

# **Constitution and Bylaws Of DanceSport at OSU - Competition Team**

## **Article I**

### **Name**

The name of this organization is DanceSport at OSU - Competition Team.

## **Article II**

### **Purpose**

The purpose of this organization is to practice and promote competitive ballroom dancing at The Ohio State University (OSU).

## **Article III**

### **Membership**

No person will be denied membership to DanceSport at OSU - Competition Team based on race, color, gender, age, disability, national origin/ancestry, sexual orientation, political views, veteran status, or religion.

Members must pay dues, compete in at least one team competition per year, and regularly attend group lessons with the intention of improving their dancing.

All members will abide by The Ohio State University Code of Student Conduct, and conduct themselves in a sportsmanlike and respectful manner.

Any member in violation of team policies is subject to probation and expulsion from the organization, in accordance with a 2/3 majority vote of the Executive Board.

## **Article IV**

### **Collaboration with DanceSport at OSU - Social Club**

Because of shared interests, shared objectives and potential for operational efficiency, DanceSport at OSU - Competition Team will collaborate with the DanceSport at OSU – Social Club. For combined activities, the organizations will be collectively known as DanceSport at OSU.

In order to facilitate collaboration:

A. Collaboration Governance:

1. The Competition Executive Board (Officers of DanceSport at OSU - Competition Team) and the Social Executive Board (Officers of DanceSport at OSU - Social Club) will hold joint meetings.
2. Collectively, the Officers will be known as Executive Board.
3. On matters affecting both organizations, decisions will be made by the Executive Board.
4. An Officer title in plural form means that corresponding Officer from both organizations (i.e., “Presidents” means collectively the Competition President and the Social President).

B. Shared Activities:

1. DanceSport at OSU - Competition Team will collaborate with DanceSport at OSU - Social Club on combined training classes, practice sessions, level testing sessions, competition planning, social activities, elections, and other matters as directed by the Executive Board.
2. The two organizations will share professional instructors, and will select a single, shared Faculty Advisor.
3. The organizations will maintain a single, combined website.

C. Financial Matters:

Each organization will keep its own financial records. However, the treasurers of the two organizations will collaborate on financial matters as directed by the Executive Board.

D. Directors:

1. Directors will be shared by the two organizations.
2. Directors will serve the interests of both organizations as directed by the Executive Board.

## **Article V**

## **Faculty Advisor**

The Faculty Advisor will act as chief liaison between The Ohio State University and the Executive Board of DanceSport at OSU.

### A. Eligibility

1. The Faculty Advisor must be a member of The Ohio State University faculty, administrative, or professional staff; and
2. Must enjoy ballroom dance and promote DanceSport at OSU

### B. Term

He or she may serve multiple academic years.

### C. Selection

He or she is selected or dismissed by a majority vote of the Executive Board.

## **Article VI**

### **Competition Executive Board**

The Competition Executive Board of DanceSport at OSU - Competition Team is charged with making organizational decisions and enforcing the Constitution.

The Competition Executive Board will consist of four Officers: Competition President, Competition Vice President, Competition Treasurer, and Competition Secretary.

Officers will hold one-year terms from May 1<sup>st</sup> – April 30<sup>th</sup>.

### A. Eligibility:

1. Person must be an undergraduate student at The Ohio State University.
2. Person must have been a member of DanceSport at OSU - Competition Team for at least two semesters.
3. Members may not hold more than one position for the same term.
4. Members may not hold office for more than 3 years.
5. President must have 1 year of previous experience as an Officer.
6. Member must have competition experience.
7. Should no eligible person be available or willing, requirements 2, 3, 4, and 5 may be waived by a 2/3 majority of the executive board.



## B. Duties of the Officers:

### 1. Competition President

- a. Acts as the official representative of the DanceSport at OSU - Competition Team;
- b. Works with the Competition Executive Board to achieve overall competition objectives;
- c. Acts in compliance with the Competitive Sports Office of The Ohio State University Rec Sports;
- d. Undergoes annual President's training through the Sport Club Office;
- e. Secures team practice space by submitting a request to the Competitive Sports Office in December;
- f. Acts as liaison to the RPAC;
- g. Acts as secondary trustee of DanceSport at OSU - Competition Team funds;
- h. Alternates with the Social President in presiding over Executive Board meetings;
- i. May use the team debit card;
- j. Submits roster to the Union;
- k. Adds to the email list all members of DanceSport at OSU - Social Club
- l. Responds to emails and keeps the members of DanceSport at OSU - Social Club informed of recent developments
- m. Ensures the website is updated by October 15<sup>th</sup>; and
- n. With the Social President:
  - Maintains clear communication with the Executive Board and members of DanceSport at OSU;
  - Secures home competition space;
  - Acts as liaison to professional team instructor(s);
  - Oversees team operations and holds Executive Board members and Directors responsible for their duties;
  - Schedules testing sessions, elections, and Executive Board meetings, and makes room reservations;
  - Manages the DanceSport at OSU website
  - Hires or dismisses the professional team instructor(s) in accordance with the Executive Board vote; and
  - Oversees the Director of Marketing and Outreach.

### 2. Competition Vice President

- a. Performs the Competition President's duties if he/she is unavailable, resigns, or is impeached;
- b. Consults the Presidents to choose team competitions for the year;
- c. Organizes registration, travel, and accommodations for all team competitions;

- d. Collects necessary information regarding competition logistics from members of DanceSport at OSU - Competition Team;
- e. Sets deadlines for submission of intent to attend team competitions;
- f. With the Competition President, verifies that members of DanceSport at OSU - Competition Team are eligible to compete;
- g. Attends all team competitions, unless absence is approved by the Competition President and another Officer is designated to fill role; and
- h. Oversees the Director of Competition Planning
- i. With the Social Vice President:
  - Collaborates in coordinating the OSU DanceSport Classic; and
  - Organizes a mock competition before the first competition of fall semester;

### 3. Competition Treasurer

- a. Ensures financial transactions are in compliance with the Competitive Sports Office;
- b. Collects competition fees from members of the DanceSport at OSU - Competition Team;
- c. Writes and signs checks for team payments (i.e. instructors and competition registration);
- d. May use team debit card;
- e. Completes Competitive Sports Office audits as required;
- f. May write funding requests on behalf of the DanceSport at OSU - Competition Team;
- g. Will reimburse members for items approved by the Executive Board upon proof of purchase;
- h. Submits budget to RPAC; and
- i. With the Social Treasurer:
  - Develops and presents yearly budget to Executive Board;
  - Determines semester dues;
  - Manages and enforces the budget;
  - Collaborates in completing weekly bank visits;
  - Documents all expenditures and deposits;
  - Oversees the Director of Fundraising and Merchandise; and
  - Is responsible for the cash box.

### 4. Competition Secretary

- a. Coordinates with the Social Secretary in taking attendance and meeting minutes;

- b. Keeps a current roster of DanceSport at OSU - Competition Team members to submit to the RPAC;
- c. Collects and maintains contact information for members of DanceSport at OSU - Competition Team;
- d. Informs Competition President of all members to be added to the email list for DanceSport at OSU - Competition Team;
- e. Keeps the members of DanceSport at OSU - Competition Team informed of recent developments through oral announcements given at the end of every team class;
- f. With the Social Secretary:
  - Maintains an archive of all documents pertinent to the maintenance and activities of the organization;
  - Ensures at least one secretary will be present at each class to take attendance, or has a suitable replacement in the case of a dual absence;
  - Oversees the Director of Mentoring; and
  - Assists newcomers with partner pairing prior to the first competition of fall semester;

## **Article VII**

### **Directors**

The Directors of DanceSport at OSU are responsible for helping the Executive Board perform its duties.

There will be six Directors: the Webmaster, the Director of Marketing & Outreach, the Director of Social Activities, the Director of Merchandising & Fundraising, the Director of Public Relations, the Director of Mentoring, and the Director of Home Competition Planning.

Director positions can be filled at any time throughout the executive board term. The Director terms will end on April 30th, regardless of date appointed.

#### **A. Eligibility:**

1. Person must be an undergraduate or graduate student at The Ohio State University.
2. Person must have been a member of DanceSport at OSU for at least one semester.
3. Members may not hold more than one position for the same term.
4. Should no eligible person be available or willing, Director duties will be absorbed by the presiding Officers.

## B. Duties

1. Director of Marketing & Outreach
  - a. Oversees recruitment;
  - b. Develops marketing strategies for campus programs (e.g. the Involvement Fair);
  - c. Creates advertising flyers; and
  - d. Reports to the Presidents.
  
2. Director of Social Activities
  - a. Assists the Social Vice President in planning and organizing social events; and
  - b. Reports to the Social Vice President.
  
3. Director of Merchandising & Fundraising
  - a. Develops and oversees fundraising strategies/events;
  - b. Organizes the production of team merchandise (i.e. t-shirts, jackets, etc.) after approval by Executive Board;
  - c. Ensures all team merchandize follows University licensing rules; and
  - d. Reports to the Treasurers.
  
4. Director of Public Relations
  - a. Works to increase team recognition on campus;
  - b. Ensures DanceSport at OSU members are positively representing the organization;
  - c. Oversees social media; and
  - d. Reports to the Social Vice President.
  
5. Director of Mentoring
  - a. Develops mentoring program for newcomers; and
  - b. Reports to the Secretaries.
  
6. Director of Home Competition Planning
  - a. Assists the Competition Vice President in planning the OSU DanceSport Classic; and
  - b. Reports to the Competition Vice President.

## **Article VIII**



## **Elections**

Executive Board elections will be held in spring semester of each year.

The actual date of each election will be decided upon by the Presidents and announced at least two weeks prior to the election.

### **A. Candidates**

1. Candidates will notify the Presidents of their intention to run for office at least one week prior to elections.
2. Candidates may run for up to two positions. If they are not selected for their first choice, they are eligible to win their second choice.
3. Candidates will prepare a short speech to be presented at elections prior to voting.
4. Candidates will be allowed no more than 5 minutes to speak and field questions.
5. Candidates who are absent from elections may submit a video of their speech to the Presidents. The Presidents will ensure the video is played at elections prior to voting.
6. All candidates may be required to answer questions from the voting body on completion of their speech.

### **B. Voting**

1. All members of DanceSport at OSU are eligible to vote.
2. Voting will be done by secret ballot.
3. Voting will take place at a date, time, and place determined by the Presidents.
4. Absentee ballots will only be accepted for University excused absences, or at the Presidents' discretion.
5. Absentee ballots must be submitted within 24 hours of elections.
6. The Faculty Advisor will count all votes.
7. If any member, Officer or Director, takes issue with the final count he/she may request a count validation performed by the Faculty Advisor—such request and validation is to be done immediately after the contested vote.
8. The member receiving the most votes will be offered the position.
9. In the case of a tie, the current Executive Board will vote on the contested position excluding any Officers who are running for that office. The candidate receiving a simple majority of votes will be offered the position.
10. Newly elected Officers will assume their offices on May 1<sup>st</sup>.

## **Article IX**

### **Appointment of Directors**

Directors may be appointed at any time by the Executive Board starting in April of each year.

A. Selection Process

1. Candidates will submit a short letter to the new Presidents outlining their reasons for seeking appointment.
2. If several letters are submitted for a position, the appointment will be decided by a majority vote of the new Executive Board.
3. Candidates will be informed of their appointment within 24 hours of the meeting.
4. The Executive Board reserves the right to accept or reject candidates. Should the Executive Board find no suitable candidate, the position will remain vacant and the Director duties will be absorbed by the presiding Officers.

## **Article X**

### **Executive Board Meetings**

A. Meeting Schedule

1. Executive Board meetings will be scheduled by the Presidents.
2. Meetings may take place biweekly or weekly, at the discretion of the Presidents.
3. Presidents will use reasonable efforts to select dates and times for meetings that permit attendance by all Officers whenever possible.
4. Officers will receive at least one week notice prior to a meeting.

B. Attendance

1. Each Executive Board meeting is to be attended by the four Officers of the Competitive Executive Board and the four Officers of the Social Executive Board.
2. Should an Officer need to be absent from a meeting, he/she must inform the Presidents at least 24 hours before the meeting.
3. Two unexcused absences (as determined by the Presidents) in a semester by an Officer represents a neglect of duties and constitutes grounds for impeachment.
4. Directors may be invited to attend meetings at the discretion of the presidents. They may speak and offer input, but they will not receive a vote.

C. Governance/Order

1. The Presidents will alternate presiding over Executive Board meetings.
2. Meeting order is at the discretion of the presiding President (e.g. Robert's Rules of Order). However, minimum expectations are:

- i) An agenda that has been agreed to by the Officers, or alternatively, meeting time allocated for Officers to raise new discussion items from the floor;
- ii) A reasonable opportunity for each Officer to present their views on a topic; and
- iii) Reasonable time for discussion prior to a vote.

#### D. Voting

1. Motions may be made by any Officer or Director.
2. No less than six Officers must be present for a vote on a motion.
3. In order for a motion to pass, it must receive a majority vote (over 50% = five votes) of the Executive Board.
4. In no case shall a motion be passed with less than five affirmative votes (e.g., if only six Officers are in attendance, the motion requires 5 “yes” votes rather than the 4 votes of a simple majority).
5. In the case of a tie, the President presiding over the meeting will have the deciding vote.
6. In special cases dictated by the Constitution or Bylaws, a two thirds (2/3) majority is required for a motion to pass. For the motion to pass in such cases, it must receive two thirds of the votes (over 66.6% = six votes).
7. In no case shall such 2/3 motion pass with less than six affirmative votes (e.g., if only six Officers are in attendance, the motion requires 6 “yes” votes rather than the 5 votes of a simple 2/3 majority).

### **Article XI**

#### **Stepping Down, Impeachment, and Replacement of Officers**

##### A. Stepping Down

1. If any Officer or Director believes he/she is not able to successfully perform his/her duties, he/she may step down by notifying the Executive Board and do so without penalty.

##### B. Impeachment

1. Any Officer or Director may be impeached if he/she has:
  - a. Failed to perform his/her duties effectively,
  - b. Utilized the position to his/her personal advantage,
  - c. Acted in a manner detrimental to the organization,

- d. Failed to honor the vote of the Executive Board,
  - e. Failed to act in a professional manner,
  - f. Represented The Ohio State University poorly, or
  - g. Had two unexcused absences from Executive Board meetings.
2. A motion of impeachment must be passed by a 2/3 vote (minimum six votes) of the Executive Board, not including the impeached person.

#### C. Replacement of Officers

1. Should an Officer position become vacant, the Executive Board will appoint a Director to fill the empty office through a majority vote.
2. Should no Director accept the position, an emergency election will be held using the same process as for a regular election.
3. The replacement Officer will assume his/her duties immediately.

## **Article XII**

### **Level Testing**

For the purpose of learning efficiency, instructional classes will be separated by skill level (i.e., Beginner/Newcomer, Intermediate, Bronze, and Silver/Gold).

Level testing is required for members to enter into Bronze and Silver/Gold group classes.

Level testing will happen twice a semester.

No make-ups will be offered to current members, barring University excused absences. New members may petition to the Presidents for a make-up.

Testing dates will be decided upon by the Presidents, and will be announced at least two weeks in advance.

All members of DanceSport at OSU are eligible to test.

#### Testing Panel

##### A. Eligibility

1. Panel members may not be an Officer or Director;
2. They must have competed in Open Category for at least 1 semester; and
3. They must have a solid knowledge and appreciation of ALL 4 dance styles.

4. Should no eligible person be available or willing, these requirements may be waived by the Executive Board.

#### B. Panel Responsibilities and Selection

1. The panel will be comprised of 3 people—including 1 lead and 1 follow.
2. To pass, testing persons must receive a majority vote of the 3 judges.
3. Panel members will alternate serving as the dancer.
4. The designated dancer will dance with the testing person during the test.
5. Members of DanceSport at OSU who meet the above requirements may be asked to serve on the testing panel by the Executive Board.
6. The term for serving on the testing panel is one-year.
7. Should a panel member need to be absent from a Level Test, he/she must inform the Presidents at least 1 week prior to the test. It will be the responsibility of the Presidents to find a suitable replacement.
8. Any member may refuse to serve on the testing panel.
9. In collaboration with the Presidents, panel members are responsible for developing a published rubric—detailing the expectations of the test, and the requirements for advancing to the next level.
10. This rubric will be reviewed by the Executive Board.
11. Should a panel member fail to adhere to the judging requirements detailed in the rubric, he/she may be dismissed by the Executive Board.
12. Judges will provide testing persons with positive and negative feedback.
13. Testing persons will receive their comments and results within 3 days of the test.
14. Panel members must be informed of the testing date/location at least 1 week in advance.

### **Article XIII**

#### **Selection of Coaches**

The Coach(es) will serve as the professional instructor(s) of DanceSport at OSU.

He/she will teach Technique, Bronze, and Silver/Gold group lessons, abide by the syllabus agreed upon by the Executive Board, and offer constructive criticism and encouragement to members of both DanceSport at OSU - Social Club and DanceSport at OSU – Competition Team.

All 4 dance styles must be taught in equal amounts

The Coach(es) will serve a one-year term.

A. Eligibility

1. The Coach(es) must be (or have at one time been) competing professionally in the style he/she is teaching; and
2. Must be interested in furthering the quality of dancing at DanceSport at OSU.

B. Selection

1. Coaching applications will be sent out by the Presidents during the summer of each year.
2. Interested applicants will submit their application, and present themselves at an interview if asked.
3. At least one President and one other Officer must be present at the interview.
4. The Presidents will hire the Coach(es) according to the majority vote of the Executive Board.
5. If the Coach(es) fail to perform his/her duties, the Presidents may dismiss him/her in accordance with a majority vote of the Executive Board.
6. With Treasurer consultation, the Executive Board must approve Coach payment rate(s) by a majority vote.

## **Article XIV**

### **Student Teachers**

Two student teachers (one lead, one follow) will be required to teach Beginner Group Lessons.

Two student teachers (one lead, one follow) will be required to teach Intermediate Group Lessons.

A. Eligibility

1. Student Teachers must have been a member of DanceSport at OSU for at least 2 semesters;
2. Must have passed the Bronze Level Test to teach Beginner; and
3. Must have passed the Silver/Gold Level Test to teach Intermediate.
4. Should no eligible person be available or willing, these requirements may be waived.

B. Selection and Responsibilities

1. An application must be submitted to the Executive Board at the beginning of the semester.

2. Should only one application be submitted, the applicant will automatically receive the teaching position.
3. Should more than one application be submitted, the student teacher will be decided by the Presidents.
4. Student Teachers will serve a semester-term.
5. The Student Teacher must produce a suitable replacement teacher should he/she be absent from a lesson. The replacement teacher must be given at least 24 hours' notice.
6. The Student Teacher must arrive at lessons prepared to teach to the best of his/her ability.
7. The Student Teacher must offer constructive criticism and encouragement to members of both DanceSport at OSU - Social Club and DanceSport at OSU - Competition Team.
8. The Student Teacher must act and dress professionally when teaching.

## **Article XV**

### **Amendments to the Constitution**

- A. Amendments to the Constitution may be proposed through a motion at any Executive Board meeting.
- B. A motion to amend the Constitution may be initiated by any member, and seconded by any Officer.
- C. Amendments must be presented in their finalized written form before the voting can occur.
- D. A 2/3 affirmative vote (minimum 6 votes) of the Executive Board is required to pass an amendment.
- E. Unless otherwise specified in the motion, approved amendments will go into immediate effect.

## **Bylaws**

### *Bylaw 1*

Should any disagreements arise over the meaning of the provisions in this document, temporary clarification will be decided by a majority vote of the Executive Board.

### *Bylaw 2*

Any Executive Board member or Coach may remove any person from a DanceSport at OSU sponsored function for unruly conduct. If the poor conduct persists, the Executive Board may unanimously vote to expel the person from all future functions.

*Bylaw 3*

A minimum of one Executive Board member must be present at every DanceSport at OSU sponsored event.

*Bylaw 4*

This Constitution must be made available to all members of DanceSport at OSU, and any student, faculty member, or organization at The Ohio State University.

*Bylaw 5*

All members of DanceSport at OSU – Competition Team must abide by this Constitution. Any member in violation of team policies is subject to probation and expulsion from the organization, in accordance with a 2/3 majority vote of the Executive Board.

Written May 2015