

CONSTITUTION AND BYLAWS

Of

The Purdue Latin & Ballroom Dance Team

Article I

Name

This organization, the Purdue Latin & Ballroom Dance Team, shall from this point on be known as “the Team”.

Article II

Purpose

The purpose of this organization is to promote, advance, and encourage the sport of ballroom dancing at Purdue University and in the surrounding community.

Article III

Membership

Membership and participation are free from discrimination on the basis of race, religion, color, sex, age, national origin or ancestry, genetic information, marital status, parental status, sexual orientation, gender identity and expression, disability, or status as a veteran.

Any full-time Purdue University main campus student, undergraduate or graduate, is eligible for regular membership in the organization. All others, including staff and faculty, are eligible for adjunct membership, which means they may not vote or hold the office of President or Treasurer. The Advisor, as a non-student member of the organization, maintains all rights and privileges therein, except for the right to vote or hold office.

All participants, including both members and guests, must understand that they are not to hold Purdue University, the Team, its officers, and/or any member thereof responsible for injuries or damages resulting from participation with the Team.

The act of joining the Team is signified by payment of dues and signing of all required documents each semester. Dues payment is expected in full at the time of signing the membership contract, except under extenuating circumstances as approved by the officers as a group. Under such circumstances, if no payment is made, the officers may hold the grades or otherwise enforce the dues payment by a defaulting member. . One officer will be assigned to monitor the progress of each case of delayed or repeated payments until the point at which full payment has been received. . Any student owing money to the Team may not become a team member in subsequent semesters until the active balance is repaid.

Article IV

Officers and Advisor

The management of the Team shall be entrusted to the elected officers a group of officers elected from the team membership, who shall consist of the President, Vice-President, Secretary, Treasurer, two Team Co-Captains, and the appointed chair positions, known as the Executive Board. Elected officers must be paid team members, and must satisfy the guidelines set forth by Purdue University. . The Executive Board may include, but is not limited to a Social Chair, Class Captains, a Competition Coordinator, and a Webmaster.. Officers shall have one vote each on all official decisions. The members of the Executive Board may not have any vote.

All officers' and chairs' terms are one year, beginning at the end of the spring semester. A transition period shall be provided for the officers-elect from April 1 until their instatement as officers at the end of the spring semester. The Executive Board members' terms shall be from the time of appointment until the end of that election term, or until they are replaced.

Decisions of the officers can be overruled by a majority vote of present voting (non-adjunct) members at a scheduled Team meeting, as prescribed under rules governing elections in Article VI.

The Advisor must be a current faculty or staff member. The term for the Advisor should will be a minimum of one year to ensure continuity in the organization unless the Advisor elects to vacate the position.

Should any officer fail to fulfill his duties as defined below, any remaining officer(s) may press impeachment charges against the accused officer. Actions considered grounds for impeachment include but are not limited to: 1) impeding other officers or their duties, 2) committing actions detrimental to the Team, or 3) committing actions detrimental to the functioning of the officer group as a unit. Any other actions considered grounds for impeachment are left to the discretion of the officers.

In the case of impeachment, the charging officer(s) must notify both the President and the Advisor of his intentions. The accused officer must be notified of the charges by the Advisor both verbally and in writing. An impeachment meeting must then be held during either the next regular officer meeting or a special meeting. This meeting must be held within two weeks from the date charges are initially presented to the accused officer. All officers must be in attendance or represented. If the accused fails to attend the meeting, guilt is presumed unless a valid, documented excuse of absence is presented. The Advisor shall preside over the meeting. In the event the Advisor cannot be present, he may appoint someone to run the proceedings in his stead. The Advisor shall read to the officers and chairs the charges against the accused officer. The accused officer shall then speak his case, and only when he is finished may the charging officer(s) speak his case. Chairs and other Team members, if present, may testify during these proceedings for or against the accused officer. After the charging officer(s) is/are finished, the accused officer may make issue a rebuttal, to be followed by an open discussion and a question-answer period. When this is complete, a blind ballot vote shall be made and counted by the presiding official. A simple majority of elected officers, not including the accused officer, shall decide the impeachment; only elected officers may cast ballots. Any impeached officer may not hold another position, be it officer or chair, at any future time.

Article V

Officers and Duties

A. President: The President shall preside at meetings, enforce the rules and regulations of the organization, and carry out the will of the members. The President shall have the power to create committees, appoint members to serve on those committees, supervise the work of those appointed members, and assist them in their business and reports. He shall be an ex-officio member of all committees he appoints. The President shall represent the Team in an official capacity when necessary and be responsible for all official correspondence relating to Team business. The President shall be responsible for all preparations for officer and Team meetings, including their scheduling and agendas. The President shall have the power to create committees, appoint members to serve on those committees, supervise the work of those appointed members, and assist them in their business and reports. The President may delegate committee supervision/leadership responsibilities to other officers or Team members for created committees when necessary and appropriate. The President shall properly register the Team with the Student Activities and Organizations Office and the Business Office for Student Organizations as well as file Event Planning Forms as necessary. At the start of every semester, the President shall create the lesson schedule for regular coached lessons for that semester. The President shall be responsible for delegating tasks to the officers and ensuring their timely and satisfactory completion. The President shall be responsible for completing service contracts when necessary as well as maintaining a positive rapport with other collegiate teams.

B. Vice-President: The Vice-President shall assist the President in the performance of his duties as necessary. The Vice-President shall be responsible for recruitment and advertising activities such as the Boiler Gold Rush and Activities Bonanza. The Vice-President shall organize a Callout every Fall and Spring semester; this includes making use of advertising outlets such as flyers, display cases, The Exponent, social media, etc. The Vice-President shall also be responsible for Team gear when orders are to be made.

C. Secretary: The Secretary shall keep minutes for all officer and Team meetings and forward copies of those minutes to the officers' mailing list to be approved. The Secretary shall be responsible for coordinating performance and teaching requests. The Secretary shall also maintain positive public relations within the community and among other ballroom teams. The Secretary shall communicate with prospective Team members and provide information about joining the Team. The Secretary shall keep record of Team membership, room reservation schedules, and upcoming competitions.

D. Treasurer: The Treasurer shall be responsible for all financial transactions of the Team, including the Purdue Ballroom Classic. This includes, but is not limited to, membership dues, payments for Team gear, and competition entry fee, payments for coaching, and reimbursements. The Treasurer keeps accounts, deposits the organization's funds, and makes expenditures in a manner approved by the Business Office for Student Organizations. The Treasurer shall keep a master list of dues-paying members each semester and a roster for each major away competition. The Treasurer shall also be responsible for filing the necessary paperwork for payments and reimbursements. The Treasurer shall ensure the completion and accuracy of all service contracts and service affidavits for coaches and paid officials of the Purdue Ballroom Classic.

E. Team Captains: Team Captains are the face of the Team with respect to general membership and shall be responsible for facilitating communication between officers and Team members. They shall also be responsible for maintaining open lines of communication with Team coaches and ensuring that routine service affidavits and check requests are in order. Team Captains shall be responsible for reserving rooms for Team practices, ensuring the music system is set up and stored for every practice, ensuring that Team members and Coaches are

notified of reserved lesson and practice venues, and ensuring lessons run smoothly. In addition, Team Captains shall be responsible for filing Travel Planning Forms for away competitions and ensuring Team Checks are mailed in on time.

F. Officer Ex-Officio: The Officer Ex-Officio position shall be held by a Team member who has served more than two terms in the officer group in an elected position and wishes to continue aiding the officers by sharing insight, opinions, and experience. . The Officer Ex-Officio is a Team member who has dedicated much time, effort, and resources to the Team and as a result has gained a long-term perspective and has a vested interest in the Team. . Apart from an advisory role, the Officer Ex-Officio has no official responsibilities except for those delegated to him as needed by the officers. . This position may only be filled by candidates satisfying the description above, and need not be filled each year.

G. Executive Board: Appointed by the President, approved by the Advisor

- 1. Social Chair:** The Social Chair shall be responsible for both organizing and obtaining space for dance parties and social activities for the Team during his term. The Social Chair shall assist the Competition Coordinator in organizing a welcome dance preceding the Purdue Ballroom Classic. The main objective of this position is to welcome new members to the Team through various activities, not all of which should be directly related to dance.
- 2. Competition Coordinator:** The Competition Coordinator will be responsible for assisting the Advisor and Competition Chair in the planning and execution of the Purdue Ballroom Classic. His responsibilities may include, but are not limited to, the arrangement and care of the competition officials (i.e. judges, adjudicators, scrutineers, disc jockey, and a master of ceremonies), procurement and care of all required facilities, advertisement of event to potential participants, collection of entries and entry fees, registration related duties, provision of opportunities to advertise at or attend the event to local businesses and those businesses with whom the Team has a professional relationship, and, in cooperation with the Treasurer, the maintenance of event finances. The Competition Coordinator may request a Competition Committee from among other officers, as well as from the Team membership in general. It is not the sole responsibility or right of the competition coordinator to manage the end to end planning of the competition and competition planning process.
- 3. Webmaster:** The Webmaster shall be responsible for maintaining and updating the organization website. This duty includes providing updated information for organizational events and activities. This may also include promptly posting pictures (of members) or other types of media which reflect the spirit of the Team as a respectable and reputable organization at Purdue University, and as reflected in the purpose statement above.
- 4. Class Captains:** The class captains shall act as intermediaries between the class members and the Team Captains. . Their duties may include taking notes, taking and posting video of class material, and attending all relevant lessons.

H. Skill-Related Tasks: As a large university group, the Team frequently gains members who are experts in particular areas including design, business, computer science, engineering, and others. Frequently, opportunities arise to leverage these skills in a one-time capacity, such as designing a music system, or over multiple occurrences, such as flyer design or appointment as master of ceremonies for multiple events. These skills are unique to individuals and should not be assigned to any particular office except if deemed necessary by the officers. For example, a

Vice President with a background in design may update flyers or Team logos before ordering Team gear; however, this is not a requirement for subsequent holders of the Vice President position in general. Skill-related tasks are appointed by the officers as a group and are not the right or duty of any particular officer.

Due to a high rate of student turnover, it is important to maintain the continuity of each office as much as possible. Pursuant to this goal, any office vacancy should be filled by either 1) the officer who is immediately subordinate to the vacant office pending his acceptance of candidacy and approval of the officers, or 2) by an emergency election called for in the next subsequent officer meeting. The order of offices is President, Treasurer, Vice President, Secretary, Team Captain, and Officer Ex-Officio. Furthermore, it is the responsibility of all officers to attend meetings and lessons as often as is practical. Absences will be tolerated for sickness, coursework, or academic factors, but are grounds for reprimand and impeachment if absences become excessive.

Article VI

Elections and Voting

The A quorum shall consist of all voting members who are present at the election meeting as long as the number present exceeds one fifth of the current active membership and provided that at least one calendar week of notice is given. Adjunct members (as defined in Article III paragraph 2) shall not be eligible to vote.

Officers may be elected only by a majority vote of present voting members. . A blind ballot election format will be used. Officer elections shall be held on a date determined by the President not later than March 31. The date will be announced at least one week prior to the date of elections. To be eligible for office, a person must be an active Team member, and must meet any eligibility requirements set by Purdue University.

Article VII

Instructors

Instructors are to be selected and approved by the officers of the Team. It is the responsibility of the officers, with background input from the Advisor, to determine the qualifications necessary to instruct the Team.

Article VIII

Meetings

The President has the responsibility of setting dates for Team meetings, officer meetings, and for calling special meetings. Due notice of a meeting shall be given to the Vice President, Secretary, Treasurer, Advisor and the Executive Board by the President. The President shall then notify other Team members of the meeting along with a high-level description of the agenda. Order at the meeting shall be established by the President. The first order of business of all officer meetings will be to review and approve minutes from previous meetings. Authority and the floor at a meeting will be given by due appointment from the President or by a qualified proxy from the officers or Team appointed by the President should the President be absent. The Secretary will take minutes for all meetings and provide them to the officers in a timely fashion. All movements requiring a vote must be seconded and pass with two-thirds majority vote of the

elected officers. Officer meetings will adhere as closely as possible to Robert's Rules of Order in the interest of fairness and efficiency of meetings.

Article IX

Standards

As an organization which dedicates itself to the sport of ballroom dancing, the Team must hold itself to the general policies and practices of the sport. As such, the Team will follow guidelines in the areas of appearance, conduct, and hygiene which are stricter than the university community at large because these areas in particular may influence the judging and scoring activities at ballroom dance events. Pursuant to these areas guidelines, all costumes and all dance attire must be clean, tasteful, and appropriate to body style at all times; all Team members will behave in a sportsman-like manner which upholds the reputation of Purdue University (i.e., no profane language, intoxicated behaviors, unnecessary contact, disrespecting of officials or instructors, indecent or uncomfortable exposures, etc.); and all Team members must exhibit exceptional hygiene practices at all times. . The Team holds as a key value that no one member will compromise the experience of, or directly influence the departure of, any other member or group of members as a result of a violation of these standards. A member with a distinctly unclean appearance, flagrant misconduct, or noticeable offensive odor of any kind resulting in the complaints of other members will be held in violation of Team standards.

Violators of these standards shall be notified privately. . Continued violations will be handled on an individual basis with the goal of correcting violations or preventing further disruptions. . All accusations of violations of standards must come before the officers either officially or unofficially before any action is taken, and no action will be taken for unreasonable accusations of violation.

Article X

Responsibility

All persons accepting membership in the Team shall be required to agree that they will be governed by the constitution and the bylaws of this clubgroup, and that they will exercise great care on or near any equipment at all times.

Article XI

Amendments

This constitution may be amended at any regular meeting of this organization, or at any special meeting called for that purpose, provided due notice of the proposed change or changes has been given. A quorum and a three-quarters vote of Team members present at the amendment meeting are needed for the approval of amendments to this Constitution. All amendments to the constitution and bylaws are subject to the approval of the Office of the Dean of Students.

Bylaws

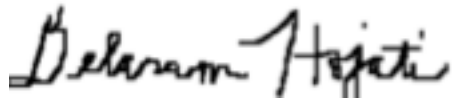
1. Voting privileges depend upon 25% or better attendance up to the time of voting. All members must have paid dues and be in good standing with the Team in order to vote.
2. Team dues shall be determined by the officers and the Advisor prior to the callout of each semester.
3. Any and all Team owned items are the responsibility of the officer designated to use or hold said item or items. The officer is to be held responsible for the return of the equipment. Responsibility is defined as taking reasonable action for the return of the equipment.

03/28/2017

Date of Adoption

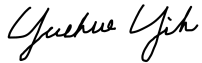
07/01/2017

Date of Recognition



President's signature

Office of the Dean of Students



Advisor's signature