



CARNEGIE MELLON UNIVERSITY
Ballroom Dance Club

Ballroom Dance Club Constitution

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I. Objective

The objective of the CMU Ballroom Dance Club is to build a community of dancers by offering access to classes, mentorship, public performances, and dance competitions to Carnegie Mellon University, as well as the Pittsburgh community. We foster self-expression, creativity, and companionship through dance.

II. Organization

The club provides dance lessons to the campus community. The club also sponsors other projects to promote ballroom dancing, including a competition team.

III. Membership

Membership in the club is open to any person who pays the appropriate membership fee. Membership privileges other than the right to elect officers expire at the end of each academic semester. The right to elect officers expires at the end of the academic year. The organization will abide by the CMU Statement of Assurance. (See <http://www.cmu.edu/policies/administrative-and-governance/statement-of-assurance.html>)

Membership privileges may be suspended or revoked only for egregious violations of club policy, following a two-thirds majority vote of the full elected officer board¹. Remote votes are allowed, but no information on votes may be revealed until everyone's votes are in.

IV. Executive Board

There shall be an Executive Board that shall act for the club between annual officer election meetings and carry out the duties outlined in this Constitution. The executive board consists of the Officers and other members appointed as necessary. All officers shall be elected by current members and serve for a term of one academic year (Commencement-Commencement). Officer elections shall be held as detailed below in section V.

¹ Abstentions or absences count as "no" votes

A. Officers

1. President

The President is responsible for the success and survival of the entire organization—both the social and the competitive facets. The President establishes the long term vision for the growth and development of the club while ensuring that short-term tasks are completed successfully. The President also fosters a cooperative climate and effective communication among officers. They serve as the primary point of contact for other organization leaders within CMU and around Pittsburgh. In deliberation, the president should clearly delineate actions done or statements made in the role of unbiased moderator versus opinions offered as an officer in general.

2. Secretary

The Secretary is responsible for effective communication, organization, and institutional memory within the club. The Secretary is also responsible for reserving space for club events.

3. Treasurer

The Treasurer is responsible for the financial health and longevity of the club. The Treasurer accomplishes this through budgeting/planning, financial reporting, and fiscal control/accountability procedures. The Treasurer also acts as the organization's primary advocate to funding bodies at CMU and the resource for preparing contracts. They serve as one of the Club's authorized signers and are in charge of preparing, submitting, and defending the Club's budget each year.

4. Lessons Coordinator

The Lessons Coordinator is responsible for the smooth operation of Rush, team lessons, and professional workshops. The Lessons Coordinator serves as the main point of contact for professional instructors and schedules lessons. They are responsible for ensuring that the Club always comes first and advocating on the behalf of the Club when necessary.

5. Competition Team Captain

The Competition Team Captain is responsible for the competitive growth and development of club members. The Captain is typically a higher level dancer and supervises mentoring and development of less experienced dancers. They are available for questions and instruction and should actively work to interact with those who might not take initiative. They foster communication between dancers of different levels and between members and the Officers to make sure everyone feels included and welcome on our team.

6. Competition Team Manager

The Competition Team Manager is responsible for the logistical facets of the competition team, such as organizing competition trips, transportation, and lodging.

7. Events Coordinator

The Events Coordinator is responsible for planning and executing regular socials and other major club events throughout the year. The Events Coordinator takes the lead role in organizing the logistics of the event. They serve as the point of contact for questions regarding special events.

8. Public Relations Coordinator

The Public Relations Coordinator is responsible for raising awareness of the club and ballroom dance via advertising on campus, social media, etc. The PR coordinator strives to increase interest and attendance at club events.

9. Media Manager

The Media Manager is responsible for collecting and curating media—photos, videos, music—related to the club. This includes photos and videos from competitions and practices, as well as the music library and playlists.

10. Carnegie Classic Competition Chair

The Carnegie Classic Competition Chair is responsible for leading CMUBDC's annual home competition. This includes organizing the assembly of a Competition Board and overseeing the wellbeing of the competition and those involved. They serve as the main point of contact for all involved (Officials, volunteers, vendors, competitors, etc) or delegate when necessary.

B. Additional Duties

All elected board members are expected to carry out an assortment of the following duties throughout the year:

1. Teaching lessons
2. Tabling during lessons and assisting with advertising efforts
3. Assisting with the running of events and lessons (set up, clean up, music, etc.)
4. Other club needs

C. Appointed Board Members

By majority vote, the board may delegate aspects of its authority to appointees, especially should a case arise in which all 10 Officer positions are not filled by election.

This may be useful for seasonal or year-round special projects. Appointed board members shall:

1. Be authorized to make decisions on behalf of the board with respect to the assigned project.
2. Submit budget proposals to the executive board at appropriate points in the lifetime of the project.
3. Submit a report to the executive board at the completion of the project.

Appointed board members are NOT required to carry out the same duties as elected board members and do not vote on board business. Detailed duties of appointed board members shall be designated by the President.

D. Impeachment and Resignation

For just cause and after due deliberation, the Executive Board may impeach a member of the board with a two-thirds majority vote. Vacancies due to impeachments or resignations shall be filled by presidential appointment. In the event that the President is impeached or resigns, the Officer Board shall elect an interim President.

V. Officer Elections

The President shall schedule an election meeting once per year in March or April in order to elect board members for the following school year. The time and place must be announced to the general membership at least one month prior to the meeting. Elections are run by position, with each candidate stating their qualifications in front of attending members, who then vote. After being elected, the new officers are designated “in training” for the remainder of the spring semester, and take on their roles fully at CMU commencement.

A. Voting Procedure

A ranked voting system shall be implemented. Voting members rank the candidates in order of preference, but may omit candidates from the ballot if they do not consider remaining candidates to be qualified (No Confidence). At the end of the election, scores are tabulated by position, with n being the number of candidates running for each position. For every first place vote, a candidate gets n points, for every second place they receive $n-1$ points, and so on. Omission from a ballot garners 0 points. The candidate with the largest number of points has selection priority for the position.

B. Position Selection

A candidate may be the top vote-getter for multiple positions, but may only accept one. The president shall alert the top vote-getter for each position and confirm their

acceptance of the role. The president then contacts the next highest vote-getter for each unfilled position to confirm their acceptance. This repeats until no more qualified candidates are available or all positions are filled².

VI. Meetings of the Executive Board

A. Call for Meeting

A regular meeting of the executive board may be called by the President. The meeting initiator (typically the President) shall develop an agenda and distribute it to all executive board members at least two days prior to the meeting date in order to solicit corrections and additions.

B. Emergency Meetings

An emergency meeting may be called at the President's discretion a day in advance. No agenda is required to be provided, but the rationale must be provided to the board. Emergency meetings should be focused on one topic that is so urgent that it cannot be postponed. An example would be a matter of personal safety.

C. Minutes

During the meeting, the Secretary or an appointee shall keep a record of the meeting. The meeting minutes shall be made available to all club members so that they are informed of decisions made during the meeting. The minutes shall include the following:

1. Place and time of the meeting.
2. Executive board members present, late, and absent at the meeting.
3. Issues discussed during the meeting.
4. Outcome of all votes.

In the event that sensitive matters are discussed, by unanimous consent of all officers, a redacted copy of the minutes may be made public, retaining the original in club records.

D. Quorum

Quorum at an Executive Board meeting shall consist of 2/3 of voting members, rounded up.

² Example: Alice and Bob have 2 points and 1 point for secretary, respectively. Alice and Carol have 5 points and 3 points for treasurer, respectively. The president contacts Alice, who is the top vote-getter for both positions. Alice chooses to accept the secretary position. The president then contacts Carol, who is the next highest vote-getter for the unfilled treasurer position.

VII. Amendments

This constitution may be amended at any General Meeting of the membership of the Ballroom Dance Club following announcement of the proposed changes and the time and location of the meeting to all club members at least two weeks prior to the meeting. Any substantive amendment to the constitution requires an affirmative vote of two-thirds of the membership present. Amendments to correct formatting, grammatical, or spelling mistakes may be made at the discretion of the executive board, provided that they do not affect the interpretation of the text.

VIII. Title IX training

After elections, it is strongly recommended that 4 officers (2 male and 2 female) complete Title IX training. These 4 officers will be in charge of sexual harassment situations should the need arise.