall preside at meetings, enforce the laws and regulations for the organization, and shall carry out the will of the members. He/She shall be an ex officio member of all committees. The President is also to represent the Purdue Ballroom Dance Club in an official capacity when necessary. The President shall be responsible for all correspondence relating to Purdue Ballroom Dance Club business. The President shall be responsible for all preparations for the Purdue Ballroom Dance Club meetings and their agendas. The President shall have the power to create committees and appoint members to serve on those committees. The President shall supervise the work of the committees and assist them in their business and reports. The President may delegate committee supervision to other Purdue Ballroom Dance Club members or officers when necessary and appropriate. The President shall properly register the Purdue Ballroom Dance Club with the Business Office for Student Organizations and the Student Activities and Organizations Office. At the start of every semester, the President shall file the necessary Event Planning Forms. The President is responsible for the setting up and running social club events. The President shall be responsible for the content and design of the home page on the world-wide-web.

**B. Vice-President :** The Vice-President assists the President in the performance of the President's duties. In addition, the Vice-President is responsible for reserving time at the Boiler Gold Rush and UnionFest activities fairs. The Vice-President will maintain a duplicate set of CDs for both the Club and Team. The Vice-President will keep contact with other Ballroom Dance clubs throughout the area. The Vice-President is also responsible for organizing a Callout every Fall and Spring semester.

**C. Secretary :** The secretary shall keep minutes for all meetings and forward copies of those minutes to the officers mailing list. The secretary shall also be responsible for keeping the Social Club email list and roster current as well as making nametags for the Social Club members. In addition, the secretary will create a poster board for the activities fair and reserve and decorate a showcase as an advertisement for the callouts and competition.

**D. Treasurer :** The Treasurer shall be responsible for all Team and Club financial transactions. This is to include acceptance of dues and giving a receipt to all persons making a dues payment. The treasurer keeps accounts, deposits the organization's funds, and makes expenditures in a manner approved by the Business Office for Student Organizations.

**E. Team Co-Captains:** Team Captains are responsible for collection of dues and keeping record of membership of the Team. They are responsible for maintaining communication with team coaches and ensuring that contracts and check requests are in order. Team Captains are responsible for reserving rooms for Team Practices, ensuring music is set up for every practice, ensuring that Team Members and Coaches are notified of lesson and practice venues, and making sure lessons run smoothly. In addition, Team Captains are responsible for filling in Travel Planning Forms for competitions and ensuring Team Checks are mailed in. They are also responsible for the design and order of Team Merchandise. Team Captains will keep in contact with other Ballroom Dance Teams.

#### **F. Executive Board:** Appointed by the President

1. **Competition Coordinator:** The Competition Coordinator will be responsible for planning and running the Purdue Ballroom Classic. His/her responsibilities include, but are not limited to, the procurement and care of the competition officials (i.e. judges, adjudicators, scrutinizers, disc jockey, and a Master of Ceremonies), procurement and care of all facilities required for the event, advertisement of event to potential participants, collection of all entries and entry fees, procurement and care of potential advertising agencies to supplement the cost of the competition, and in cooperation with the Treasurer, the maintenance of up-to-date financial records for the event. The Competition Coordinator is given the ability to create a Competition Committee from members of the officers' staff as well as the general population of the Team and Club. The Competition Coordinator can delegate any and all responsibilities to the members of the Competition Committee.
2. **Webmaster:** The Webmaster shall be responsible for maintaining and updating the organization website. This duty includes providing updated information of organizational events and activities and promptly posting pictures of members at organization activities.
3. **Social Chair:** The Social Chair shall be responsible for both organizing and obtaining space for dances and social activities for the Team and Club during his/her term. The Social Chair shall assist the Competition Coordinator in planning a welcome dance preceding Purdue Competitions. The main objective of this position is to welcome new members to the Team and Club through various activities.

Due to the student turnover it is important to have continuity in the offices by allowing any office vacancy to be filled by the next highest office. These are in order: President, Treasurer, Vice-President, and Secretary. If the next highest officer does not wish to hold the new office, an election will be called for in the next meeting. It is the responsibility of all officers to attend as many Purdue Ballroom Dance Club meetings as is practical. Absences will be tolerated for sickness, studying, or academic reasons, but are not to exceed two-thirds of all meetings in each semester.

### **Article VI**

#### **Elections and Voting**

The quorum shall consist of all present voting members. Adjunct members (as defined in Article III para. 2-3) shall not be eligible to vote. Officers may be elected only by a majority vote of present voting members. Only eligible Team members may vote for the Team Co-Captains. A blind ballot election format will be used. Officer elections shall be held on a date determined by the President sometime in March. The date will be announced at least one week prior to the date of elections. To be eligible for office, a person must be an active member, not a staff advisor, and must meet any eligibility requirements set by Purdue University.

## **Article VII**

### **Organization**

Instructors are to be selected and approved by the officers of the Purdue Ballroom Dance Club. It is the responsibility of the officers to determine the qualifications necessary in order to be the instructor.

## **Article VIII**

### **Meetings**

The President has the responsibility of setting dates for Purdue Ballroom Dance Club meetings and for calling special meetings. Due notice of a meeting shall be given to the Vice President, Secretary, Treasurer, Faculty Advisor and the Executive Board by the President. The Secretary shall then notify other Purdue Ballroom Dance Club members of the meeting. Order at the meeting shall be established by the President. The first order of business will be to review and approve old minutes. Authority and the floor at a meeting will be given by due appointment from the President, or the highest officer in attendance, should the President be absent. The Secretary will take the minutes of the meetings and send them to all the officers in a timely fashion. All movements requiring a vote must pass with two-thirds majority vote of the officers.

## **Article IX**

### **Responsibility**

All persons accepting membership in the Purdue Ballroom Dance Club shall be required to agree that they will be governed by the constitution and the bylaws of this club, and that they will exercise great care on or near equipment at all times.

## **Article X**

### **Amendments**

This constitution may be amended at any regular meeting of this organization, or at any special meeting called for that purpose, provided due notice of the proposed change has been given. A three-quarters vote of a quorum of the Team and Club is needed for the approval of amendments to this Constitution. All amendments to the constitution and bylaws are subject to the approval of the Office of the Dean of Students.

### **Bylaws**

1. Voting privileges depend upon 25% or better attendance up to the time of voting. All members must be in good standing pertaining to dues in order to vote.

2. In absence of the Treasurer, money (dues) shall be collected by the highest officer in attendance. All transactions shall be recorded on participant rosters or dues collection forms.
3. Team and Club dues shall be determined by the officers and the advisor prior to the callout of each semester. Instructors and/or teaching aides can be exempted from dues, through the officers' majority decision.
4. All expenditures must be made for the Purdue Ballroom Dance Club.
5. All reimbursements must be for expenditures and must be approved by the majority of elected officers.
6. All Club/Team owned items must be signed in and out by the same officer and borrower. The officer is to be held responsible for the return of the equipment. Responsibility is defined as taking reasonable action for the return of the equipment.

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Date of Adoption

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Date of Recognition

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President's signature

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Office of the Dean of Students

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Advisor's signature