

# Constitution of Dancing with Wolves Ballroom Dance Team

## Preamble

We, the members of Dancing With Wolves Ballroom Dance Team, do hereby establish this Constitution in order that our purpose be realized to its fullest extent.

## Article I – Name

The name of the organization will be "Dancing With Wolves Ballroom Dance Team" henceforth referred to as "Dancing With Wolves."

## Article II – Purpose

Dancing With Wolves is established for the expressed purpose of promoting ballroom dance as a social activity in the surrounding community and establishing a competitive ballroom dance team to represent the North Carolina State University community at collegiate amateur competitions.

We provide an opportunity for everyone to learn ballroom dance by way of social events or joining the competitive ballroom dance team.

Dancing With Wolves understands and is committed to fulfilling its responsibilities of abiding by North Carolina State University's policies.

## Article III – Membership

Active membership shall be limited to persons officially connected with North Carolina State University as faculty, staff or registered students. Active members are members who have paid their dues to the team. Active members who have partners outside of the team are permitted to have their partner put onto the Club Sports guest list for Dancing With Wolves. Those on the guest list are permitted to come into the gym any time Dancing With Wolves has gym hours to practice with their partner, but they are not permitted to participate in any lesson as a student. Dancing With Wolves openly admits students to its membership and does not discriminate on the basis of race, color, creed, sex, sexual orientation, marital status, personal appearance, age, national origin, political affiliation, physical or mental disability, or on the basis of rights secured by the First Amendment of the United States Constitution.

## Article IV – Officers

Dancing With Wolves will be governed by the following means:

### President

An elected President will preside at all meetings of Dancing With Wolves. The president will oversee the responsibilities of the other officer positions, outline and call bi-monthly meetings, liaise with Club Sports, including the filing of the Annual and Semester End reports, and schedule professional lessons.

### **Vice President**

Dancing With Wolves shall also maintain a Vice President. The Vice President's duties shall be to preside at all meetings and functions that the President cannot attend. The Vice President will handle all requests and e-mails from the North Carolina State University and Triangle community, and organize the service activities of the club, including submitting service forms for Club Sports.

### **Secretary**

Club members shall elect a Secretary who will be responsible for taking attendance for all events (lessons, social dances) and turning it in by the date required to Club Sports, submitting the team roster to Club Sports, recording and distributing meeting minutes, maintaining the Google Group, emailing announcements to the team on a weekly basis, taking and running clothing orders.

### **Treasurer**

A Treasurer will be in charge of dues, t-shirt payments, registration fees, keeping club receipts, handling reimbursement requests, preparing the annual budget report each year, applying for appropriations from Student Government each semester and Club Sports yearly, and maintaining nonprofit status by filing tax exemption forms or taxes as appropriate. The treasurer will have his/her name put onto the team bank account along with the Club's President.

### **Team Captain**

A Team Captain shall be responsible for coordinating team housing and transportation for competitions, submitting the trip itinerary, travel roster, and event schedule forms to Club Sports, coordinating housing for other teams whenever the team hosts a home competition, coordinating partnerships as appropriate, coordinating registration for competitors with USA Dance, and ensuring that dues paying members (set forth by Article III) that wish to attend a competition are registered for said competition.

### **Social Chair**

A Social Chair will be elected to coordinate the entire social aspect of the team, which includes, but is not restricted to, social dances, social lessons, "Bigs and Littles", and social service events. The Social chair is to ensure that the reservations in Talley Student Center or any other venue are set for the aforementioned events.

### **Advertising Chair**

The Advertising Chair is responsible for working with other board members to plan and implement advertising strategies for Dancing With Wolves events, for coordinating chalking, fliers, Facebook, information fairs, and electronic board posting as a form of advertising to the community, for working with outside organizations for events hosted by the team, and for determining the design of the t-shirts.

### **Fundraising Chair**

The Fundraising Chair will work with the Treasurer to bring in money from the team. The fundraising chair will be responsible for efforts of gaining money for the team, including sponsors for the t-shirts, and will solicit sponsorships for events for the team (which includes Triangle Open and Cackalacky Beginner's Challenge).

## **Webmaster**

The Webmaster will be responsible for keeping the websites for Dancing with Wolves and Triangle Open updated with meeting minutes, competition results and schedules, updating the websites, managing OrgSync, including renewal through SORC, and submitting competition results to Club Sports. The Webmaster will be responsible for making sure that the website is easy to navigate for team members and outsiders interested in Dancing With Wolves.

## **Webmaster Liaison Alternative**

In lieu of a qualified individual who is willing to serve as Webmaster and board member, a Webmaster Liaison may be elected to serve as board member. The Webmaster liaison will coordinate with a Webmaster who is not a board member to insure that the above responsibilities are fulfilled.

## **Safety Officer**

One of the above officers, who is on record with Club Sports, will serve as the Safety Officer. The Safety Officer should be someone who regularly attends competitions with the team, and will be required to complete and/or submit verification of completion of CPR and First Aid certification, and turn in any required forms, such as emergency procedures, as required of this position by Club Sports.

In addition, one of the above officers, not the Safety Officer, must also be certified in CPR and First Aid and submit verification thereof to Club Sports.

## **Article V – Operations**

### **1. Voting Eligibility**

Those members meeting all requirements of active membership as set forth in Article III will be granted voting privileges.

### **2. Election Process**

All officers shall be elected by a majority vote of eligible voting members of "Dancing With Wolves." All elections will be held on an annual basis during the last month of the Spring Semester lessons. The term of the officers elected will begin at the end of the Spring Semester and will last for the duration of one (1) year.

The President will take nominations from the floor, the nomination process must be closed and the movement seconded. The nominated parties will be allowed to vote.

All voting shall be done by secret ballot to be collected and tabulated by an officer and one voting member of Dancing With Wolves appointed by the outgoing President.

Persons nominated for the positions of President, Vice President, or Treasurer must be on the team as a dues paying member for a total of two semesters, preferably consecutive, and must be on the team during the Spring Semester of the election. During the two semesters they were a

part of the team, persons must have participated in a collegiate competition each semester.

Persons nominated for the positions of Secretary, Team Captain, Social Chair, Fundraising Chair, Advertising Chair, and Webmaster or Webmaster Liaison must have been on the team as a dues paying member for at least one semester within the previous year. If any person in any of these positions should not be there for the full term of one (1) year because of controllable circumstances (examples including, but not restricted to study abroad, co-op, internships), they must pair with another person with the same qualifications to take over for them for the time they will not be present.

### 3. Removal

Any officer of Dancing With Wolves in violation of the Organization's purpose or constitution may be removed from office by the following process:

- a. A written request by at least three members of the Organization.
- b. Written notification to the officer of the request, asking the officer to be present at the next meeting and prepared to speak.
- c. A two-thirds (2/3) majority vote is necessary to remove the officer.

### 4. Meetings

All meetings will occur on a bi-weekly basis or other regular basis at a time selected by Dancing With Wolves and will follow the procedure set forth below:

- Report by the President
- Committee reports
- Vote on all committee motions and decisions
- Any other business put forward by the members of the club
- Dismissal by the President

## Article VI – Finances

Dancing With Wolves will finance the activities it engages in by the following means: team dues, profits from competitions, social dances, and any profit-making activities organized by the fundraising chair and treasurer.

Dancing With Wolves will submit a semester budget in the Fall semester, a Budget Request form, and an annual budget report to the Club Sports Council each year and any other form when needed. Dancing With Wolves will also send a budget proposal to the Student Government Appropriations committee each semester to request funding to ensure effective operation of the organization each semester.

## Article VII – Amendments

The constitution is binding to all members of the Dancing With Wolves. But the constitution is not binding unto itself. Amendments to the constitution may be proposed in writing by any

voting member of Dancing With Wolves at any meeting at which 2/3 of the voting members is present. These amendments will be placed on the agenda for the next regular meeting officer grouping. Proposed amendments will become effective following approval of two-thirds (2/3)-majority vote of active members.

## **Article VIII – Bylaws**

Committees can be formed by any officer at any time they find it to be appropriate. The officer who forms the committee determines the duties of the committee and is responsible for the productivity of its members.

In the event that a position is left vacant at midterm due to uncontrollable circumstances, a new election will be held as soon as possible, following the election guidelines set forth in Article V.