**Article I - Name:**

The name of this organization shall be “The Forum Dance Studio” at Iowa State University or “The Forum” for short. It is named to be representative of a standard dance studio that holds a variety of workshops and commonly produces some dance crews and showcases. The “Forum” aspect of the name is meant to represent the idea that we all bring something new to the table and this is a place where different styles can come together to make something new.

**Article II - Purpose:**

The main purpose of this organization is to allow dancers at the university to explore their interests, teach workshops, and train their dancing abilities. It additionally will aim to promote creativity, diversity, and unity in the campus community. These goals will be attained by holding regularly scheduled workshops, practices for the studio dance crews, performances, and social activities.

**Article III - Statement of Compliance:**

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

**Article IV - Non-Discrimination Statement:**

Iowa State University and The Forum 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:**

Membership shall be open to all interested individuals, provided that at least 4/5ths of the club is registered and current Iowa State students. Studio crew members are expected to attend regular practices and performances. Members are free to attend workshops at their leisure.

**Article VI - Officers:**

The officers of The Forum will be referred to as “the board”. Election of the board will be done through a general election from the club members. Applications for board positions will be accepted in the first week of March. Members interested in obtaining a board position will fill out an application and attend an informal interview with the board. If they have the appropriate skills and experience, they will be added to the ballot. Applicants will have a week to “campaign” to the populous, in which they may give short 5 minute spiels at the beginning of each day's activities. This campaign week will be the first week of April, and will end with the election day. To apply to be President, you must have held a board position in the past. To apply for any other position, you must have been in the club for at least one semester in the past. The term of service for each member is one year.

**President:**

Responsibilities:

1. Oversee all board and general body meetings.
2. Represent the club to the best of their ability.
3. Ensure the club and board is adhering to all university policies.
4. Maintain frequent communication with the club advisor.
5. Delegate tasks to the rest of the board.
6. Make any final decisions that are at a split vote.
7. Maintain all social media pages.

**Treasurer:**

Responsibilities:

1. Fulfill duties of the President if the President is unavailable to do so.
2. Maintain a current and accurate record of the club’s transactions.
3. Collect membership dues and deposit them in a safe and timely manner.
4. Develop organizational budget for the year, and present it to the board for approval by a majority vote.
5. Report weekly to the board with a state of the clubs finances.
6. Cosign organizations checks with advisor.
7. Maintain current relationships with established partners of the club.
8. Work with outreach chair to set-up and coordinate events with companies in the local area to raise money for the club.

**Workshop and Event Coordinator:**

1. Oversee the dance instructors and ensure the rules are being followed.
2. Direct all marketing and advertising related initiatives.
3. Create the semester schedule of weekly workshops.
4. Plan, organize, and run any club events.
5. Submit Event Authorization Forms to the EAC.
6. Work with outreach to promote the club and all of its events.

**Risk Manager:**

1. Ensure waivers are signed by all active members of The Forum.
2. Correspond with Iowa State University’s Risk Management office.
3. Organize background checks for volunteers.
4. Create waivers for additional events that need additional insurance.
5. Contact a member’s emergency contact in case of injury.
6. Certify in risk management programs when necessary.
7. Submit all documentation within a reasonable time frame for The Forum events.
8. Maintain well-documented notes from weekly board meetings.

**Technology Directors:**

1. Create graphics and advertisements for events.
2. Record and edit videos of workshops.
3. Take pictures at workshops and events.

**Outreach:**

1. Advertise the club to attract new members.
2. Work with event coordinator to promote the club and all of its events.
3. Reach out to other clubs to see if we can speak at one of their meetings, perform for them, or teach them.
4. Reach out to the community such as schools and after-school programs to see how we can get involved.
5. Work with treasurer to set-up and coordinate events with companies in the local area to raise money for the club.

**Merchandise Chairs:**

1. Design merchandise to be sold to the general population of the club.
2. Work with event coordinator to create graphics to share on campus and social media.
3. Take care of merchandise sales and pick up from the appropriate company.

**Adviser:**

1. Maintain regular communication with officers.
2. Act as a counselor and mentor for Cabinet members.
3. Ensure The Forum conforms to all applicable standards set forth by Iowa State University and the Student Activities Center.
4. Approve all financial transactions.

In addition to their responsibilities listed above, board members are expected to assist each other with any additional tasks within their capabilities. It is important for the members of the board to excel at their position to reflect the board and the club in a positive manner. It is required that there is at least one (1) board member in attendance at every event. While board members are encouraged to attend each workshop and event, proper communication should be maintained so as to keep each other informed if they will be present.

In the event that a board member is not fulfilling their responsibilities outlined above, they may be impeached at a majority vote by the board. A new board member will be selected from the previous applicant pool. In the event no other applicants are available, the board will make arrangements amongst themselves or with the help of the general populous of the club to carry out said duties.

The officers of this organization 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 below 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 GPA is 2.00. In order for this provision to be met, at least six hours (half-time credits) must have been taken for 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)."

**Article VII - Adviser:**

The adviser of the organization will be appointed by the board and will be expected to perform the duties as follows:

1. Maintain regular communication with officers.
2. Act as a counselor and mentor for Cabinet members.
3. Ensure The Forum conforms to all applicable standards set forth by Iowa State University and the Student Activities Center.
4. Approve all financial transactions.

Additionally, as with any other board members, the adviser may be impeached through a majority vote carried out by the board. A replacement will be appointed by the board.

**Article VIII - Finances:**

All monetary items and money belonging to The Forum must be deposited and dispersed through the associated account at the Campus Organizations Accounting Office. All funds must be deposited by the end of the first business week ensuring our reception of the funds.

The amount of dues to be collected each semester will be determined by the board. Students will have the option to pay by semester, for the academic year, or on a workshop by workshop basis. The amount of dues to be collected will never exceed $10 per class, $50 per semester, or $100 per year.

Teachers and board members are exempt from paying dues, provided they consistently abide by the duties and expectations outlined in their respective positions. The benefit of not paying dues is a right that may be withheld if any teacher or board member has engaged in any actions that are seen as detrimental to the club. Final decisions will be made after discussion amongst the members of the board.

As stated by Iowa State Policy: 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). All funds must be deposited within 48 hours after collection. The Adviser to this organization must approve and sign each expenditure before payment.

**Article IX - Teachers and Workshops:**

At the beginning of the semester, students can apply to be a teacher at the studio by filling out an application and sending in a sample video. The teachers will be selected by the board and approved by the President. Teachers will be given a regular weekly time slot to teach 1 hour workshops. Teachers will be selected on a networking basis, similar to how studios are run in the real world. Students wishing to become a regular teacher at The Forum can talk to current teachers and board members to express their interest. In the event that a teacher cannot make it to his or her regularly scheduled workshop, he or she may reach out to a student who has previously expressed interest in being a teacher to substitute for that week. Students who have subbed in the past are more likely to get selected as permanent teachers in the future. Workshop categories may include: beginner hip hop, advanced hip hop, beginner contemporary, advanced contemporary, beginner breaking, advanced breaking, and any other dance styles that may be relevant. If a teacher cannot fulfill their commitment to their time slot, a replacement will be selected from the previous applicant pool. Outside teachers may be invited to teach special workshops and will be compensated appropriately.

**Article X - Performance Groups:**

If a performance group is officially recognized by the club, they may be partially supported through club funds. Groups can become officially recognized by filling out an application in which they will specify their audition/recruitment process, their prospective performance dates and locations, and how new directors will be selected. They will also sign an agreement to abide by certain rules and regulations set forth by the club.

**Article XI - Amendments and Ratification:**

This constitution may be amended and subsequently ratified at any time, supposing they have the unanimous approval of the President, Vice President, and Treasurer. Amendments initiated by the Cabinet will be presented to members at each workshop in the following week and posted online. Members will be given one week to consider amendments. Given no objections to the additions, the constitution will be submitted to the Student Activities Center and will be contractually definite for, at a minimum, the next academic year.