**The Constitution of Dance Marathon**

**Iowa State University**

**Article I Name**

The name of this organization shall be Iowa State University Dance Marathon, hereafter referred to as Dance Marathon, abbreviated as DM.

**Article II Purpose**

## Section I Mission Statement

Iowa State Dance Marathon is a yearlong student-run philanthropy that seeks to provide funds and awareness for the kids treated at University of Iowa Children’s Hospital by uniting students, faculty, families, and the community in one cause for the kids. Iowa State Dance Marathon seeks to achieve this mission through programs that enhance the student experience, establish relationships between fellow Cyclones, the university, and community members, to cultivate a lifelong commitment to service and philanthropy.

Section II

Dance Marathon abides by and supports established Iowa State University policies, as well as State and Federal Laws.

Section III

Dance Marathon will operate as a student organization through Iowa State University and will serve to connect Iowa State students to families benefited by University of Iowa Children’s Hospital and Children’s Miracle Network.

**Article III Statement of Compliance**

Dance Marathon abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations.  Dance Marathon agrees to annually complete President’s Training, Treasurer’s Training and Adviser Training.

**Article IV Non-Discrimination Statement**

Iowa State University and Dance Marathon do not discriminate on the basis of genetic information, pregnancy, physical or mental disability, race, ethnicity, sex, color, religion, national origin, age, marital status, sexual orientation, gender identity, status as a U.S Veteran, or other protected class

**Article V Membership**

Section I:

A. Participation

* 1. Participation in Dance Marathon is open and encouraged to all Iowa State students, alumni, faculty, and members of the community. Membership includes the Executive Board members, Committee Members, and Dancers.
	2. Dancers shall be defined as current undergraduate Iowa State University student participants of Dance Marathon who do not act as representatives of Dance Marathon.
	3. Spirit Dancers shall be defined as all other participants of Dance Marathon, including graduate students, faculty, alumni, and members of the community, who do not act as representatives of Dance Marathon.
	4. Committee Members shall be defined as all full-time undergraduate or graduate students who have applied, interviewed, and successfully been chosen to represent Dance Marathon in an official capacity.
	5. The Executive Board shall be composed of the Executive Co-Directors and Executive Directors which include: the Finance Director, and the Committee Directors.

Section II:

A. Executive Board Members must meet the following requirements:

1. Have a minimum cumulative grade point average (GPA) as stated in this paragraph and meet that minimum GPA in the semester of election/appointment and semesters during the term of office. For undergraduate, graduate, and professional students, the minimum cumulative GPA is 2.00.
2. Be in good standing with the university and enrolled: at least half time (six or more credit hours) if an undergraduate student during the term of office (unless fewer credits are required to graduate in the spring and fall semesters), and at least half time (four or more credits) if a graduate level student during their term of office (unless fewer credits are required in the final stages of their degree as defined by the Continuous Registration Requirement).
3. Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (1) and (2).
4. Executive Co-Directors, Finance Director and Fundraising Director Selection
	1. The selection process for Dance Marathon Executive Co-Directors, and Finance Director shall be under the jurisdiction of the outgoing Executive Co-Directors and Dance Marathon advisers, The aforementioned parties shall comprise the selection committee. The selection committee will meet and organize the selection process.
	2. Applications for Executive Co-Director, and Finance Director positions shall be publicized and made available during October of the fall semester.
	3. The selection committee shall appoint the Executive Co-Directors, and Finance Director of Dance Marathon following the interview process, which will conclude by dead week of the fall semester.
5. Committee Directors Selection
	1. The selection process for Dance Marathon Committee Directors shall be under the jurisdiction of the newly appointed Dance Marathon Executive Co-Directors.
	2. Applications shall be publicized and made available within two weeks of the conclusion of Dance Marathon Weekend.
	3. Interviews and selection of the new Dance Marathon Committee Directors will take place no later than March 1.
6. Committee Member Selection
	1. The selection process for Dance Marathon Committee Members shall be under the jurisdiction of the Committee Directors.
		1. Applications shall be publicized and made available in February. Incoming Executive Board members are responsible for publicizing and actively soliciting committee member candidates.

Section III Size of Committees

1. The Executive Co-Directors and Committee Directors shall decide the number of members necessary for their respective committee to successfully carry out its responsibilities.
2. Members will then be chosen to fill each committee as stated in Section II-D.

## Section IV Term of Office

1. The Executive Co-Directors and Committee Directors shall serve from the date selected until the incoming Committee Directors are chosen and transitioned following the conclusion of Dance Marathon Weekend.
	1. Outgoing Executive Co-Directors and Committee Directors will be required to provide transition documents to incoming counterparts. In addition, outgoing directors will be required to attend all Executive Board transition meetings held with both the outgoing and incoming executive members.
2. The members serving in committees shall do so from the date selected until the conclusion of the Dance Marathon Weekend, unless otherwise specified by the directors or co-directors of their respective committee.

## Section V Removal of Committee Members and Executive Board Members

1. All Executive Board members and Committee Members must remain in good standing with the University.
2. No more than two unexcused absences shall occur for any one Committee Member during the term, and no more than one unexcused absence shall occur for any Executive Board member during the term.
	1. Determination of what is considered an excused absence shall be under the jurisdiction of each respective Executive Director or Committee Director.
3. Removal of an Executive Director or Committee Member will occur once the Executive Co-Directors and Dance Marathon advisers have met with the individual and determined that the person in question can no longer fulfill the designated obligations to the organization.
4. Pending removal, the Committee Member or Executive Board Member shall meet with the corresponding Director(s) and Executive Co-Directors to determine proper actions.

## Section VI Vacancies

## Committee Member vacancies shall be filled at the discretion of the Committee Director. Replacements will serve for the remainder of the original term.

1. Executive Board Vacancies shall be filled at the discretion of current Executive Co-Directors and Advisers. Replacements will serve for the remainder of the original term.

Section VII Expectations of Participants and Committee Members

1. All Spirit Dancers are required to pay a registration fee of $15.
2. All Dancers are required to pay a registration fee of $35 and raise a minimum of $250 as indicated by Donor Drive.
3. All Representatives, excluding the Executive Board, are required to pay committee dues and a registration fee totaling $50. In addition, they must raise a minimum of $400 as indicated by Donor Drive.
4. The Executive Board are required to pay committee dues and a registration fee totaling $75. In addition, they must raise a minimum of $750 as indicated by Donor Drive.

**Article VI Advisers**

## Section I Qualifications

The advisers shall consist of:

1. One staff adviser; employed as the Coordinator of Leadership and Service Programs in the Student Activities Center
2. One graduate student adviser; the graduate student must be enrolled in the Iowa State Higher Education program and employed by the Student Activities Center.

## Section II Purpose

1. The Dance Marathon Advisers will serve as ex-officio members of the Dance Marathon Executive Director.
2. They will act as a resource and provide support and information as needed.

Section III Selection

1. The staff adviser is the individual in the Coordinator of Leadership and Service position in the Student Activities Center.

B. The graduate adviser is selected by the staff adviser.

**Article VII Executive Board**

Section I The Executive Co-Directors Shall:

1. Preside over the meetings of Dance Marathon and the Executive Directors.
2. Be the official spokespeople for Dance Marathon.
3. Represent Dance Marathon to Iowa State University.
4. Carry out those duties which Dance Marathon shall direct.
5. Call special meetings of Dance Marathon.
6. Plan and organize a transition retreat for the outgoing and incoming Executive Directors to be held during the spring semester.
7. Take part in the selection process for Committee Directors.
8. Serve as a voting member of the Executive Board in the event of a tie.
9. Initiate and conduct all regular meetings with applicable University staff and Executive Directors.

Section II The Alumni Director Shall:

1. Facilitate relationship with the Dance Marathon Alumni Group Executive Board
2. Act as the liaison between the Alumni Mentorship Program and the Iowa State Dance Marathon Executive Board
3. Coordinate alumni dinner with the Dance Marathon Alumni Group
4. Write and distribute alumni newsletter
5. Maintain and build volunteer program

Section III The Sponsorship Co-Directors Shall:

1. Plan and coordinate all catering and food donations
2. Delegate the initiation and maintenance of local and corporate business partnerships
3. Pursue both cash and in-kind donations
4. Develop/continue sponsor incentive program
5. Specific examples:
	1. Applying for grants
	2. Giveback nights
	3. Concessions
	4. Family Weekend silent auction
6. Professionally communicate in sales, marketing, and advertising

Section IV The Recruitment and Dancer Relations Co-Directors Shall:

1. Facilitate relationship between all dancers from start to finish
2. Plan and facilitate dancer meetings
3. Provide dancers with tools to fundraise
4. Communicate with dancers year-round to inform them of upcoming events
5. Develop retention strategies
6. Facilitate football canning and other fundraising events within the community
7. Develop dancer incentive program
8. Responsible for recruiting dancers, and maintaining morale throughout the year and during Dance Marathon Weekend
9. Develop recruitment strategies and programs
10. Organize the largest Dance Marathon committee while maintaining morale and facilitating events
11. Specific examples include special events, tabling, and site visits
12. Create recruitment tracking document that is shared with the Executive Co-Directors.
13. Responsible for teaching all committee how to properly recruit dancers.
14. Maintain morale during Dance Marathon Weekend.
15. Organize recruitment events/tables including but not limited to Club Fest, Summer Orientation, tabling, Destination Iowa State, etc.
16. Collaborate with the Dancer Relations committee in ensuring they are recruiting quality dancers.
17. Collaborate with the Dancer Relations committee in coordinating morale captain pairs.

Section V The Development Director Shall:

1. Ensure education of committee members in Dance Marathon’s mission, language, and culture.
2. Collaborate with graduate advisor to enhance Dance Marathon leadership skills for Executive Board and committee members
3. Coordinate community events throughout the year to bring awareness to Iowa State Dance Marathon.
4. Collaborate with all Dance Marathon committees to delegate specific tasks and projects to Development committee members.
5. Facilitate and organize the Extra Life program and 100 Days Out Celebration.

Section VI The Events Co-Directors Shall:

1. Coordinate all programing for Dance Marathon Weekend.
2. Facilitate special events with other student organizations, both throughout the year and during Dance Marathon Weekend
3. Assist Executive Board in event planning for events throughout the year.
4. Work with the proper University authorities to receive approval for various events on campus.
5. Work with outside vendors for different equipment and services for events.

Section VII The Family Relations Co-Directors Shall:

1. Plan family events that include but are not limited to Tealgate, Make-A-Miracles, summer events, etc.
2. Communicate with families through phone calls, e-mails, thank you cards, birthday cards, biographies, etc.
3. Maintain communication between University of Iowa Children’s Hospitals regarding new families to Iowa State Dance Marathon.
4. Keep Dance Marathon Committee Members informed and updated with the lives of the miracle families

Section VIII The Finance Director Shall:

1. Manage all monetary issues associated with Dance Marathon including but not limited to the budget, vouchers, reimbursements, in-kind donations, etc.
2. Responsible for depositing all cash donations for the Dance Marathon.
3. Ensure that Dance Marathon adheres to the budget.
4. Collaborate with the Graduate Adviser to ensure tracking documents are consistently up to date and accurate.
5. Prepare and maintain a detailed budget.
6. Responsible for applying for and tracking all Student Government regular/special allocations.
7. Collaborate with Graduate Adviser in revealing the total sum of money raised, to be presented at the conclusion of the Friday and Saturday Events of Dance Marathon Weekend.
8. Operate 3rd party fundraising spreadsheets (from HSDM’s, Sponsorship, and other)
9. Work with Levy Restaurants on operating concessions throughout the year
10. Coordinate March 1st Credit
11. Responsible for maintaining Donor Drive website and pulling reports.
12. Collaborate with the Finance Director to ensure tracking documents are consistently up to date and accurate.
13. Collaborate with Finance Director in revealing the total sum of money raised, to be presented at the conclusion of the Friday and Saturday Events of Dance Marathon Weekend.
14. Develop new and innovative ideas to raise money for dancers and Dance Marathon as a whole.
15. Plan fundraisers for Dance Marathon throughout the year including but not limited to concession stands at football and basketball games.

Section X The Public Relations Director Shall:

1. Create campaigns for awareness, donations, and registration.
2. Facilitate promotions, logo designs, slogans, and merchandise orders.
3. Develop marketing and branding strategies.
4. Responsible for creation of all Dance Marathon videos.
5. Responsible for researching campaigns and collaborating with other Dance Marathon organizations.
6. Responsible for updating and maintaining the Dance Marathon website and the Dance Marathon page in the Student Organization Database through the Student Activities Center.
7. Control Dance Marathon social media accounts
8. Liaison between all news outlets: newspaper, television, radio stations, etc.
9. Delegate responsibilities to public relations and electronic media ambassadors
10. Edit promotional videos and compile graphics for social media
11. Work closely with the Graphic Design Director

Section XI The High School Dance Marathons Director Shall:

1. Coordinate and provide help for existing Mini Marathons throughout the state of Iowa.
2. Contact high school administration and faculty to begin new Mini Marathons.
3. Coordinate with student leaders on logistics of Mini Marathons.
4. Provide all necessary information and support during the planning process of a High School Dance Marathon (HSDM).
5. Coordinate check presentation at Iowa State Dance Marathon Weekend.

Section XVII Graphic Design Director Shall:

1. Design all signage, fliers, merchandise, and branding images
2. Develop merchandise and other promotional items
3. Assist other committees with graphics needs
4. Work closely with the Public Relations Director

Section XVIII Executive Board Members Shall:

1. Carry out duties as delegated by the Executive Co-Directors of Dance Marathon.
2. Take part in the selection process for committee members.
3. Serve as voting membersof the Executive Board.
4. Respond to all Dance Marathon related e-mails within 48 hours.
5. Required to complete 2:2 forms and attend 2:2 meetings with the Executive Co-Directors.
6. Meet regularly with their Alumni Board of Advisers (ABA) representative.
7. Committee Directors shall preside over and coordinate that position’s respective committee.

**Article VII Finances**

All monies belonging to this organization shall be deposited and disbursed through a bank account established for this organization at the Campus Organizations Accounting Office and/or approved institution/office (must receive authorization via Campus Organizations Accounting Office and Student Activities Center). All funds must be deposited within 48 hours after collection. The adviser to this organization must approve each expenditure.

**Article VIII Risk Management**

The risk management officer for Dance Marathon is the graduate advisor. The graduate advisor is responsible for the following:

1. Help minimize potential risks for club activities.
2. Recommend risk management policies or procedures to the organization.
3. Submit documentation to the University’s Risk Management Office.
4. Ensure that Iowa State University policies are followed at all of the organization’s events and ensure that proper waivers and background checks are on file with Risk Management for events that require these waivers.

**Article IX General**

## Section I The Constitution

1. The Constitution shall be revised as needed by Dance Marathon upon agreement by a majority vote of of Executive Board members present and voting.
2. This constitution takes effect upon the ratification by two-thirds affirmative vote of Executive Board members.

## Section II The Meetings

1. Dance Marathon Executive Board meetings shall be held on Sundays from 8PM-10PM.
2. The newly appointed board may change the meeting times only with consultation from the advisers and a three-fourths majority vote in favor of the change.

B. All-Committee meetings shall be held on a monthly basis.

C. Committee Directors will hold bi-weekly meetings with their committee, unless special circumstances were approved by the Executive Co-Directors and Advisers.

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