THE COLLEGE OF WILLIAM & MARY BALLROOM DANCE CLUB CONSTITUTION

**Article I: Name & Affiliation**

1. The name of this organization shall be the ‘College of William & Mary Ballroom Dance Club;’
2. The College of William & Mary Ballroom Dance Club shall operate as an affiliate member of USA Dance, the non-profit governing body for amateur ballroom dancing in the United States, and the Youth College Network (hereafter known as YCN), a subdivision of USA Dance which focuses on the participation of colleges and universities in ballroom dance.

**Article II: Objectives**

The following are the objectives of the College of William & Mary Ballroom Dance Club:

1. The primary purpose of this club is to create inexpensive opportunities for ballroom dancing and dance instruction for students, faculty, and staff at the College of William and Mary, as well as members of the ballroom dancing community;

1. The secondary purpose of this club is to promote and extend the benefits of ballroom dance throughout the College and in the surrounding community, thereby providing a fun and open social environment for members;

1. The tertiary purpose of this club is to sponsor, promote, and field a competitive team to represent the College of William & Mary at ballroom dance competitions.

**Article III: Membership**

Membership with the College of William & Mary Ballroom Dance Club shall be determined as follows:

1. Membership in the College of William & Mary Ballroom Dance Club will be open to:

* 1. Current students of the College of William & Mary, from the undergraduate to the post-doctoral level;
  2. Faculty members and employees of the College of William & Mary;

1. All members of the College of William & Mary Ballroom Dance Club must:

1. Pay all appropriate dues and fees to the College of William & Mary Ballroom Dance Club;

1. Complete all required forms and return them to the College of William & Mary Ballroom Dance Club;

1. Attend at least one event per week for half of the weeks of the semester. Exceptions can be made by the board for new members;
2. Conduct themselves as befitting representatives of the College of William & Mary and adhere to all Recreational Sports policies and guidelines at all events and functions where they are affiliated with the College of William & Mary Ballroom Club;
3. Membership of the College of William & Mary Ballroom Dance Club shall last for one academic semester and be made renewable at the beginning of each academic semester;
4. A member of the College of William & Mary Ballroom Dance Club will be presumed as such upon fulfillment of the requirements described in Article III, Section 2 and shall be entitled to all the rights and benefits derived thereof unless refuted through a showing of cause approved by a three-fourths majority vote of the Officer Board;
5. Alumni Membership in the College of William & Mary Ballroom Dance Club will be open to:
   1. Alumni of the College of William & Mary;
   2. Community members;
6. All Alumni Members of the William & Mary Ballroom Dance Club must:
   1. Pay all appropriate dues and fees to the College of William & Mary Ballroom Dance Club;
   2. Complete all required forms and return them to the College of William & Mary Ballroom Dance Club;
   3. Conduct themselves as befitting representatives of the College of William & Mary and adhere to all Recreational Sports policies and guidelines at all events and functions where they are affiliated as Alumni Members with the College of William & Mary Ballroom Club, as Recreational Sports policies and guidelines allow;
7. Alumni Members of the William & Mary Ballroom Dance Club will be actively encouraged by the William & Mary Ballroom Dance Club Officer Board or by delegated committee to:
   1. Compete under a William & Mary Alumni Team, as Recreational Sports policies and guidelines allow;
   2. Attend Recreational Sports-supported club practices on a non-regular basis in accordance with Recreational Sports policies and guidelines;
   3. Attend outside practices, events, and competitions, both as invited guest instructors and general Alumni Members.

**Article IV: Officer Positions**

To ensure the smooth operation of the College of William & Mary Ballroom Dance Club, an Officer Board shall be commissioned with the following officer positions and duties:

1. The President of the College of William & Mary Ballroom Dance Club shall be the organizational and administrative leader of the club and shall:
2. Act as primary representative and liaison for the College of William & Mary Ballroom Dance Club to the campus administration, other campus groups, YCN, USA Dance, and the general public;
3. Ensure that the College of William & Mary Ballroom Dance Club is represented at all Recreational Sports meetings;
4. Maintain regular communication with Recreational Sports personnel;
5. Arrange regular professional dance instruction in consultation with the rest of the Officer Board;
6. Convene and chair meetings of the Officer Board to discuss club logistics and activities;
7. Communicate with and assist all officers as necessary;
8. Seek out and involve the College of William & Mary Ballroom Dance Club in events that generate positive campus and community publicity in consultation with the Officer Board;
9. In collaboration with the Men’s and Women’s Team Captains, ensure that the College of William & Mary Ballroom Dance Club and its sponsored competitive team follow all Recreational Sports policies, to include scheduling and confirming the presence of Safety Officer(s) at each practice;
10. Review the performance of the other officers once per academic semester with a formal set of evaluation criteria with the assistance of the Vice President;
11. Conduct annual elections as outlined in Article V;
12. In consultation with the Treasurer, prepare a projected budget each Spring academic semester to jointly present to Recreational Sports as an application for the next year’s academic funding as outlined in Article IV, Section 3e;
13. Communicate regularly with the club via the club listserv;

1. The Vice President of the College of William & Mary Ballroom Dance Club shall be the organizational and administrative second-in-command of the club and shall:
   1. Advise, support, and assist the President in all of his/her duties as necessary;
   2. Assume presidential duties when the President is unable to do so;
   3. Assist the President in reviewing the performance of officers each academic semester as described in Article IV, Section 1i;
   4. Schedule space for practices, weekly lessons and special events with the campus Scheduling Office and Recreational Sports every academic semester;
   5. Formulate fundraising goals and design a fundraising plan in consultation with the Treasurer at least once per academic semester;
   6. Organize club fundraisers in consultation with the Treasurer at least once per academic semester;
   7. Maintain club inventory;
   8. Compose a newsletter to be sent to club members and club alumni and posted on the club website at least once per academic semester summarizing social events, competitions attended and their results, and the club’s general state of affairs.

3. The Treasurer of the College of William & Mary Ballroom Dance Club shall be responsible for ensuring the club’s financial welfare and shall:

* 1. Keep accurate records of the current bank account balance and all dues and fees paid by members;
  2. Write all checks, collect all dues and dance fees, and make routine deposits into the College of William & Mary Ballroom Dance Club’s bank account;
  3. Plan and implement club fundraisers in consultation with the Vice President as outlined in Article IV, Sections 2e and 2f;
  4. Formulate and present an annual budget to the Officer Board each Fall academic semester, as well as budgets for individual events, and maintain records of these budgets;
  5. Work in consultation with the President to prepare a projected budget each Spring academic semester to jointly present to Recreational Sports as application for the next academic year’s funding;
  6. Handle all reimbursements associated with the College of William & Mary Ballroom Dance Club in a timely manner;
  7. Detail the College of William & Mary Ballroom Dance Club’s financial status at the Officer Board meetings.

4. The Secretary of the College of William & Mary Ballroom Dance Club shall be responsible for club recordkeeping and communication and shall:

1. Maintain a roster of all members of the College of William & Mary Ballroom Dance Club and a record of their contact information and dues paid;
2. Regularly maintain and update the club listserv and alumni listserv;
3. Provide and manage all pertinent paperwork and forms completed by current members;
4. Keep attendance records at officer meetings and practices;
5. Record the minutes of each Officer Board meeting and transmit a copy to the Publicity Chair for posting on the club website;
6. Maintain historical records of official College of William & Mary Ballroom Dance Club activities and events;
7. Compose emails to the club listserv informing members of club events and other pertinent information on at least a weekly basis;
8. Regularly check the College of William & Mary Ballroom Dance Club’s email account and manage its contents as appropriate.

5. The Publicity Chair of the College of William & Mary Ballroom Dance Club shall be responsible for advertising the club and its events to the broader campus and local community and shall:

1. Design, create, and distribute publicity material such as flyers, posters, and news articles to advertise the College of William & Mary Ballroom Dance Club and club events around campus and the local community;
2. Post announcements of ballroom dance activities in the biweekly student activities emails;
3. Update the College of William & Mary Ballroom Dance Club’s website and Facebook group with information about events, photos, and news on at least a weekly basis;
4. Update the online calendar of events;
5. Post all Officer Board meeting minutes and agendas to the William & Mary Ballroom Dance Club’s website weekly;
6. Seek out new methods and venues through which to promote the William & Mary Ballroom Dance Club.

6. The Social Chair of the College of William & Mary Ballroom Dance Club shall be responsible for managing and organizing social events to promote an enjoyable club atmosphere and shall:

1. Find or plan and execute fun social events for the College of William & Mary Ballroom Dance Club in consultation with the rest of the Officer Board on at least a monthly basis;
2. Organize, plan and implement all club social dances including spring dance formal;
3. Organize club outings to off-campus dances and events;
4. Provide all pertinent information regarding social events to the Publicity Chair for promotional purposes in a timely manner;

7. The Men’s and Women’s Team Captains of the College of William & Mary Ballroom Dance Club shall be responsible for providing basic dance instruction and organizing the sponsored competitive team and shall:

1. Teach bronze-level patterns to members and guests of the College of William & Mary Ballroom Dance Club;
2. Research and select competitions for the club-sponsored competitive team to attend each academic semester in consultation with the rest of the Officer Board;
3. Schedule additional practices for the club-sponsored competitive team as needed;
4. Handle all aspects of intercollegiate competition, including registration, fees, travel and housing arrangements, and dance partnerships, with a view towards maximizing and equalizing participation;
5. Compile a complete record of team awards at each competitions for delivery to the Secretary and Publicity Chair;
6. In consultation with the rest of the Officer Board, work closely with the regular professional dance instructors to develop successful competitive and performance teams;
7. Ensure that the club-sponsored competitive team adheres to all syllabi, rules, and proficiency levels set forth by each competition.
8. At the start of each academic year, the officer board may elect a Historian, if there are any interested candidates.
   1. Historian will not be an official officer position, therefore:
      1. They will not be required to attend board meetings
      2. They could hold an officer position and still be Historian
   2. The main purpose of the Historian is to create a club scrapbook at the end of the year
      1. Copies of the scrapbook can be made and sold to club members interested in buying a scrapbook
   3. The Historian may form their own committee to help take pictures and create the scrapbook

**Article V: Officer Selection**

In accordance with Recreational Sports official policy, the College of William & Mary Ballroom Dance Club Officer Board will be elected democratically (with the exception of Historian) from a student candidate pool as follows:

1. Elections for the College of William & Mary Ballroom Dance Club Officer Board shall be held at the November meeting prior to the final Recreational Sports meeting of the semester;
2. An announcement regarding the time and date of the elections shall be sent out through the club listserv two weeks in advance of the club elections,
3. Nominations for candidates shall be submitted in writing to the President following election notification and accepted until just prior to the vote on a given officer position;
4. All members of the College of William & Mary Ballroom Dance Club, as defined in Article III, Section 2, have the right to vote if present at the elections meeting;
5. A simple majority of the votes of club members present at the elections meeting, provided a quorum of current club members is present, shall be sufficient to elect an officer;
6. In the event of a tie and following a revote, a majority vote of the present outgoing officers shall determine the final outcome of the election;
7. In the event that the top vote-earning candidate only reaches a plurality of the vote in the first round of voting, a run-off between the top two vote-earning candidates will immediately be held, subject to the tie-breaking procedures outlined in Article V, Section 5 if necessary;
8. Newly elected officers shall not take office until the first day of the spring semester, by which time the outgoing officers must have passed on all appropriate transitional materials relevant to the position;
9. All individuals seeking to run for an officer position must be members of the College of William & Mary Ballroom Dance Club as defined in Article III, Section 2, with the further requirements that:
   1. All candidates running for the position of President must have held an officer position previously;
   2. All candidates running for the position of Men’s or Women’s Team Captain must be proficient in bronze-level dances and able to teach effectively;
10. Once elected, the new Officer Board may choose to elect or maintain a member of the College of William & Mary faculty or staff to serve as a Faculty Advisor to the College of William & Mary Ballroom Dance Club who:

* 1. Must be confirmed by a simple majority vote of the Officer Board;
  2. Will have a term that runs concurrently with the officers’ terms;
  3. May attend and speak at, but not vote at, Officer Board meetings;

1. In the event that an officer position cannot be filled by election, then the duties of said empty position shall be shared equally by members of the Board.

**Article VI: Officer Vacancies & Impeachment**

Recognizing that the voluntary resignation of an officer or the deleterious effects of an ineffective or actively injurious officer will require his/her replacement, the following are the procedures for officer impeachment and filling officer vacancies:

1. Any vacancy that occurs in an officer position shall be filled by a special election subject to all the procedures and restrictions found in Article V, except for that of President, whose office will be filled by the current Vice President and a special election held for a replacement Vice President;
2. All officer vacancies shall be announced to the club as a whole as soon as is feasible and nominations for candidates shall be accepted in writing by the President for one week, after which the special election shall be held;
3. Any officer may call for the impeachment of another officer, having submitted grounds for impeachment and having received at least one second to the motion by another officer;
4. Any club member may call for the impeachment of an officer, having submitted grounds for impeachment and having received at least two seconds to the motion by officers;
5. When impeachment is requested, the officer facing impeachment shall receive a letter notifying them of the time and location of the impeachment proceedings and stated reasons for impeachment at least one week prior to a special Officer Board meeting convened specifically to debate and vote on the merits of impeachment;
6. At a special Officer Board meeting convened for the purpose of debating and voting on the impeachment of an officer, the officer in question shall be given the opportunity to speak on his or her behalf and/or submit contrary evidence to the charges raised against him or her;
7. Excepting the officer under impeachment procedures from voting, impeachment and removal may proceed under the following conditions:
   * 1. In the case that no officer abstains from the vote, a six-sevenths vote of the remaining officers is required;
     2. Should one or more of the Officer Board members choose to abstain on personal grounds, a unanimous vote by the remaining officers is required.

**Article VII: The Officer Board**

Being conducive to the smooth operation of the College of William & Mary Ballroom Dance Club, the Officer Board shall convene at least weekly to conduct the administrative and logistical business of the club under the following structure:

* + 1. The Officer Board shall define, establish, and coordinate the objectives and operations of the College of William & Mary Ballroom Dance Club and sponsored competitive team at the beginning and end of each academic semester;
    2. The President of the College of William & Mary Ballroom Dance Club shall accept submissions from individual officers for inclusion in a weekly Officer Board agenda, to be made available to all officers and members no later than twenty-four hours prior to the Officer Board meeting and to be discussed in full and acted upon as necessary at the Officer Board meeting itself;
    3. The weekly duties of the President, Treasurer, Secretary, and Publicity Chair as outlined in Article IV will take place at or in conjunction with the weekly Officer Board meetings;
    4. Any member of the College of William & Mary Ballroom Dance Club may attend and speak at weekly Officer Board meetings, but may not vote unless they are an officer;
    5. Any decision involving the commitment of the William & Mary Ballroom Dance Club, its members, or its resources must be brought to a vote before the Officer Board;
    6. With the exception of impeachment proceedings and the constitutional amendment process, decisions by the Officer Board require a simple majority vote of the officers present at the meeting for approval, provided that a quorum of officers is present;
    7. All officers of the College of William & Mary Ballroom Dance Club are expected to attend as many Officer Board meetings and club events as their academic schedules permit, numbering no less than half of all meetings and events in a given academic semester;
    8. Any officer, in consultation with the rest of the Officer Board, may call for the establishment of an *ad hoc* committee to assist in planning organization, execution, or proceedings of a particular project that will be:

1. Chaired by the officer under whose duties the purpose of the committee most directly pertains;
2. Composed of an appropriate number of members, drawn from membership of the College of William & Mary Dance Club, to include the presiding officer.

**Article VIII: Finances**

The following shall be the policy regarding finances for the College of William & Mary Ballroom Dance Club:

* + - 1. The College of William & Mary Ballroom Dance Club shall operate on a nonprofit basis and shall seek to remain monetarily solvent;
      2. Dues for student and faculty members of the College of William & Mary Ballroom Dance Club shall be set by the Officer Board at the beginning of each academic semester and collected by the Treasurer of the College of William & Mary Ballroom Dance Club;
      3. Special fees may be charged for individual or group lessons and for social dances conducted by the College of William & Mary Ballroom Dance Club;
      4. Members of the College of William & Mary Ballroom Dance Club-sponsored competitive team may incur additional costs to defray the expense of competition registration and travel;
      5. All expenditures from the club bank account and the club Recreational Sports budget shall be discussed and determined by a vote of the Officer Board before funds are disbursed;
      6. Funds made available for member subsidies shall go to student members before faculty members;
      7. In accordance with Recreational Sports official policy, no monies received from Recreational Sports in the annual budgeting process may be used to reimburse a professional instructor;
      8. In the event that the club lacks adequate funds, the Officer Board may suspend or renegotiate professional dance instruction.

**Article IX: Amendments to the Constitution**

The following shall be the official policy of the College of William & Mary Ballroom Dance Club for amending this constitution:

1. In accordance with official Recreational Sports policy, a full committee review of this constitution must be undertaken at least once every three years;
2. Any member of the College of William & Mary Ballroom Dance Club may propose an amendment to this constitution at any time by submitting the proposed change in writing to the President of the College of William & Mary Ballroom Dance Club, including:
3. The text and location of the proposed amendment;
4. An explanation in support of the amendment;
5. The date upon which the proposed amendment would go into effect.
6. The President of the College of William & Mary Ballroom Dance Club, having received the proposed amendment, will present it to members for consideration and set a date for a vote no more than two weeks from initial reception and presentation;
7. On the date of the vote on the proposed amendment, the President of the College of William & Mary Ballroom Dance Club will again present the proposed change to members of the club and grant the primary author of the proposed amendment, as well as other members of the club, the opportunity to speak in favor or against the proposal;
8. A two-thirds majority vote of members, provided a quorum is present, shall be sufficient to ratify an amendment to this constitution.

**Approved by the Ballroom Club Officer Board on September 7, 2014 by: Tori Savas, Lauren Goldfarb, Brandon Kriesten, Ellie Braatz, Libby Wheeles, Jordan Lay, Kimberly Borden, Felicia Wong, Colleen Flynn**

**Last Amended by Two-Thirds Majority Consent of all Members Present on September 14, 2014.**