

### **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 1<sup>st</sup>, 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**.

