**Constitution**

*Elevate Dance Team*

**Article I: Name**

The name of this organization shall be Elevate Dance Team.

**Article II: Purpose**

This organization’s purpose shall be to promote the diversity of dance at Iowa State University. Incorporating the values, heritages, and movements from hip-hop, jazz, contemporary, musical theater, tap, and modern. Elevate Dance Team is intended for dancers from all backgrounds with varying levels of experience.

**Article III: Statement of Compliance**

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

**Article IV: Non-Discrimination Statement**

Iowa State University and Elevate Dance Team 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**

**A.** Membership shall be open to all students at Iowa State University. As a member, one is required to attend practices regularly, pay dues, and support the organization through fundraising events and performances. Membership may be revoked if not upholding the previously mentioned requirements and/or a ¾ vote from the general membership if actions are deemed inappropriate to the purpose of the organization.

**B.** Membership in good standing is defined as paying dues, participating in group support activities, and keeping good attendance at meetings and rehearsals. Good standing is jeopardized by non-adherence to the constitution or disruptive attitudes.

**C.** Members who are enrolled at half-time status or above through the University must maintain a 2.0 GPA or above.

**D.** Members will attend auditions at the start of the semester including a basic dance combination to access skill level and style preferences.

**E.** Members who exhibit five or more unexcused absences will be considered not in good standing and may sacrifice their right to perform in the end of semester showcase.

**Article VI: Risk Management**

**Article VII: Officers**

1. **President:** The President shall be the executive in charge of the organization and must demonstrate leadership and respect to all group members. They shall preside at all officer meetings, serve as the student coordinator for activities, communicate operations with other members of the executive board, and ensure that the organization is operating in conformity with the standards set forth by Iowa State University and Student Activities Center. They will also be responsible for maintaining contact with the organization's faculty advisor. The President will serve this position for the entirety of an academic school year after appointment of this position.
2. **Vice President:** The Vice-President shall assist the president in his/her executive duties, and shall officiate in the absence of the president. The Vice-President will be in charge of fundraising activities, coordinating group social activities, and updating the organization’s website. The Vice-President will serve this position for the entirety of an academic school year after appointment of the position.
3. **Secretary:** The Secretary shall take roll, inform officers when members have exhibited five or more unexcused absences, and record minutes for officer and general meetings. They are also in charge of sending out thank-you notes and other correspondence, amending the constitution, compiling information of group performances, and printing programs. The Secretary shall send out weekly emails to inform members of rehearsals, performances, and fundraising opportunities. The Secretary will serve this position for the entirety of an academic school year after appointment of the position .
4. **Treasurer:** The Treasurer shall be responsible for depositing money, collecting and signing vouchers, the handling of organizational dues, and distribution of funds. They shall keep a financial record of income and expenditures. They will also be responsible for soliciting additional funding if needed from the Student Government Association in conjunction with the President. The Treasurer will serve this position for the entirety of an academic school year after appointment of the position
5. **Publicity:** The Publicity Officer shall be in charge of all promotions for Elevate Dance Team. They will be responsible for the design and promotional activities including flyers, posters, t-shirts, press releases, and social media. The Publicity Officer will serve this position for the entirety of an academic school year after appointment of the position.
6. **Performance Liaison:** The Performance Liaison shall be the coordinator of all performances of Elevate Dance Team. They will coordinate previews within the city of Ames, ISU, and the surrounding community. They will be responsible for filling out event authorization and notification forms. They will work closely with the publicity officer to promote events in which Elevate Dance Team will be performing. The Performance Liaison will serve this position for the entirety of an academic school year after the appointment of the position.
7. **Adviser:** Mandatory attendance is NOT a requirement for general weekly meetings. Must be able to meet with the President, Treasurer, or other general members if necessary. Elevate Dance Team is a student lead organization; the adviser must be able to provide general guidance if asked. The main responsibility of the Advisor is to help ensure that the organization operates in conformity with the standards set forth by Iowa State University and Student Activities Center.
8. **Safety:** The Safety officer shall serve as the Risk Management officer and be responsible for minimizing potential risks of club activities and submit documentation to the Iowa State University’s Risk Management Office. They shall be responsible for recommending risk management policies or procedures as necessary. Additionally, they will run warm up and cool down stretches at practices, performances, and showcases. They will also be familiar with Iowa State University policies to ensure proper waivers and background checks are on file with Risk Management for events (if applicable). The Safety officer will serve this position for the entirety of an academic school year after the appointment of the position.
9. **Costomer:** The Costumer shall be in charge of assisting in costume and makeup acquisitions, laundering costumes, assisting with any repairs to costumes, taking measurements, and assisting choreographers with design making based on costumes for performances. The Customer will serve this position for the entirety of an academic school year after appointment of the position.
10. **Executive Board as a Whole:** The executive board shall serve in an advisory capacity to the organization, shall make recommendations about the organization as a whole in emergencies or in situations where the course of action is self-evident. A quorum of (2/3 of) officers must be present to conduct and coordinate an executive board meeting. Executive board members must not exceed two unexcused absences to maintain their position

**Method of Election of Officers**

**A.** The elections will be decided by raise of hand and simple majority.

**B.** Nominations can be offered by any member present during the business meeting in which the election will take place.

**C.** Nominees are encouraged to stand and address the assembled members giving appropriate reasons to justify their nomination.

**D.** Once all Nominees have spoken, assembled members will lower their heads and vote by raised hand. Votes will be counted by the Adviser/President and the winner shall be announced.

**Term of Office**

The term of office will be one full academic school year (August to May). All officers shall be included in the Executive Committee of the organization; the Executive Committee shall meet in addition to regular organization meetings. The Executive Committee may appoint such committees that are needed to carry out organization goals.

**Date(s) for Election of Officers**

Officer elections will be held during the last meeting of spring semester but will not be implemented until the next fall semester.

**Impeachment/Removal of Officers**

**A.** Officers hold positions for a period of one academic school year and must rerun for office if they choose to pursue more terms.

**B.** In the event that an officer fails to meet eligibility requirements a special election will be held at the next available business meeting to elect a replacement.

**C.** In the event that an officer fails to perform their duties, a vote of no-confidence may be initiated at the next available officer meeting. Any officer or the Adviser may bring this vote to the table; in addition, a two thirds majority vote by regular members may initiate a no-confidence vote. The officer, if present, may first speak in their own defense. The officer in question will be notified verbally of the charges against them or in writing if absolutely necessary. An oral discussion followed by a vote will be initiated by the other officers with a simple majority required to remove the officer in question. The officer in question is not allowed to participate in the deliberation. A special election will be held at the next available business meeting to elect a replacement.

**D.** For an officer to become impeached/removed from the Elevate Dance Team, the officer would have to fail to perform their duties listed in Article VII, section one of the Elevate Dance Team constitution. If the officer violates the Statement of Compliance in Article III or violate the Non-Discrimination Statement in Article IV, the officer will be impeached by his/her fellow officers and adviser(s) and be asked to leave their officer position. The member may remain a member of the Elevate Dance Team at the discretion of the officers and adviser(s).

**Replacement of Officers**

**A.** In an event where an officer is impeached or relinquishes their officer duty, then a company election will be held to fill the vacant officer position as soon as possible.

**B.** Elections will be held during the regular meeting time of the company. Members who meet the requirements of becoming an officer can volunteer themselves to run for the vacant officer position. Members will then give a speech to the entirety of the company. When the speeches are completed, the company will hold a majority vote to elect the new officer to the desired position.

**Minimum Cumulative GPA for Officers:**

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 VIII: Adviser**

**Adviser Duties**

Outlined above in Article VII.

**Method of Election/Selection of Adviser**

In the event that a new adviser must be selected, the Executive Committee will first meet to brainstorm potential adviser options. After multiple solid ideas have been agreed upon, the Executive Committee then meets with the general membership to inform and communicate the current issue at hand. A majority vote of at least ¾ is necessary to elect a new adviser.

**Adviser Term of Service**

The adviser of Elevate Dance Team serves at his or her leisure while he or she is at Iowa State University. Unless impeachment/removal of said adviser occurs, the adviser is the adviser for Elevate Dance Team until they are no longer involved with Iowa State University.

**Impeachment/Removal of Advisers**

Advisers may be removed at the Executive Committee’s discretion if actions are deemed inappropriate by the membership. This removal may be due to the following reasons: an adviser’s unwillingness to actively participate in the organization, failure to meet requirements listed in Article IV, not properly following the organization’s constitution, ethical, or legal issues. The aforementioned inappropriate actions are not considered to be an exhaustive list of possible offenses. The adviser is permitted to speak before the Executive Committee and the general membership about the charges made concerning his/her performance. The adviser is not permitted to participate in the deliberation of the Executive Committee regarding the charges.

**Replacement of Adviser**

If the adviser needs to be replaced, see “Method of Election/Selection of Adviser”.

**Article IX: Finances**

The finances of Elevate Dance Team are handled on a strict cash basis; all monies belonging to the organization shall be recorded and handled by the President and Treasurer to ensure internal controls are implemented. 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. All funds must be deposited within 48 hours after collection. The Adviser and Treasurer to this organization must approve and sign each expenditure before payment to a recognized source.

Dues for Elevate Dance Team may fluctuate based on overall membership and previous financial standing. They will be either $5 per semester or an amount very close to $5. Dues may be paid either in cash or a check directly written to the current Treasurer; the Treasurer will immediately cash the check and record the amount in cash to the overall organization’s funds. If the organization were to dissolve, a general meeting would be held to discuss what to do with the organization’s funds; the default option is to donate to another dance organization at Iowa State University based on the discretion of the executive committee.

**Article X:**

Constitutional amendments are made first as an outline of Iowa State University and Student Activities Center requirements. Amendments are then fine-tuned to best fit the standards and goals of Elevate Dance Team. Any future amendments or changes to the constitution must first be approved by the Executive Committee and then by the general membership. If a ¾ majority ruling occurs to approve an amendment, the amendment is added. Any updates to the constitution must be promptly altered to the constitution and then uploaded to the Student Activities Center within 10 days of alteration.

**Bylaws**

**Article I Membership:**

**Section One, Auditions:**

**A.** Group auditions shall be held at least twice a year. Further auditions may be scheduled according to the needs of the organization.

**B.** The first auditions shall be held in the fall, the first or second Wednesday in September from 6-8 p.m. The second auditions shall be held in the spring on the Wednesday evening after Clubfest II from 6-8 p.m.

**C.** All members of Elevate shall be required to re-audition if they wish to remain in the group.

**D.** Auditions will be used solely to access dance experience, skill level, and interest for placement in group numbers

**E.** Audition requirements shall be:

1. Evidence of technical proficiency of certain skills (participants will be instructed on the exact skills to be performed).

2. Evidence of creativity through the solution of creative problems, given during the audition.

3. In the case of re-auditions, a member’s current or past relationship with the group is taken into consideration (i.e. participation, attendance, good standing).

Regardless of dance ability, past membership regarding poor standing, is grounds for non-admittance.

**F.** The President and Vice-President will conduct the auditions by doing a beginning warm-up, across the floor exercises, and a dance combination that the dancers must perform.

**Section Two, Attendance:**

**A.** Attendance is defined as being present for both the business meeting and class.

**B.** Roll call will be taken by the secretary at regular scheduled meetings.

**C.** Regular attendance is expected at all meetings. After three unexcused absences per semester, the secretary will warn the member. After five unexcused absences, the secretary will contact the member and an individual meeting must be held with the executive board. If the member has not taken action after two weeks, the member will be dropped from Elevate.

**D.** Excused absences will consist of illness, death in the family, a night test, field trips, performance activities, and extreme emergency, study group with an instructor or TA, and other excuses at the discretion of the officers and/or advisor. Studying for a test and homework are not excused.

**E.** Members with excessive illnesses will be contacted by the secretary to meet with the president to talk about whether membership in the company is still viable this semester.

**F.** Members are expected to notify the secretary of upcoming absences before the missed meeting (exceptions will be made for emergencies). Notification consists of the expected date and the reason for absence.

**G.** Alumni, area professionals, and prospective students may participate in taking class with the prior approval of the President.

**H.** Special meetings may be called or regular meetings may be suspended according to the needs and wishes of the group as a whole.

**I.** Homework during Elevate company class time is allowed solely on the basis of inability to participate due to physical injury or recovery from illness.

**J.** All members are expected to remain active for the entire semester from the time of auditioning.

**Section Three, Group Support Activities:**

**A.** Members participating in Showcase must accumulate at least two points from the time of admittance into Elevate until the time of the show. Members participating solely in company class must accumulate at least 1 point from the time of admittance into Elevate until the end of the semester. The breakdown of these activities will be determined by the officers in the fall and spring.

**C.** Group support activities require approximately one hour of each member’s time (bake sales, mini performances, fundraisers, etc.).

**D.** Failure to participate in the required amount of activities up until showcase may result in the member being cut from future performances.

**E.** Failure to accumulate the required amount of points by the end of the semester will jeopardize the member’s good standing with the organization.

**Article II Officers:**

**Section One, Eligibility:**

**A.** Candidates for President, Vice-President, and Treasurer must have been a member of Elevate for at least one semester. If there are not enough members to fill these positions, any member may run.

**B.** More than one officer per position may be elected, on a need only basis.

**D.** Officers are expected to be exemplary members of the Elevate Dance Team.

**Section Two, Executive Board Attendance:**

**A.** The executive board will meet once a week as a group.

**B.** Regular attendance is expected at all executive board meetings. After one unexcused absence, the secretary will warn the officer. After two unexcused absences, the officer will be dropped from the executive board and a new officer will be elected.

**C.** Officers may not be inactive. If an officer must become inactive, a new officer will be elected

**Article III Other Activities:**

**Section One, Performances:**

**A.** The organization will present at least one major production during the school year. Other performances may be arranged by the group as desired.

**B.** Concert rehearsals are more important than club meetings. Absence from rehearsal is permissible only in case of illness or extreme emergency and must be excused by the person in charge of rehearsal. More than two absences may be cause for dropping a person from a dance piece, at the discretion of the choreographer.

**C.** Run-through rehearsals of the performance are mandatory. During showcase week, no excuses will be accepted for missing either tech week or run-through, unless of a night class or night test conflict.

**D.** Choreographers are expected to attend all choreographer meetings in person or virtually.

**E.** Choreographers are expected to adhere to the same attendance policy of the executive board (2 unexcused absences.) If attendance policy is not followed the choreographer’s work will be dropped from the show.

**F.** All members have the ability to choreograph if they are in good standing within the organization