

**Dancesport at UCR
Ballroom and Latin Dance Club
Constitution**

Preamble

We the members of Dancesport of UCR: Ballroom and Latin Dance Club do hereby establish this organization to introduce and promote Ballroom and Latin dancing to the students, faculty, and staff of UCR, and to the public. We establish this constitution as the guiding document of our organization and pledge to adhere to it and to the regulations and policies of the University.

**Article I
Organization Name and Purpose**

This organization shall be known as “Dancesport at UCR: Ballroom and Latin Dance Club”, hereinafter referred to as “Dancesport.”

The purpose of Dancesport is:

- To enhance the practice and knowledge of Ballroom and Latin social and competitive dances through competition and practice.
- To introduce a variety of social and competitive dances to the students, staff and faculty of UCR, and to the public by offering lessons in both Ballroom and Latin dances, taught by instructors with experience and enthusiasm for the dance form.
- To offer members the opportunity to compete at college and amateur dance competitions or simply participate in recreational social dancing with others who share the same interests.

Article II Membership

“Active membership of this student organization shall be chosen without discrimination on the basis of race, religion, sex, sexual orientation, color, disability, national origin, age or marital status. Active membership should also be composed of at least 60% undergraduate UCR students.”

A. Active members

i. Active membership criteria shall be:

- 1. A genuine interest in social and/or competitive Ballroom and Latin dance
- 2. Payment of membership dues each quarter
- 3. Participation in weekly and monthly events, such as outings and lessons

ii. Active member benefits shall be:

- 1. Free entry to the professionally-taught weekly Ballroom Dance class
- 2. Free entry into the Student Recreation Center (for non-UCR students) for these lessons.
- 3. Free or Subsidized payment to attend club social events and team competitions according to availability of funds from the year’s budget and pending approval by the President, Treasurer and one other officer on a case by case basis.

B. Student members

Student membership criteria shall be all of the items listed in Section A, plus the member must be a UCR student.

Student membership benefits shall be all the items listed in Section A, plus the member is eligible to run for officer position.

C. Non-UCR Student members

Non-UCR student membership criteria shall be all of the items listed in **Article II, Section A(i)**, plus the member must be a non-UCR student and not eligible to run for officer position.

Non-UCR Student membership benefits shall be the items listed in **Article II, Section A(ii)1 and A(ii)2**.

D. Team members

Team membership criteria shall be all of the items listed in **Article II, Section A, B and C**, plus participation in or expressed interest in Dancesport competitions.

Team member benefits shall be all the items listed in **Article II, Section A, B and C**.

E. Planning Committee members

Planning Committee membership criteria shall be all of the items listed in **Article II, Section A**, plus active interest in planning and organizing Dancesport events, expressed by participating in the planning/organizing process either at meetings or as a part of the Dancesport Planning email group.

Article III Officers

A. Officer Positions

The officers of Dancesport shall consist of a President/Team Captain, Vice President, Secretary, Treasurer, Publicity Officer, Webmaster, Student Activity Coordinator, and Student Competition Coordinator. All active members who are UCR students are eligible to hold office.

B. Officer Duties

Duties of Dancesport officers shall include but not be limited to the following:

The President/Team Captain shall preside at all meetings, outline-meeting agendas, and assume all other executive duties not otherwise delegated. He or she shall also coordinate the Team's participation in Dancesport competitions.

The Vice President shall take responsibility for ensuring the timely and complete submission of all necessary documentation, take pictures of Dancesport events, and perform all functions of the President in the latter's absence or upon the request of the President.

The Secretary shall be responsible for taking and distributing minutes of every Dancesport meeting, maintaining the membership roster, and submitting the roster to Student Life each quarter.

The Treasurer shall create an annual budget, receive all money and pay all debts of the club, and shall keep an exact account of all receipts and expenditures. The Treasurer shall provide a detailed report of all Dancesport finances at the end of the academic year.

The Publicity officer shall be responsible for publicizing Dancesport and all of its classes and events.

The Webmaster shall maintain and update the Dancesport website.

The Student Activity Coordinator shall coordinate and recruit volunteers for all Club related activities, including Student Life activities, which require help to setup before and cleanup after the event.

The Student Competition Coordinator shall be a member with experience in Ballroom and Latin dance competition, who announces competition entry deadlines, assists in team partnership pairing and filling out of entry forms, collects competition entry fees, submits competition entries in a timely manner, makes reservations for overnight accommodation and transportation arrangements. This officer may recruit volunteers to assist in the completion of these tasks if needed.

Article IV Elections

A. Procedure

In spring quarter a special meeting shall be held for the election of officers, and nominations will be accepted before and during this meeting. This meeting must be announced at least one week in advance. All active members are eligible to vote, and at least 50% of the club's active membership must be present in order for the election to proceed. Voting shall be conducted by secret ballot and a majority of votes will constitute a winner.

In the event that no one candidate receives a majority, a runoff election will be held between the top two nominees, and the winner shall be the candidate that receives a majority of the votes cast. In the event of a tie, the club may vote to allow two officers to hold the position (i.e. co-Presidents/Team Captains).

B. Term of office

Outgoing officers will train new officers during spring quarter after being elected. New officers shall assume their positions on June 1st, and the term of office will be one year.

C. Procedure for filling vacated offices

In the event that an officer position is unfilled or becomes vacated, the President/Team Captain shall call a special meeting for the election of a student member to the unfilled position. Voting shall be conducted in the same manner as described in **Article IV, Section A**.

D. Procedure for removal of officers

Any active member can initiate the procedure for removal of an officer. The procedure shall be as follows:

1. The active member wishing to initiate the procedure for removal of an officer must acquire two additional active members who also support the removal.
2. The active member must contact the President/Team Captain (or, in the event that the President/Team Captain is the officer whose removal is requested, the Vice President) with his or her request and the reasons, in writing, why he or she thinks it is warranted.
3. The President/Team Captain (or Vice President) shall notify the officer in question, provide him or her with the reasons removal is requested, and allow him or her at least one week to present a rebuttal, in writing.
4. The President/Team Captain (or Vice President) shall moderate a discussion at a meeting, in the absence of the officer in question (he or she may be asked to leave the room), of the removal request.
5. Removal of the officer will then be decided by majority vote of the active membership. If the officer is removed, the office must then be filled following the procedure outlined in **Article IV, Section A**.

Article V Meetings

Dancesport shall hold regular and special meetings at such places and time as designated by the officers, with a minimum of one meeting per month during the academic year. The Secretary shall be responsible for taking minutes at each meeting and distributing these minutes electronically. In the absence of the secretary, another officer or member present at the meeting shall be designated by the President/Team Captain to take minutes for that meeting.

Disagreements shall be resolved by majority vote of the Planning Committee members present (all active members attending meetings and participating in organization/planning of Dancesport affairs are by definition Planning Committee members), assuming that a quorum of at least 50% of Planning Committee members is present. If a quorum is not met, critical business items can be tabled until a later meeting date and/or resolved by email discussion.

Article VI Finances

A. Budget

Prior to or at the beginning of the academic year, the Treasurer and/or President/Team Captain shall prepare a detailed budget, which must be approved by the Planning Committee and submitted to the ASUCR.

B. Reporting and Auditing

The Dancesport fiscal year shall extend from July 1st through June 30th of the following year. The Treasurer shall compile a comprehensive financial report prior to the close of the fiscal year, which will be audited by the Dancesport officers and advisor. The University shall have the right to audit the financial records of this organization.

C. Managing Finances

The Treasurer shall be responsible for handling all financial transactions, keeping accurate records, and ensuring that all University and ASUCR policies are adhered to.

D. Dues

The Planning Committee members will determine membership dues before the beginning of the academic year. Dues will be collected by a designated officer during Dancesport meetings and professionally taught classes and delivered to the Treasurer for deposition.

E. Expenditures

Collected dues will be used, in addition to other funding available to the organization, to fund Dancesport expenditures such as payment to instructors, purchase/rental of equipment, competition expenses, event supplies, and other expenditures deemed necessary and appropriate by the Planning Committee. All expenditures must be approved by at least the Treasurer and President/Team Captain, with large and/or new/unprecedented expenditures requiring approval of the Planning Committee.

Article VII
Advisors

A. Advisor Selection

The Dancesport Advisor(s) may be faculty or staff members of UCR, and will serve as members of the Planning Committee. The Advisor(s) shall be selected by the Planning Committee and subject to approval by the active membership.

B. Term

There will be no limit on the terms served by Dancesport Advisor(s); however, the membership may, at any time, by a 2/3 majority vote of its active membership, ask the Dancesport Advisor(s) to step down. If there is only one Dancesport Advisor, a replacement Advisor must have already been selected. The incumbent Dancesport Advisor(s) shall be informed of this action in writing two weeks in advance. The new Dancesport Advisor(s) must understand and be willing to accept the responsibilities of the position.

C. Duties and Expectations

The Dancesport Advisor(s) shall:

- Help serve as a link between the students and the administration
- Review financial reports on a quarterly basis and audit them annually
- Assist in planning and organization of Dancesport events
- Assist in clarifying and adhering to University policies and procedures
- Attend Dancesport meetings whenever possible
- Be a source of enthusiasm and motivation for Dancesport and Ballroom Dancing in general

Article VIII
Amendment Procedure

Constitutional amendments may be proposed by any active member, and must be seconded by an additional active member. They must be provided in writing to the President/Team Captain. Proposed amendments must be provided to the Planning Committee and will be accepted by a 2/3 vote of the Planning Committee, after a period of review of at least one week. All amendments shall be in agreement with University regulations and policies and are not approved until reviewed and signed by a Student Life official.

Signed _____ **Dated Filed at Student Life** _____

Title _____ **Student Life Approval** _____

Date voted on by org _____