

Constitution of Dancing with Wolves Ballroom Dance Club

Updated 5/16/14

Preamble

We, the members of Dancing With Wolves Ballroom Dance Club, 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 Club" 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 current faculty, staff, or registered students with a valid Carmichael Gym membership. Active club members are members who have paid their dues to the club. Active members are permitted to participate in team lessons. 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.

"Club" refers to membership in the Dancing With Wolves Ballroom Dance Club, through Club Sports in University Recreation. "Team" refers to the competitive team, the team that goes to

competitions. All members of the club are encouraged to be members of the competitive team, but no members shall be required to be a member of the team. There is no tryout requirement for membership on the competitive team.

Inclusion in the Guest List shall be limited to team instructors and professional coaches.

Article IV – Officers (and Board Position Descriptions)

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. Along with the Treasurer, the President shall have his or her name on the bank account, and be in possession of a team debit card.

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 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 club roster to Club Sports, recording and distributing meeting minutes, maintaining the official club Gmail, and emailing announcements to the club on a weekly basis.

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 club 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 club, which includes, but is not restricted to, social dances, social lessons, and social 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 club, and for determining the design of the t-shirts and submitting clothing orders.

Fundraising Chair

The Fundraising Chair will work with the Treasurer to bring in money from the club. The fundraising chair will be responsible for efforts of gaining money for the club, including sponsors for the t-shirts, and will solicit sponsorships for events for the club (which includes Triangle Open and Cackalacky Beginner 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 club 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

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.

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 via online survey 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

All officers must be able to commit to serving a full academic year term.

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: club 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, or via email to any member of the current Board.

All members of the club must be informed of any new amendments to the Constitution within 24 hours of them having been passed.

Article VIII – General Competition Policies

In order to be eligible to have competition fees paid for, the following conditions must be met:

- Subsidy rule
 - Competitors must attend 5 practices in the 4 weeks preceding the competition.
 - If a competition is held at the beginning of the semester, the Board may decrease the needed number of practices that must be attended. This will be determined prior to the beginning of the semester.
- The club only pays up to \$35 of each competition's registration fee, so the difference must be covered by the competitor, prior to the competition.
- The club member must have paid team dues for the current semester, and any additional charges for that competition or outstanding team debt, for that semester prior the competition.

For Cackalacky Beginner Challenge (hereafter referred to as CBC), when the competition is a one day event, all active members are required to help with both setup and teardown. If the

competition ever becomes a two day event, with a social dance the night before, all active members are required to help with tear down, but are only asked to help with setup if it does not interfere with class schedules.

For Triangle Open Championships (hereafter referred to as Triangle or TO), as it is a multiday competition spanning Friday to Sunday, all active members are encouraged to help when possible on Friday, but not at the expense of attending classes. On Sunday, after the competition is over, all active members are required to help with teardown.

Tasks related to setup may include: measuring the floor, getting benches, setting up chairs, setting up tables, setting up dressing rooms, and miscellaneous tasks as directed by the any current Board member, competition organizer, or the volunteer coordinator.

Tasks related to tear down may include: pulling up painters tape, picking up chairs, breaking down tables, putting away supplies, breaking down the dressing rooms, and any other task as directed by a current Board member, competition organizer, or the volunteer coordinator.

Failure to help with setup or teardown, unless previous permission was granted from a Board member or the volunteer coordinator, will result in loss of club-funded competition registration fees or any other competition-associated fee (ie hotels), for the current or upcoming semester (CBC: upcoming, Triangle: current). The current Board reserves the right to enact other penalties, as needed on a case-by-case basis. If stronger measures are needed, notice will be given prior to the upcoming competition for which the measures would apply.

Article IX - Tryouts

These pass/fail tryouts for members are determined at the discretion of the judges assembled from higher level team members and/or coaches, having already passed the preceding tryout level. They are held at the discretion of the team instructors, and judging panel is determined by the team coaches at that level. Members are permitted to tryout multiple times for a given proficiency level. Tryouts are not required for Newcomer and Bronze student-taught lessons, but are required for club-funded professional group lessons. The required level of proficiency for each lesson set is determined by the current Board prior to the beginning of the semester. If a member has not passed the specific level of proficiency, they are not permitted to attend that professional lesson funded by Dancing With Wolves.

The levels of proficiency are zero (Newcomer), Level I (Bronze), Level II (Silver), and Level III (Gold). Each level is separate for American (Rhythm and Smooth), and International (Latin and Standard). The required figures, techniques, and other requirements for tryouts are determined from the Imperial Society of Teachers of Dancing handbook, USA Dance rulebook, and general competitive preparedness.

Article X – Professional Lessons

Professional lessons are defined as club-funded group lessons, taught by Championship-level dancers or professional coaches. Professional lessons are for active members who have passed the requisite proficiency level and instructors for non-professional team lessons (to uphold the quality of non-professional lessons). Non team members and non team coaches are not permitted to attend these lessons. Required level of proficiency to attend the lessons is determined by the current Board, and Professional and team coaches. If the attending individual has not passed the level of proficiency, does not uphold the level of proficiency, or hinders the quality and flow of the instruction they will no longer be allowed to attend. Members who have not paid dues and other debts to the club will not be permitted to attend the lessons until they have been paid. Board members, Professional coaches, and team coaches have the power to determine if the needed skill level is being upheld, or if the flow and quality of the lesson is being impaired. In the event that a team member ceases to retain the needed level of proficiency, that team member is able to try out again. As well, if a certain consistency of attendance is not upheld for the lesson series, the team member will not be permitted to attend. This will be determined by team instructors, the current Board, and/or the Professional coaches.

Article XI – Team Competitive Etiquette and Integrity

The Dancing With Wolves club and competitive team endeavors to uphold a high standard of integrity, sportsmanship, and respect to other competitors, club members, team members, and other teams, and to represent the University in a professional and sportsmanlike manner.

This club defines TBA (To Be Announced), in regards to partnership, as having been paired the day of the event for which the competitor is seeking a partner. A member is not permitted to seek out a TBA member prior to the day of the competition and still be considered TBA. Seeking out a partner prior to the competition, still remaining registered as a TBA dancer, and dancing with that selected individual breaks the standards defined by the etiquette of the club. Following general competition standard, if a partner is not available for the TBA competitor they are dropped from the event. This is determined by the availability of other competitors at the specific competition. It is not the responsibility of the club, competitive team, Board, or coaches to find any specific individual a partner; that is the responsibility of the individual.

Competitors who do not have a partner but wish to dance in desired events may register as TBA (To Be Announced). TBA competitor will be able to meet and pair up with other TBA competitors on the day of competition after registration has been opened. TBA competitor who finds his/her partner prior to the day of competition must edit the registration status to regular competing couple. If there are no other TBA partners available in a desired event, TBA competitor must follow the competition's instruction regarding how to find a partner on the

day of the competition. In any non-mixed proficiency event, the TBA competitor is expected to find his/her partner in similar skill level. Intentionally pairing up with a higher proficiency partner to gain advantage in competition is prohibited.

Article XII – Rules of Competition

Dancing With Wolves abides by and is in accordance with all competitive guidelines, rules, and bylaws set forth by USA Dance. This includes the rules regarding costuming, partnership, proficiency, integrity, and competitive levels. These rules are outlined in detail at <http://usadance.org/dancesport/forms-and-resources/>. In addition, Dancing With Wolves expects all active members to adhere to any additional competitive guidelines as outlined by individual competitions on their websites with the same level of integrity and honor as they would apply to rules and regulations of Dancing With Wolves.

Article XIII – Attendance and Timeliness

In order to maintain a productive lesson atmosphere, all club members planning to take a Professional lesson (for which they have passed the requisite proficiency placement test) must be in the room and ready to participate (shoes on and dressed appropriately) by the time the lesson starts. For every minute after the lesson begins that a team member is late, they shall be charged \$1, up to 15 minutes. After 15 minutes, the club member is no longer permitted to attend that lesson, but they may sit on the sidelines, and watch and take notes. If there is a subsequent lesson that day, they are permitted to take the second lesson, provided that they have passed that proficiency test.

Team instructors (ie student instructors for student-taught lessons) are required to be present, and ready to teach, in the dance studio within 15 minutes of the lesson starting. Failure to abide by the rule results in the team instructors losing access to professional lessons for the week. If a team instructor continues being late, they will lose access to professional lessons for the rest of the semester.

Article XIV – 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, or the runner-up from the previous election shall be offered said position.

Article XV – Removal of a disruptive member

The definition of a disruptive member is one that (note: following list is not exhaustive):

- inhibits the progress or learning of fellow members during a practice or lesson hosted by the team
- harasses other members
- commit other misconduct as listed under “Misconduct” in the Club Sports Handbook

The activity in question must be reported to the board and the board must decide whether the activity warrants a warning. If a member is found to be involved in one of these activities, they will be given a warning by the board. If the member is found to be continuing the activity, the board must decide if suspension is the necessary punishment. The board must have a majority vote for the person to be banned. The ban will include a formal report written by the board that is given to the member and to the correct club sports official. The member will be banned from any activity associated with the club which includes but is not limited to practices, lessons, competitions hosted by the team, and any other activity associated with the team. The length of the suspension will be determined on a case by case basis by the board.

Article XVI – Code of Conduct

In order to uphold the purpose of the club, all members must abide by these rules at all times. Failure to abide by these rules may result in removal. Details of removal are listed below.

1. All members must treat all other members with respect.
2. At away competitions, members must behave in a manner befitting a representative of the club and North Carolina State University. They will respect the hosting club or school holding the competition.
3. Members will uphold “Team Competitive Etiquette and Integrity”
4. Members will also follow “Rules of Competition”
5. Members will respect all coaches and teachers provided by the club