

# **LINE DANCING CLUB**

## **CONSTITUTION AND BY-LAWS**

Revised Pending Approval

October 8, 2023

### **Article I. Name**

*The name of the organization shall be Line Dancing Club at Iowa State University.*

### **Article II. Purpose and Goals**

Section I. The purpose of the club shall be to promote line dancing among members of the University and the local communities as well as to interact with other social groups.

Section II. For those who are interested in line dancing, getting away from the stress of life, and having a good time.

Section III. The club shall participate in performances and lessons throughout the University and the public.

### **Article III. Statement of Compliance**

Section I. Line Dancing Club abides by and supports Iowa State University policies, State and Federal Laws and follows local ordinances and regulations.

Section II. Line Dancing Club agrees to annually complete President's Training, Treasurer's Training and Advisor Training (if required).

#### **Article IV. Non-Discrimination Statement**

Section I. *Iowa State University and Line Dancing Club do not discriminate on the basis of race, ethnicity, sex, pregnancy, color, religion, national origin, physical or mental disability, age, marital status, sexual orientation, gender identity, genetic information or status as a U.S Veteran.*

#### **Article V. Voting Membership**

Section I. *Membership shall be open to all students who are currently enrolled at Iowa State University. Any employee thereof or a member of the local community can be eligible to become a member of the club upon payment of the required dues during each academic year provided by ARTICLE III of the By-Laws.*

Section II. Any other person whom the club shall designate by general election shall be an honorary member of the club.

Section III. A member shall be disciplined and/or removed if the majority of the elected officers agree.

Section IV. In the event that an official carries more than one position, their vote may only count as one.

#### **Article VI. Officers**

##### **Election to Office**

Section I. Nominations of candidates for the elective offices of the club shall be made at either two regular meetings preceding elections, petition signed, email, and/or by announcement; This should take place by at least one quarter of the club members and at least one week prior to the election.

Section II. Balloting for the offices of President, Vice-President, Secretary, Treasurer, Public Relations, Merchandise and Fundraising Chair shall be done at the last meeting in the month of April.

Section III. Voting shall be done by secret ballot for the exception of proxy votes taken by e-mail or by online means prior to secret balloting. Voters may change their email/online vote to a secret balloting vote during secret balloting.

Section IV. If no candidate for an office receives a majority vote, a runoff election will be held between the two top candidates for the office during that meeting.

Section V. Instillation of the officers shall be at a club meeting after the election and any runoff election is done.

Section VI. Advisor is selected through nomination by the Executive Council of the Club.

### Term of Office

Section I. The term of office will be one full year from the beginning of the fall semester to the end of the spring semester. The elections will be held at the end of April and once elected, the new officers foreshadow the old officers the rest of the spring semester and will begin their term immediately fall semester, unless the preceding officer has graduated at the end of spring term. All officers shall comprise the Executive Committee of the organization.

### Student Officer Qualifications

*The officers of this organization must meet the following requirements:*

(a) Have a minimum cumulative grade point average (GPA) as stated below and meet that minimum GPA in the semester immediately prior to the election/appointment, the semester of election/appointment and the semesters during the term office. For undergraduate, graduate, and for professional students, the minimum GPA is 2.00. In order of this provision to be met, at least 6 hours (half-time credits) must be taken for the semester under consideration.

(b) 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 are required in the final stages of their degree as defined by the Continuous Registration requirement) during their term of office.

### Duties, Power and Responsibilities

Section I. The officers of the organization shall consist of President, Vice-President, Secretary, Treasurer, Public Relations Chair, Merchandising & Fundraising Chair, and Advisors.

Section II. It shall be the duty of the President to preside at all meetings of the club and of the Executive Council and to enforce rigid observance of this Constitution and By-Laws. The president will also keep track of all digital communications including, but not limited to, email, groupme, etc.

Section III. It shall be the duty of the Vice-President to act as Program Chair and to assume the duties of the President in the latter's absence. The Vice-President will serve as the risk management officer and will oversee all risk management responsibilities such as [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 (if applicable). The vice-president will also keep track of all digital communications including, but not limited to, email, groupme, etc.

Section IV. It shall be the duty of the Secretary to keep the minutes of all regular club meetings, keep track of previous meetings songs, to issue all orders and notices (weekly meeting email by Tuesday at noon), and to keep a roll of active members as prescribed in the By-Laws.

Section V. It shall be the duty of the Treasurer to receive money due to the club, to keep an accurate record of the club's finances, to collect all dues and assessments, to pay all orders authorized by the club and approved by either the club advisor or president, and to supervise monetary activity, receipts, and payments.

Section VI. It shall be the duty of the Public Relations Chair to advertise the club, keep track of social media pages with the president, and assist the secretary in duties.

Section VII. It shall be the duty of the Merchandise and Fundraising Chair to design and order merchandise for the club and retail to the public, organize and

plan at least two fundraising events per semester, if the money is needed, and collect sponsorships with assistance from the Treasurer.

Section VIII. Advisor shall ensure that the organization is operating in conformity with the standards set forth by the Iowa State University and ISU Student Engagement.

Section IX. The elected officers and all committee chairpersons and faculty advisor(s) shall constitute the executive council. The voting rights in the Executive Council will be retained by the elected officials only.

Section X. All nominees up for club officers shall have been members of the Club for at least one semester prior to their nominations.

Section XI. Officers share the responsibility of being a dance instructor. All elected officers shall be required to teach at minimum, one choreography a semester.

Section XII. All elected officers are required to attend weekly meetings and scheduled events. The president or advisor shall be allowed to excuse officers from attendance if given a legitimate excuse within two days of the meeting or event. Sickness and emergencies can be excused at the discretion of the president. If an elected officer upholds more than three unexcused absences a semester, they are subject to removal from their position.

Section XIII. Members shall uphold respect towards the club, club materials (speaker, facilities, etc.) as well as their fellow club and executive members. If issues arise, said disrespectful club member may be asked to leave the meeting by an executive team member. If the issue persists on more than two occasions, said member may be removed from the club at the decision of the executive council.

### Impeachment and Removal of Officers

Section I. Impeachment proceedings may be initiated by any club officer or by petition signed by the majority of the members of the club. Impeachable offenses include, but are not limited to, failure to complete duties of their position, mishandling of club assets/money, mistreatment of other officers/club members.

Section II. Any officer of the club may be removed from office by a majority vote, cast by secret ballot, of at least 51% of the club members following impeachment proceedings.

Section III. In cases of impeachment of the club, the President and Vice-President shall call and preside over the impeachment, unless the President or Vice-President are impeached. In that circumstance, the Treasurer and Secretary shall call and preside over the impeachment. A position of the impeached officer shall be filled within one month of the deciding vote.

Section IV. Impeachment proceedings shall be announced at a regular meeting. The vote shall be taken at the Wednesday night practice the week following the impeachment proceedings. The officer up for impeachment is allowed to be present at the time of the vote and is able to provide a speech prior to the vote.

Section V. Advisors can serve year to year, at his or her leisure, or while he or she is at ISU and may choose to resign from their position two weeks before elections of the club and can be impeached if voted by the Executive Council of the club. If the advisor is impeached, a replacement shall be found within one month of the deciding vote.

## **Article VII. Finances**

Section I. The finances for the organization should be allocated to the treasurer in accordance with Article X, of the By-Laws.

*"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. All funds must be deposited within 2 business days after collection. The advisor to this organization must approve and sign each expenditure before payment."*

Section II. Dues are required for all voting members and it must be rendered prior to voting eligibility. Dues are \$15 for a semester and \$20 for the academic year (Beginning August 2024). Dues are not prorated.

Section III. Non-members who wish to participate in a Line Dancing Club meeting for the first time are allowed two meetings without payment. After those two meetings, non-members are required to pay dues.

Section IV. Donations to teach line dances at other organizations or events will be taken.

Section V. Club outings may require an additional cost, not always covered by the club.

### **Article VIII.**

#### Amendments and Ratification

Section I. All amendments to this Constitution shall lay on the table for at least one week before coming to a vote.

Section II. The proposed amendment must receive a simple majority vote of the members of the club to become effective.

Section III. This Constitution shall become effective upon its ratification by a simple majority vote of the members of the Club.

Section IV. Upon adoption, this Constitution shall supersede and make inoperative any other Constitution previously in effect.

Section V. *Amended or ratified constitution will be submitted within 10 days to the Student Engagement for approval.*

## **BY-LAWS FOR THE LINE DANCING CLUB**

### **Article I.**

#### **Meetings**

Section I. Club meeting of Line Dancing Club shall be held every Wednesday within the academic year during the Spring and Fall semesters beginning the second week of classes for Fall Semester or first week of classes for the Spring Semester and up to the second to last Wednesday of each semester, unless an alternative is selected at the preceding meeting.

Section II. Special meetings can be called by the President as the need arises.

## **Article II.**

### Quorum

Section I. A quorum shall consist of one-half of the active members of the Club. No business can be conducted without a quorum being present.

## **Article III.**

### Budget

Section I. All club income including membership fees shall go directly to the club treasurer rather than used by the Executive Council to pay current expenses.

## **Article IV.**

### Annual Report

Section I. A single volume annual report on the activities of the Club shall be compiled by the Executive Council prior to the end of the spring semester.

## **Article V.**

### Order of Business

1. Approval of minutes of last meeting
2. Report of officers
3. Unfinished business
4. New business
5. Adjournment



## **Article VI.**

### **Vacancies in Office**

Section I. Any vacancies in office shall be filled by following the normal nomination procedures and the requirements of a vote of secret ballot at the first Club meeting following nominations.

## **Article VII.**

### **Duties of the President**

1. To precede all meetings of the club and Executive Council.
2. To call special meetings whenever deemed necessary by the President or upon request of 25% of the members of the club.
3. To appoint and dismiss committees and committee chairpersons and such special officers as may be needed. All appointments must be approved according to Article VIII, Section II of the club constitution.
4. To bring any old business before the club for action on or before the last regular meeting of the school year.
5. To act as Treasurer in the case of the Treasurer's absence.
6. To act as chairperson of the Executive Council as defined in Article IV, Section I.
7. To be responsible for the annual review of the Constitution and By-Laws.
8. To correspond with public and Iowa State activities on lessons or performances.
9. To teach line dancing when appropriate.
10. To assist all officers in their duties.

## **Article VIII.**

### **Duties of the Vice-President**

1. To assume and perform the duties of the President when the President is absent.
2. To preside at the impeachment proceedings of the President.
3. To recommend risk management policies or procedures to Line Dancing Club.
4. To submit documentation to ISU's Risk Management Office.
5. To ensure that Line Dancing Club's Risk Management Procedures are implemented at all events.
6. To teach line dancing when appropriate.

## **Article IX.**

### **Duties of the Secretary**

1. To be responsible for all correspondence concerning the club, including but not limited to emails, groupme, etc.
2. To make minutes of all regular and special meetings of the club.
3. To be responsible for organizing the club files.
4. To maintain a historical record of the club and member activities, including but not limited to the weekly song lists for the semester.
5. To collect newspaper articles and photographs of club activities and all else the secretary deems appropriate.

## **Article X.**

### **Duties of the Treasurer**

1. To administer the collection of the club dues.
2. To keep an accurate and up to date record of the financial condition of the club.
3. To make deposits along with the facility advisor at the University Treasurer's office.
4. To write vouchers for checks on the club's account at the University Treasurer's office.
5. To confirm all university regulations pertaining to organizational treasuries.

## **Article XI.**

### **Duties of the Public Relations Chair**

1. To assist the Secretary and Fundraising Chair in club duties.
2. To advertise the club throughout campus.
3. To register for ClubFest in the fall and spring semesters.
4. To design and distribute fliers for club advertising.
5. To design club boards for use during ClubFest and other activities.
6. To maintain social media outlets including YouTube, Instagram, and Facebook.

## **Article XII.**

### **Duties of the Merchandise and Fundraising Chair**

1. To design, order, and distribute club merchandise.
2. To hold two fundraisers per semester at minimum, if money is needed.
3. To assist the Treasurer in club duties.
4. To advertise the club throughout campus.
5. To find sponsors for club support, if needed.

## **Article XIII.**

### **Advisor**

1. Maintain communication and meet with officer(s).
2. Awareness and approval of financial expenditures.
3. Ensure that the organization is operating in conformity with the standards set forth by Iowa State University and Student Engagement.

## **Article XIV.**

### **Parliamentary Assistance**

1. Robert's Rule of Order, revised, shall be the authority in any matter of parliamentary procedure.

## **Article XV.**

### **Amendments**

1. Any article of these By-Laws or part thereof may be amended by a majority vote of the club members.

## **Article XVI.**

### **Adoption of the By-Laws**

1. These By-Laws will be adopted by a majority vote of the club members at a quorum.

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2. These By-Laws shall become effective immediately upon adoption and supersede and make inoperative any other By-Laws in effect at that time.