

The Constitution of the Rutgers DanceSport Alumni Club

Preamble

We, the members Rutgers DanceSport Alumni Club do hereby establish this Constitution to provide a more organized structure for the management and continuance of our group.

Article I - Name

The Name of the organization will be the Rutgers DanceSport Alumni Club, henceforth referred to as Rutgers DanceSport Alumni or RU Dancesport Alumni Club or also referred to as RU Dance Alumni.

Article II - Purpose

Section 1:

In cooperation with the Rutgers Alumni Association, the Rutgers DanceSport Alumni Club is established for the purpose of providing its members an opportunity to learn to how to dance, for example: Ballroom and Latin dancing, and also to provide its members a competitive and social outlet to dancing within the Rutgers Family.

Each member will have the opportunity to learn, train, and grow as a dancer, either on a social or on a competitive level, within an Alumni friendly environment. The organization is a dance advocate and a resource center to its members.

The Rutgers Dancesport Alumni Club will also help in the development and fostering of amateur competitive dance athletes for national dancesport competitions. In the future, its long term goal is to provide scholarship and sponsorship opportunities to its members, as well as support dance programming in areas where it may not be accessible.

In support of this goal we will provide dance lessons, dance workshops, dance camp opportunities, practice space, social events to dancers of all levels, and the opportunity to compete at intercollegiate and amateur dancesport competitions.

Section 2:

Rutgers DanceSport Alumni understands and is committed to fulfilling its responsibilities of abiding by Rutgers University policies.

This organization shall abide by all applicable rules and regulations of the University and under the privileges as granted by the Rutgers Alumni Association, where chartered. This organization shall also abide by the rules and regulations of the Board of Governors, the University, and the colleges as provided by the Board of Governors and the Deans of the Colleges.

Article III - Membership

Section 1:

Active membership will be open to all Rutgers Alumni, loyal friends and family of Rutgers Alumni, and retired Rutgers Faculty and Staff of all ages regardless of the level of experience. All voting members shall be Rutgers Alumni, and retired Rutgers Faculty and Staff.

This organization shall comply with federal laws prohibiting discrimination on the basis of race, creed, color, religion, national origin, ancestry, age, sex, marital status, familiar status, affectional or sexual orientation, veteran status, or on the basis of rights secured by the First Amendment of the United States Constitution.

This organization shall abide by all applicable laws of the State of New Jersey and the United States.

Section 2:

This organization shall not have an attendance requirement for its members; however, board members shall be in compliance with Article VIII, Section 2.

Section 3:

Statement of Required Membership Dues: There will be no dues collected for membership in accordance with the Rutgers Alumni Association; however, an event(s) or dance programming fee(s) will be collected upon registration and enrollment into dance program.

Article IV - Officers

Section 1:

Voting members shall elect a President. The role of the president will be to supervise, manage, direct and oversee all aspects of the club's operations, finances, and activities, in addition to overseeing and managing the responsibilities of the other officers, membership enrollment, and form committees where applicable. The president may also appoint "Acting" officer positions for vacant officer positions until an election is completed and the vacant position has an elected officer according to Article IX, Section 2. The role of the president is also to plan the programming of the club's activities, plan the yearly budget or event budgets in relationship to the organization's goal in addition to planning at least one fundraising event.

Section 2:

Voting members shall also elect a Vice President. The vice president will oversee all aspects of the day to day activities of the club and plan and execute all workshops, coaching sessions, and supervise the social dance committee when applicable. The vice president shall also assist the president with membership, enrollment, fundraising events, and other areas delegated by the president.

Section 3:

Voting members shall elect a Secretary who will be in charge of the club's minutes, announcements, participation activity; social networking communication updates, and track and measure membership enrollment, membership attendance, and membership contact list. The Secretary shall provide the board with

a yearly engagement activity review and recap minutes when necessary. In addition, the Secretary shall also fulfill said election duties in Article VI, Section 2, and fulfill responsibilities outline in the Secretary's Manual.

Section 4:

Voting members shall elect a Treasurer whose primary role is to ensure that the organization's financial affairs are reported and recorded correctly and efficiently. This includes producing financial reports delegated by the President to assist in the monitoring and measurement of the organization's finances. The treasurer shall complete a mandatory treasurer training session prior to taking an active role as the organization's treasurer. The Treasurer shall abide by the Treasurer's Handbook and report all activities regarding the organizations finances to the president. Serious violation of the Treasurer's Handbook guidelines will be grounds for immediate vacancy as defined in Article IX, Section 2. In addition, the Treasurer shall also fulfill said duties in Article VIII, section 2, in addition to fulfilling all duties delegated by the President.

Section 5:

Voting members shall elect a Publicist, whose primary role is to promote the organization's activities, programming and events to the press, other organizations, and community, as well as update the Rutgers DanceSport Alumni Dance Calendar. The publicist will also be in charge of producing press releases and fulfill all duties delegated by the president.

Section 6:

Board members shall elect up to seven Student Ambassadors. The Student Ambassador shall act as a liaison between the Rutgers DanceSport Alumni Club and the current Rutgers Students. They will take active roles within the organization upon designation by the President. Student Ambassadors are non voting board members, unless they are a Rutgers Alumni.

Section 7:

Acting person for vacant officer positions shall be temporary in nature until a formal election is completed to fulfill vacant position. Acting officers shall fulfill the appropriate responsibilities of said and applicable role of officer position.

Article V - Operations

Section 1:

All executive board members must be a Rutgers Alumni, with the exception of the Acting officer which must be an active member of the organization.

The executive board shall be elected by a majority vote of its voting members.

All voting for the executive board is done with a secret ballot or voting by proxy unless the position is uncontested. Uncontested voting will be done by show of hands and a run counted by both the Chairperson and Vice Chairperson of the Nominations Committee.

Elections for the new term will take place on last Tuesday of October of said election year.

Elections for the President, Vice-President and Secretary will take place on odd election years.

Elections for the Treasurer and Publicist will take place each calendar year.

Elections for mid-term vacant positions shall take place as early as reasonably possible, determined by the president.

The official commencement date for newly elected executive board officers will be the third Tuesday of January of the new election term.

Section 2:

The executive board may nominate Student Ambassadors to act as a liaison between the Alumni and Rutgers Student Body. Student Ambassadors may be a full or part time Rutgers University undergraduate or graduate student, and must be sponsored by an Alumni member of the Board. All Student Ambassador Nominees must receive a majority of the executive board votes to be a Student Ambassador.

Nominations and applications of Student Ambassador Nominees must be accepted by no later than date set in Article VI, Section 1.

Section 3:

All board officer positions will be a one year term with the exception of President, Vice-President, and Secretary which will be a two-year term. All Student Ambassador positions will be a one year term. All acting officer positions will be temporary.

Section 4:

REMOVAL OF OFFICERS OR MEMBER:

Any Board officer of the Rutgers DanceSport Alumni Club in violation of the Organization's purpose or constitution may be removed from office by the following process, except where there is ground for immediate disqual.

A written warning by voting members of the organization must be submitted to the president of the board, via a formal letter except where the warning is issued by the president or vice president. Upon receipt of a third written final warning, a meeting will be convened by the president to its active members.

- a. A meeting of active voting members of the organization will be called for the officer or member in question to speak in his or her defense. This meeting must take place during alumni friendly hours. There must be at least a two and a half business week interval between submission of final warning and the meeting.
- b. Written notification of the complaints must be given to the officer or member in question at least one week before the date of the meeting. This will include the date of the meeting, and a request that the officer or member speaks at said meeting.
- c. A two-thirds (2/3) majority vote of the voting members present at this meeting, and votes by proxy is necessary to remove the officer or member. Voting will be done by secret ballot, and voting by proxy. All proxy voters must inform the President one week prior to the said meeting, and must be collected prior to said date by the Secretary, in conjunction with proxy voting procedures outline in Article VI, section 2.

- d. All active members must be made aware of the date and purpose of this meeting at least one and a half business week in advance in a visible form of communication.
- e. Voting will be counted by members of the board, not including the board officer in question, and the President shall issue a written notification of decision results to the person subject of complaint.

Article VI - Election

Section 1:

Executive Board officers must be nominated by one voting member of the organization and Nominees must submit their application to the Nomination Committee. Incumbent executive board officers may submit their Nominee application directly to the Nomination Committee. Nominees may only be nominated for no more than two executive board positions and must be prioritized by the Nominee on their Nominee Application.

Student Ambassadors must be nominated by one active voting member of the organization, and be sponsored by an Executive Board member. Student Ambassador Nominee applications must be submitted to the Nomination Committee.

All Nominations will take place 5 weeks prior to the elections. Applications of Nominees must be submitted within one week after nomination to the Nomination Committee. However, if no nominations occur for a officer or student ambassador position, a member who wishes to be run for an officer or student ambassador position must submit their Nominee application to the nomination committee three weeks prior to when the elections are set to take place.

The chairperson of the Nomination Committee must forward the list of qualified candidates to the current president and vice president 2 weeks prior to elections and inform nominees if they are a qualified candidate one week prior to elections.

The current president or vice president shall then forward a list of candidates to its active members one and a half week prior to the elections.

The chairperson of the Nomination committee may determine the format of the qualified candidate's speech.

Section 2:

All voting members may vote by proxy, or vote while present at the meeting by secret ballot, on each said election date. All proxy voters must inform the President one week prior to the vote that they will be voting by proxy. Proxy votes shall be mailed to the Secretary. The secretary must collect all sealed proxy votes, with signature of acceptance, proxy voter signature, time and date, and submit them to the Nomination Committee.

All votes must be counted within 3 business days after said election date.

Section 3:

During elections, votes will be counted by the Chairperson and Vice Chairperson of the nomination committee. Only members of the nomination committee, delegated by the Chairperson of the nomination committee, may collect votes on Election Day. Both the Chairperson and the Vice Chairperson must not be running for the position being voted upon. However, if a conflict of interest exist, in which the person being voted upon is also the person counting the votes, another member of the Nomination Committee must be

appointed to count the vote for that conflict of interest, otherwise, if no conflict of interest exist, votes will be counted by the Chairperson and Vice Chairperson of said nomination committee.

Proxy votes will be counted up to 3 business days after election date. Upon completion of counting of votes, the Chairperson of the Nomination Committee shall issue a written letter to each member running for a board position, and forward the list of the newly elected board members to the president and cc: copy the vice president.

The president or vice president will issue a public announcement to all active members of the organization of newly elected board members.

Article VII - Amendments

Section 1:

Proposed Amendments may be made to the constitution, suggested by any voting member, and approved by the board, and voted on by its voting members. Proposed amendments must be submitted to the president during the first quarter of the membership year in writing.

A two-thirds (2/3) majority of all active members must be received to pass an amendment. All voting members may vote by proxy, or vote while present at the meeting by secret ballot, on each proposed amendment.

A meeting for the purpose of this voting must be announced to all active members at least two weeks in advance, in a clearly defined form of communication.

Section 2:

Each amendment must be stated separately and voted upon separately and announced at least two weeks prior to voting. Voting by proxy is allowed. Following Article 6, Section 2.

Article VIII - Finances

Section 1:

The Rutgers DanceSport Alumni Club will finance its activities in the following means: event and dance programming fees, profits from merchandise sale, website advertisements, other advertisements, sponsorship advertisements, fundraising, dance workshops and dance socials, dance camps, sponsored dance competitions (when applicable), Rutgers Alumni Association funds, and other profit making resources that are acceptable by the Rutgers Alumni Association and deemed appropriate by the Rutgers DanceSport Alumni Club.

Section 2:

The organization shall review its budget on a yearly basis and on times deemed necessary. In addition, the organization shall make available certain financial reports should a member request it. All requests for financial reports by a member must be submitted to the president and approved by the president. The treasurer shall prepare a year end annual financial report.

Article IX - Bylaws

Section 1:

COMMITTEES

Committees may be formed by the president at any time. All board members may also form a committee with the approval of the president, and in the absence of the president, by the vice president. These committees will be temporary in nature. The officer who forms the committee determines the duties of and is responsible for the productivity of said committee as well as oversight.

Section 2:

VACANCY

In the event that a position is left vacant mid-term, and during the transition of vacant position, the president shall appoint an acting person for the vacant position, except where the vacant position is of the president position. In the case of a vacant president position, the vice president will be the acting person for this position until elections have been completed.

Any voting member may nominate a member to run for a vacant position under a formal election. Article VI shall be followed for election. The newly elected board member for the vacant position will continue the roles and responsibilities of that position until the end of vacant position's term.

ABSENCES

Absences by a board member that exceed 6 board meetings in one year, and 3 consecutive board meetings, may be deemed a resignation that causes a vacancy. An absence due to a medical reason shall not be construed as an absence.

TARDINESS

Non-habitual tardiness may be excused by the President. Habitual tardiness to board meetings by an executive board member will be addressed by the executive board. A warning will be issued if a majority of the executive board members are in agreement, in which the President will enforce the warning. If the President is subject of warning, the warning shall be enforced by the Vice President. Excessive tardiness, in which a board member receives more than three warnings, will be grounds for vacancy as defined in Article IX, Section 2.

Section 3:

UNDUE INFLUENCE

A non-elected or non-appointed member may not run or unduly influence any board meetings. If the non-elected or non-appointed member does not comply with the first warning, then members shall follow Article V, Section 4 as it would apply to a member.

Section 4:

VOTING BY PROXY

All voting members may vote by proxy, or vote while present at the meeting by secret ballot for elections and proposed amendment requests. All proxy voters must inform the President at least one week prior to the vote date that they will be voting by proxy.