

# **The Constitution of Dance Marathon**

*At Iowa State University*

## **Article I. Name**

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

## **Article II. Purpose**

### **Section 2.01 Mission**

Dance Marathon at Iowa State University is a yearlong student-run philanthropy that seeks to provide funds and awareness for the children treated at the University of Iowa Healthcare Stead Family Children's Hospital by uniting students, faculty, families, and the community in one cause for the kids. 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, philanthropy, and leadership development.

### **Section 2.02 Affiliations**

Dance Marathon is affiliated with the Memorial Union Student Engagement Office. Dance Marathon also works with the State University of Iowa Center for Advancement on behalf of the University of Iowa Health Care Stead Family Children's Hospital which is where funds raised are sent annually. Additionally, Dance Marathon at Iowa State works with Children's Miracle Network through their Miracle Network Dance Marathon program to get connected to resources and best practices for collegiate peer-to-peer fundraising for pediatric healthcare.

## **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 and Treasurer's Training.

## **Article IV. 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, or status as a U.S Veteran.

## **Article V. Membership**

### **Section 5.01 Membership Eligibility**

Participation in Dance Marathon is open and encouraged to all Iowa State students, alumni, faculty, and community members. Membership includes the Executive Board members, Committee Members, Miracle Makers, and Dancers.

- (a) The Executive Board shall comprise the Executive Director, the Management Team, and a team of directors. This group serves as the organization's officers as defined in Article VI.
- (b) 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 serving directly under an Executive Board member. Committee Member decisions will be made by the director or directors who directly oversee them and confirmed by a member of the Management Team.
- (c) Miracle Makers shall be defined as current undergraduate or graduate Iowa State University student participants of Dance Marathon who do not act as representatives of Dance Marathon.
- (d) 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.

## **Article VI. Executive Board of Directors**

### **Section 6.01 Board Member Requirements**

All Dance Marathon Board Members must meet the following requirements

- (a) Be in good standing with the university and enrolled: at least half time (six or more credit hours) if an undergraduate student (unless fewer credits are required to graduate in the spring and fall semesters) during the term of office, and at least half time (four or more credits) if a graduate level student (unless fewer credits are required in the final stages of their degree as defined by the Continuous Registration Requirement) during their term of office
- (b) Have a minimum cumulative grade point average (GPA) as stated in this paragraph and meet that minimum GPA in the semester immediately prior to the election/appointment, 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. In order for this provision to be met, at least six hours (half-time credits) must have been taken the semester under consideration.
- (c) Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (a) and (b)

### **Section 6.02 Executive Board Makeup**

The Executive Board will consist of the Management Team and no fewer than thirteen (13) directorships, each with the right to a single vote: Community Outreach, Design, Media, Youth Outreach, Partnerships, Fundraising, Events, Family Relations, Stewardship, Alumni Relations, Ignite, Morale, and Recruitment; not excluding the possibility of new directorships or co-directorships if the need arises as decided on by the Management Team. Each director is a member of a branch overseen by a Management Team member.

The members of the Dance Marathon Management Team shall be: Executive Director, Vice President of Finance, Vice President of External Affairs, Vice President of Internal Affairs, and Vice President of Membership. Each Vice President is a voting board member with a right to a single vote. The Executive Director will only vote to break a tie.

- (a) All Directors shall
  - (i) Attend weekly executive team meetings, regular All-Committee meetings, and Miracle Maker Meetings as well as all large Dance Marathon events. Only one unexcused absence per semester is allowed.
  - (ii) Hold at least one office hour per week in the Dance Marathon office. This hour must be scheduled on the office hour log at the beginning of each semester.
  - (iii) Maintain positive relationships with Student Engagement office
  - (iv) Carry out duties in addition to those listed below as delegated by the Executive Director and Management Team
  - (v) Participate in the selection of committee members for any committees they oversee
  - (vi) Respond to all Dance Marathon communication within 48 hours
  - (vii) Always represent Dance Marathon positively

### **Section 6.03 Management Team Members and Duties**

- (a) All Management Team Members shall
  - (i) Attend regular meetings with directors on the Management Team, directors in their individual branches, hospital advisors, Dance Marathon advisors, and other relevant stakeholders
  - (ii) Do 1:1 or 2:1 check-ins with the directors they oversee at least bi-weekly
- (b) Executive Director shall
  - (i) Preside over all meetings of the management team and executive board
  - (ii) Complete annual president's training within two weeks of their appointment
  - (iii) Serve as the official spokesperson for Dance Marathon
  - (iv) Represent Dance Marathon at Iowa State University at external events or designate a representative
  - (v) Plan and organize a transition retreat for outgoing and incoming executive board members each Spring semester
  - (vi) Take part in Management Team and Executive Board selection processes
  - (vii) Initiate and conduct all necessary meetings with university staff and members of the Management Team
  - (viii) Perform any tasks necessary for the operation of the organization not covered by another position
- (c) Vice President of Finance shall
  - (i) Complete annual treasurer's training with two weeks of appointment
  - (ii) Manage all monetary business of Dance Marathon including, but not limited to the budget, purchase orders, reimbursements, monetary donations, cash deposits, grants, etc.
  - (iii) Prepare and maintain a detailed budget including applying for and tracking all Student Government special or regular allocations
  - (iv) Maintain DonorDrive website and pull regular reports
  - (v) Consistently update all tracking documents and check for accuracy

- (vi) Oversee and provide support for all directors within the finance branch. The exact director positions are subject to change at the discretion of the executive director and the management team but at the time of this constitution include directors of fundraising, corporate partnerships, and community partnerships.
- (d) Vice President of External Affairs shall
  - (i) Increase the presence of Dance Marathon outside of Iowa State's campus and share the mission with external stakeholders
  - (ii) Oversee and provide support for all directors within the external branch. The exact director positions are subject to change at the discretion of the Executive Director and the Management Team but, at the time of this constitution, include directors of community outreach, design, media, and youth outreach. To support these directors the Vice President of External Affairs shall:
    - 1) Ensure that the Dance Marathon brand is being represented appropriately by working closely with the Design Director and Media Director, which includes developing the yearly Dance Marathon campaign
    - 2) Work with the Alumni Relations Director to develop and maintain strong connections with all Dance Marathon alumni
    - 3) Work with the Youth Outreach Director to provide updated resources, ideas, and information to our Youth Programs and assist them during expansion efforts
- (e) Vice President of Internal Affairs shall
  - (i) Serve as the Risk Management Officer to (a) help minimize potential risks for club activities, (b) recommend risk management policies or procedures, (c) to submit documentation to ISU's Risk Management Office and (d) to ensure that proper waivers and background checks are on file with Risk Management for events.
  - (ii) Oversee and support all directors within the internal branch. The exact director positions are subject to change at the discretion of the executive director and the management team but, at the time of this constitution, include directors of events, family relations, and stewardship. To support these directors the Vice President of Internal Affairs shall:
    - 1) Assist the Family Relations Directors in all family event planning and ensuring that all DM families feel valued, respected, included, and welcomed in our organization
    - 2) Develop knowledge of event authorization to assist the Events Director with all planning and execution of Dance Marathon events
    - 3) Guide the Stewardship Director in best practices that ensure all Dance Marathon stakeholders feel appreciated and valued within our organization
- (f) Vice President of Membership shall:
  - (i) Increase recruitment, and retention, and promote equitable operations throughout the organization
  - (ii) Oversee and support all directors within the membership branch. The exact director positions are subject to change at the discretion of the Executive Director and the Management Team but, at the time of this constitution, include directors of alumni relations, ignite, morale, and recruitment. To support these directors the Vice President of Membership shall
    - 1) Help plan all Dance Marathon Miracle Maker Meetings and All-Committee Meetings alongside the Recruitment and Morale Directors
    - 2) Support the Community Outreach Director with developing ideas to increase campus organization and Greek Life involvement within Dance Marathon

- 3) Coordinate management team involvement and speaking opportunity at Ignite program meetings
- (iii) Attend regular meetings with directors on the Management Team, directors in the Membership branch, hospital advisors, Dance Marathon advisors, and others

#### **Section 6.04 Finance Branch Directorships and Duties**

- (a) Community Partnerships Director shall
  - (i) Develop and maintain relationships with local businesses that support Dance Marathon
  - (ii) Coordinate in-kind donations including food and gift donations for Dance Marathon events
  - (iii) Request monetary donations from businesses using the partnership packet and other resources
  - (iv) Work with Corporate Partnerships and Stewardship directors to make sure all sponsors are recognized
  - (v) Oversee the partnerships committee with the Corporate Partnerships director
- (b) Corporate Partnerships Director shall
  - (i) Develop and maintain relationships with larger, national businesses that support Dance Marathon
  - (ii) Apply for national and local grant opportunities
  - (iii) Request monetary donations from businesses using the partnership packet and other resources
  - (iv) Work with Community Partnerships and Stewardship directors to make sure all sponsors are recognized
  - (v) Oversee the partnerships committee with the Corporate Partnerships director
- (c) Fundraising Director shall
  - (i) Educate Dance Marathon members on how to fundraise and where funds go
  - (ii) Plan fundraising opportunities including neighborhood and football game canning, working concessions, and local giveback nights
  - (iii) Provide fundraising resources to Dance Marathon members
  - (iv) Collaborate with management to plan fundraising pushes throughout the year

#### **Section 6.05 External Branch Directorships and Duties**

- (a) Alumni Relations Director shall
  - (i) Empower Dance Marathon alumni to stay involved in the organization and give back
  - (ii) Provide regular updates to alumni about Dance Marathon
  - (iii) Find or create opportunities for alumni to support different areas of the organization
  - (iv) Facilitate partnerships between alumni or their workplaces and Dance Marathon
  - (v) Work with other non-student members of the Dance Marathon community including faculty and staff
- (b) Design Director shall
  - (i) Design social media graphics, merchandise, physical marketing materials, etc.
  - (ii) Work with media director to maintain a cohesive brand for Dance Marathon at Iowa State
  - (iii) Coordinate photography and videography for Dance Marathon events
  - (iv) Collaborate with the Media Director to create and execute a yearlong marketing campaign
- (c) Media Director shall
  - (i) Manage all social accounts including writing captions, choosing/finding photos, and requesting graphics
  - (ii) Update the Dance Marathon website

- (iii) Write or approve all large external communications such as press releases or advertisements
- (iv) Collaborate with the Design Director to create and execute a yearlong marketing campaign
- (d) Youth Outreach Director shall
  - (i) Manage communication and relationships with all K -12 schools that partner with ISUDM
  - (ii) Meet with all schools at least once per year via Zoom or in-person to help determine their needs, what a mini-marathon might look like for them, and how we can support them
  - (iii) Oversee a committee of 5-15 members who are paired with local K-12 schools and serve as a point person for their school(s)
  - (iv) Coordinate with advisor and exec team for members of ISUDM to visit youth events and for high school and grade school Dance Marathon students to visit ISU events

### **Section 6.06 Internal Branch Directorships and Duties**

- (a) Events Director shall
  - (i) Oversee logistics and planning for all Dance Marathon events including, but not limited to Stacks for Stead, Digs for DM, and the Big Event
  - (ii) Reserve rooms for meetings and events throughout the year
  - (iii) Serve as point of contact for most event-related vendors
  - (iv) Delegate event tasks and responsibilities to events committee members and the rest of the exec team
  - (v) Meet regularly with the advisor and the MU Event Management Team to plan for the Big Event in the spring
  - (vi) Connect vendors to advisor for contracting and to VP Finance for payment
- (b) Family Relations Co-Directors shall
  - (i) Manage relationships with 35-45 families supported by Dance Marathon at Iowa State and work to onboard and recruit new families
  - (ii) Assist VP Internal and Advisor in ensuring all members comply with the youth authorization process and policies
  - (iii) Serve as the main point of contact for all family questions and concerns
  - (iv) Coordinate family speakers and visits at meetings and events throughout the year
  - (v) Plan and communicate about family-specific events like visiting the Apple Orchard or attending an Iowa Cubs game
  - (vi) Oversee the families committee, a group of 25-35 students who are paired directly with families to serve as a point of contact and connection throughout the year
- (c) Stewardship Director shall
  - (i) Make sure all Dance Marathon members feel valued and recognized for the contributions they make to the organization
  - (ii) Come up with creative ways to celebrate Dance Marathon stakeholders including Miracle Makers, committee members, exec, families, sponsors, and more
  - (iii) Work with partnerships and events directors to thank all vendors and sponsors throughout the year
  - (iv) Assist the advisor and executive director with end-of-the-year awards and recognition efforts

### **Section 6.07 Membership Branch Directorships and Duties**

- (a) Community Outreach Director shall



- (i) Find opportunities to work with organizations on campus and spread the word about Dance Marathon
  - (ii) Plan service projects/outings to give back to the Ames community
  - (iii) Coordinate Dance Marathon involvement in community events such as Rummage Rampage, farmers markets, the Des Moines Marathon, etc.
- (b) Ignite Director shall
  - (i) Recruit and retain participants for the ignite leadership development program which teaches passionate students about the inner workings of Dance Marathon, gets them connected with current organization leaders, and teaches leadership skills
  - (ii) Work with the management team and the advisor to solidify the Ignite curriculum plan for the year
  - (iii) Facilitate regular meetings with Ignite participants following the curriculum
  - (iv) Match Ignite participants with exec mentors based on interest and make sure exec mentors are working with their Ignite pairings
  - (v) Lead the Ignite participants in creating and planning a Dance Marathon event of their own
  - (vi) Encourage participants to attend different Dance Marathon opportunities throughout the year and to apply for leadership positions that suit their interests at the end of the year
- (c) Morale Director shall
  - (i) Bring fun and energy to all things Dance Marathon
  - (ii) Along with the Recruitment Director, oversee a committee of morale captains who help with recruitment efforts and lead communication efforts with miracle makers throughout the year
  - (iii) Work with the Recruitment Director to plan and lead Miracle Maker meetings (including public speaking at them) that balance getting information out with providing a fun experience for everyone
  - (iv) Coordinate the music and videotaping of the morale dance for the Big Event
- (d) Recruitment Director shall
  - (i) Lead recruitment efforts for Dance Marathon, including tabling on campus, participation in ClubFest and DIS, and other creative ways to recruit Dance Marathon participants
  - (ii) Along with the Morale Director, oversee a committee of morale captains who help with recruitment efforts and lead communication efforts with miracle makers throughout the year
  - (iii) Work with the Morale Director to plan and lead Miracle Maker meetings (including public speaking at them) that balance getting information out with providing a fun experience for everyone
  - (iv) Coordinate the music and videotaping of the morale dance for the Big Event

#### **Section 6.08 Executive Director and Vice President of Finance Selection**

- (a) The selection process for Dance Marathon Executive Director and Vice President of Finance shall be under the jurisdiction of the outgoing Executive Director and Dance Marathon advisors. The aforementioned parties shall comprise the selection committee. The selection committee will meet and organize the selection process.
  - (i) Applications for Executive Director and Vice President of Finance positions shall be publicized and made available no later than Fall break
  - (ii) The selection committee shall appoint the Executive Director and Finance Director of Dance Marathon following the interview process, which will conclude by prep week of the Fall semester

**Section 6.09 Management Team Selection**

- (a) The selection process for the Dance Marathon Management Team, except for the Vice President of Finance, shall be under the jurisdiction of the newly appointed Dance Marathon Executive Director
- (b) Applications shall be publicized and made available before the end of Fall Semester
- (c) Interviews and selection of the new Dance Marathon Management Team will take place no later than 2 weeks prior to the Big Event

**Section 6.10 Executive Board Selection**

- (a) The selection process for the Dance Marathon Executive Board Directors is overseen by the newly appointed Management Team. Each Management Team member is responsible for the interviews and selection of directors in their branch
- (b) Applications shall be publicized and made available within two weeks of the Big Event
- (c) Interviews and selection of the new Dance Marathon Executive Board will take place no later than Spring Break of each year
  - (i) Interviews must include a management director and either the Dance Marathon Campus Advisor or the Executive Director
  - (ii) Final selections will be agreed upon by the entire Management Team before communicating offers to candidates

**Section 6.11 Term of Office**

- (a) The Executive Director, Management Team, and Executive Board Directors shall serve from the date selected until the incoming Executive Board Directors are chosen and transitioned following the conclusion of Dance Marathon Weekend. This will be done by Spring Break of each year at the latest
  - (i) Outgoing officers will be required to provide transition documents to incoming counterparts. In addition, outgoing officers will be required to attend all Executive Board transition meetings held with both the outgoing and incoming officers

**Section 6.12 Removal of Officers**

- (a) All officers must continue to meet the requirements listed in Section 6.01 and 6.02 of this Constitution and perform the duties of their position as listed in sections 6.03-6.09. Failure to meet these requirements or behavior that is considered harmful to Dance Marathon's members or reputation may be grounds for removal
- (b) The removal process may be initiated by a written complaint submitted to the Executive Director and Campus Advisor
- (c) Removal of an officer will occur once the Executive Director and Campus Advisor have met with the individual and determined that the person in question can no longer fulfill the designated obligations to the organization
- (d) Pending removal, the officer shall meet with the corresponding Director(s) and Executive Director to determine proper actions

**Section 6.13 Vacancies**

- (a) Executive Board Vacancies shall be filled at the discretion of the current Executive Director, Management Team Members, and Advisors. Replacements will serve for the remainder of the original term



## **Article VII. Advisor**

### **Section 7.01 Duties**

- (a) The Dance Marathon Campus Advisor duties shall include, but not be limited to:
  - (i) Weekly 1:1 meetings with, at a minimum, the five members of the Management Team
  - (ii) Weekly or biweekly meetings with the Events Director
  - (iii) Regular formal or informal communication with Dance Marathon members/officers, Memorial Union staff, university personnel, and other internal or external stakeholders
  - (iv) Attendance at events including, but not limited to, the Big Event and any event where youth are present
  - (v) Planning for and assistance with officer transitions, trainings, retreats, etc.
  - (vi) Providing strategic planning support, leadership development, and guidance related to risk management, event authorization, and compliance with Iowa State policies and procedures
  - (vii) Building and maintaining relationships with university and hospital leadership and other internal or external stakeholders to promote Dance Marathon and help students reach their goals
  - (viii) Attending all Management Team and Executive Board meetings as well as All-Committee and Miracle Maker meetings as appropriate
  - (ix) Overseeing and approving all finances on Workday
  - (x) Completing youth authorization processes and submitting all youth events to Youth and Risk Management with background checks
  - (xi) Executing all contracts for vendors at Dance Marathon events

### **Section 7.02 Selection**

- (a) The advisor will be chosen and employed by the Student Engagement Office. When possible, a student member of Dance Marathon will be involved in the selection process

### **Section 7.03 Term of Service**

- (a) The advisor will serve throughout their employment in their role

### **Section 7.04 Removal and Replacement**

- (a) Removal of an advisor must be done through the Student Engagement Office. If there are concerns about the advisor, they should be brought to the Associate Director for Student Engagement to be handled accordingly
- (b) Replacement of an advisor will be through hiring by the Student Engagement Office and ISU Human Resources

## **Article VIII. Finances**

### **Section 8.01 Financial Compliance**

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 Engagement). All funds must be deposited within 48 hours after collection. The Advisor to this organization must approve each expenditure.

## **Section 8.02 Dues**

- (a) Dues will be decided on by the majority of Executive Board Members by the end of Spring semester each year
- (b) Dues will be tiered based on level of involvement in the organization and will be limited as follows:
  - (i) Executive Board Member Dues will not exceed \$100 per fiscal year
  - (ii) Committee Member Dues will not exceed \$80 per fiscal year
  - (iii) Dues for Miracle Makers, Ignite Participants, and other general members shall not exceed \$50 per fiscal year
- (c) Opportunity to pay dues will be presented at least three times throughout the year: at the first Miracle Maker Meeting, between Fall and Winter Break, and the two weeks leading up to the Big Event. They may be paid at other times throughout the year as decided by the Management Team
- (d) Dues collection and tracking is the responsibility of the VP of Finance. The list of dues-paying members will be kept updates in the Management Team Teams folder
- (e) Dues may be paid in person via cash or check given to the VP of Finance or through debit/credit card on the Clover machine when it is present at meetings. Dues will be available to pay online via the Student Organization Marketplace during the time frames identified above
- (f) Dues are only required for attending the Big Event. All other Dance Marathon events and meetings may be attended without paying dues
- (g) Dues may be waived for members facing financial difficulty at the discretion of the VP of Finance, Executive Director, and Advisor. The dues waiver process is initiated by contacting the VP of Finance

## **Section 8.03 Other Financial Procedures**

- (a) All purchases for Dance Marathon must be pre-approved by the VP of Finance and the Advisor
- (b) When it is possible to use a card, purchases must be made by one of the officers who hold a purchasing card. These officers may change at the discretion of the VP of Finance and Executive Director but will include, at a minimum:
  - (i) Executive Director
  - (ii) VP of Finance
  - (iii) Either one of the Families Directors or the VP of Internal Affairs

# **Article IX. Amendments and Ratification**

## **Section 9.01 Revision and Ratification**

- (a) The Constitution shall be revised as needed by Dance Marathon upon agreement by a majority vote of Executive Board members present and voting
- (b) This constitution takes effect upon the ratification by two-thirds affirmative vote of Executive Board members and approval by Student Engagement
- (c) Changes required by law or University policy do not need to be voted on for approval but should be communicated with all members of the Executive Board
- (d) Amended constitutions will be submitted to Student Engagement within 10 days of ratification