

Constitution

Orchesis I Dance Company

Article I Name:

The name of the organization shall be: Orchesis I Dance Company.

Article II Purpose and Goals:

Section One, Preamble:

We, the members of the Orchesis I Dance Company, join in this Contemporary Dance organization for two purposes: to partake in the inner satisfaction and mutual stimulation from working together and from the participation in dance as a form of art expression; and to provide a favorable environment for our own artistic growth and the enjoyment and education of others.

Section Two, Relationship to ISU:

Orchesis I brings a professional performance opportunity to Iowa State's campus by providing an educational contemporary dance environment for Iowa State students, especially, but not limited to, performing arts majors and minors, the previously dance trained, and Iowa State faculty and citizens of Ames and its surrounding areas. Orchesis I is housed within the Dance Department which is housed in the Kinesiology Department. Opportunities that we provide include: a weekly training class in Forker 196, guest artists throughout the year, traveling, and attendance at the American College Dance Festival.

Section Three, Regulations:

Orchesis I Dance Company abides by and supports established Iowa State University policies, State and Federal laws.

Article III Statement of Compliance:

Section One, Statement of Compliance:

A. Orchesis I Dance Company abides by and supports established Iowa State University policies, State and Federal Laws, and follows local ordinances and regulations. Orchesis I Dance Company agrees to annually complete President's Training, Treasurer's Training, and Adviser Training (if required).

Article IV Non-Discrimination Statement:

Section One, Non-Discrimination Statement:

A. Membership shall be open to all students at Iowa State University.
B. Iowa State University and the Orchesis I Dance Company 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 One, Members:

- A.** Regular members are admitted through audition (see Bylaws, Article I Membership).
- B.** Regular members must be students actively enrolled or employees at ISU.
- C.** Honorary membership may be extended to individuals by a vote of two-thirds majority of the officers present. Honorary members are non-university persons who should pay dues, participate in club activities, and keep good attendance. They are not required to earn points and cannot vote in elections.
- D.** Membership in good standing is defined as paying dues, participating in group support activities, maintaining respectful behavior towards other members, and keeping good attendance at meetings and rehearsals. Good standing is jeopardized by non-adherence to the constitution or disruptive attitudes (see Bylaws, Article I Membership).
- E.** Faculty advisors are ex-officio members of the group but do not pay dues and are not permitted to vote.
- F.** Members who are enrolled at half-time status or above through the University must maintain a 2.0 GPA or above.
- G.** Former members who have been dropped from the group must re-audition.
- I.** Members that are in bad standing with the company may be restricted from returning for the following semester at the discretion of the officers.
- J.** The company will be limited to 45 members and require a 2/3 officer vote if more members are added.

Article VI Risk Management:

Section One, Appointment:

- A.** The appointment of the risk management officer will be appointed to the Performance Liaison along with their other duties.

Section Two, Duties:

- A.** The role of the risk management officer is to [a] help minimize potential risks for club activities, [b] recommend risk management policies or procedures to Orchesis I Dance Company, [c] to submit documentation to ISU's Risk Management Office, [d] to ensure that Iowa State University policies are followed at all of the organization's events and rehearsals, and [e] to ensure that proper waivers and background checks are on file with Risk Managements for events.

Article VII Officers:

Section One, Officer Duties and Term of Service:

- A. President:** The President shall be the executive in charge of the organization. They shall preside at all the meetings of the group and of the officers, serving as the student coordinator of all activities, including officer meeting agendas and booking instructors for weekly class. They are also in close coordination with the Faculty Adviser(s). They will also be responsible for finding a photographer for Orchesis I performances. The President will serve this position for the entirety of an academic school year after appointment of the position until the next election.
- B. Vice-President:** The Vice-President shall assist the president in their executive duties, and shall officiate in the absence of the president. The Vice-President will be in charge of fund

raising activities, including raffles (in coordination with the Business Manager), 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 until the next election.

C. Secretary: The Secretary shall take roll, inform other officers when members have exceeded two unexcused absences, and record minutes of the officers' and business meetings. They are also in charge of tracking participation points, amending the constitution, and compiling and distributing information for group performances. The Secretary is in charge of the Orchesis I email list as well as the officers' and choreographers' email lists. They are also in charge of informing members and the executive board of membership standing as far as attendance and points. The Secretary will contact a member verbally and/or through email before informing the officers of attendance or point issues. The Secretary will serve this position for the entirety of an academic school year after appointment of the position until the next election.

E. Treasurer: The Treasurer shall be in charge of depositing money, collecting and signing vouchers, the handling of organizational dues, and distributing funds. They shall keep a financial record of income and expenditures. The Treasurer will serve this position for the entirety of an academic school year after appointment of the position until the next election.

F. Performance Liaison: The Performance Liaison shall be the coordinator of all performances of Orchesis I, except Barjche. They should coordinate previews within the city of Ames, ISU, as well as the surrounding community. Performance Liaison is the Risk Management Liaison which is responsible for filling out event authorization and notification forms as well as attending/appointing someone to attend the subsequent meetings. They will coordinate class previews, twice for Barjche' and once for Student Produced. The Performance Liaison will serve this position for the entirety of an academic school year after appointment of the position until the next election.

G. Publicity (2): The Publicity Officers shall be in charge of all promotions for Orchesis I. They should have some knowledge of publicity, the processes involved with design, and promotional activities including flyers, posters, t-shirts, table tents, press releases and advertisements for radio stations and newspapers. Publicity will also be in charge of all media presence on Instagram and other designated social media. The Publicity Officer will serve this position for the entirety of an academic school year after appointment of the position until the next election.

H. Historian (2): The Historians shall keep track of all photos and videos taken throughout the school year. The Historians will also be responsible for creating the end-of-the-year video and designated social media presence. The Historians shall also be in charge of designing concert display cases (Memorial Union, Forker, mall, libraries, and Fisher lobby display during Barjche' week) and are responsible for performance videotape duplication and putting up the display cases. The Historian will serve this position for the entirety of an academic school year after appointment of the position until the next election.

I. Costumer (2): The Costumers shall be in charge of assisting with costume and makeup acquisition, laundering costumes after Barjche', assisting in care and repair, maintenance of costume room inventory, taking measurements, and potential costume design and creation. They are also responsible for assisting the choreographers in finding costumes and transporting or appointing someone to transport costumes to ACDA. The Costumer will serve this position for the entirety of an academic school year after appointment of the position until the next election.

J. 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. All board meetings are confidential, and any indiscretion of a board member will lead to bad standing or impeachment. A quorum of (2/3 of) officers must be present to conduct and coordinate an executive board meeting. Each officer may form a committee as deemed necessary. There may only be two unexcused absences allowed.

Section Two, 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 for the president position must have been an officer for at least one year prior to the election.
- D.** Nominees are encouraged to stand and address the assembled members giving appropriate reasons to justify their nomination. Nominees will have a limit of two minutes to justify their nominations.
- E.** 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.
- F.** Orchesis I's graduating seniors and those counting votes are not permitted to vote during elections.

Section Three, Dates for Election:

- A.** Elections for all cabinet positions will be held in April during the organization's normally scheduled business meeting.
- B.** If a position is not filled by the start of the next year, another election will be held the week after Fall auditions during the organization's normally scheduled business meeting.

Section Four, Impeachment/Removal of Officers:

- A.** Officers hold position for a period of one 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. Officers that have been impeached are restricted from being an officer for the following year of impeachment.
- D.** For an officer to become impeached/removed from the Orchesis I Dance Company, the officer would have to fail to perform their duties as listed in Article VII, section one of the Orchesis I Dance Company 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 their fellow officers and adviser(s) and be asked to leave their officer position. The member may remain a member of the Orchesis I Dance Company at the discretion of the officers and adviser(s).

E. Cause for Impeachment includes but is not limited to: violation of confidentiality, bullying, and not following the tenets of the ISU faculty senate (see Bylaws).

Section Five, Replacement of Officers:

A. In an event where an officer is impeached or relinquish 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 unanimous vote to elect then new officer to the desired position.

Section Six, Minimum Cumulative GPA for Officers:

A. The officers of this organization must have a minimum cumulative grade point average (GPA) as stated below and meet that minimum requirement in the semester immediately prior to appointment, the semester of appointment and semesters during the term of office.

B. For undergraduate, graduate and professional students, the minimum GPA is 2.00. In order for this provision to be met, at least six hours (or half-time status) must have been taken for the semester under consideration.

Section Seven, Good Standing:

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. 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.

Section Eight, Bad Standing:

A. All situations where bad standing is applicable to a member must be discussed and agreed upon by the officers.

B. Members: Cause for members to be in bad standing includes more than two unexcused absences, not attaining the appropriate amount of points per semester, not paying dues after 4

weeks past the due date, violating the performance contract, disruptive or disrespectful behavior towards other members and instructors, and not abiding by the constitution or by-laws. A member that falls under bad standing may not be able to re-audition for the following semester. These members are welcome to re-audition after their semester away from the company. Other disciplinary actions may be decided by the officers and advisor if needed.

C. Choreographers: Cause for choreographers to be in bad standing include more than two Sunday absences, lack of accountability for their dance, continuous lack of professionalism, disruptive or disrespectful behaviors towards other members and instructors, and not abiding by the constitution or by-laws. A choreographer that falls under bad standing may not be able to choreograph for the following semester. These members are welcome to apply to choreograph after their semester away from choreographing. Other disciplinary actions may be decided by the officers and the advisor if needed.

D. Officers: Cause for officers to be in bad standing include not properly carrying out their position's duties, excessive absences from officer meetings, nonadherence to officer confidentiality, continuous lack of professionalism, disruptive or disrespectful behaviors towards other members and instructors, and not abiding by the constitution or by-laws. An officer that falls under bad standing may not be able to be an officer for the following year. Other disciplinary actions or impeachment may be decided by the officers and the advisor if needed.

Article VIII Adviser:

Section One, Adviser Duties:

A. The Adviser will oversee all educational, outreach, publicity, and performance actions of Orchesis I Dance Company.

B. The Adviser will act as Artistic Director for the Fall Preview Show (Octagon Art Festival) and Barjche'.

C. The Adviser will act as Liaison for attendance and performance at the American College Dance Festival Association.

D. The Adviser will teach weekly class when no hired guest is available.

E. The Adviser will act as Liaison for National Guest Artists.

F. The Adviser will assist in Budget Development and Maintenance in collaboration with the Treasurer.

G. The Adviser will take attendance and offer feedback at weekly Executive Board Cabinet Meetings.

H. The Adviser will plan and run weekly Choreographer Meetings in preparation for the Fall Preview Show and Barjche.

I. The Adviser will assist and oversee the Vice-President in maintenance of all online material relative to the company.

J. The Adviser will provide a healthy community by encouraging leadership from the Executive Board and developing talent and commitment from all company members.

Section Two, Method of Election/Selection of Adviser(s):

A. Method of Selection - The Adviser is hired by the Department of Kinesiology as Dance Faculty.

Section Three, Impeachment/Removal of Adviser(s):

A. If the officers of the Orchesis I Dance Company feel that the adviser(s) is failing to perform his/her duties stated in Article VIII, section one of the Orchesis I Dance Company, then the company officers have the authority to communicate with the Department of Kinesiology's Dance Program to remove the current adviser(s) and appoint a new adviser(s).

B. If the company does not have an acting adviser(s), the company President will take over the roll as adviser until a new adviser is appointed by the Department of Kinesiology's Dance Program.

Section Four, Replacement of Adviser(s):

A. Advisers will be replaced by the Department of Kinesiology's Dance Program.

Article IX Finances:

Section One, Monies:

A. 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 (to receive authorization via Campus Organizations Accounting Office). All funds must be deposited 48 hours after collection. The Advisor to this organization must approve and sign each expenditure before payment.

B. If the company dissolves, the funds should be equally divided between all accounts related to dance in the Kinesiology Department at Iowa State.

Section Two, Dues:

A. Dues will be set at \$30 per semester for members in performances and \$20 for Thursday class members. Accommodations for members experiencing financial hardship can be granted by the treasurer on a case-by-case basis.

B. The week following the due date, a late fee of \$2 per meeting will be assigned. Dues must be paid within four weeks of the due date for both semesters. If a member has not paid dues according to these deadlines, they will be automatically in bad standing with the company.

C. Changes in the amount required for dues must be agreed upon by the officers and conditioned by the Adviser. Changes to due amounts may not occur more than once a year and do not become effective until the beginning of the next Fall Semester.

Article X Amendments and Ratification:

Section One, Amendments:

A. The Constitution and Bylaws may be amended or revised by a two-thirds majority vote of the Executive Board.

B. The Constitution and Bylaws may receive cursory revision following a simple majority vote of the Executive Board.

C. Amendments and Revisions can be brought to vote anytime a quorum of (2/3 of) officers and the Adviser are present.

Section Two, Ratification:

A. Once ratified, Amendments and Revisions to this Constitution and accompanying Bylaws must be submitted to the Student Activities Center within ten days.

Bylaws

Article I Membership:

In the interest of creating and maintaining a positive and constructive environment within and outside the studio members are expected to conduct themselves in a mature, considerate, respectful, and professional manner. Behaviors that are desirable in the studio are also behaviors that are desirable in most professional environments. Therefore, developing good studio conduct is an excellent way of developing good professional behaviors.

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 early in the fall semester, from 7-8:30 p.m. The second auditions shall be held in the spring on a Thursday from 7-8:30 p.m.

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

D. 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 bad standing is grounds for non-admittance.

E. The selections committee will consist of area professionals, advisors, and officers or graduating members in good standing.

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 for the judges.

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 one unexcused absence per semester, the secretary will warn the member. After two 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 Orchesis I. After three unexcused absences, the member is automatically dropped from the organization.

D. Excused absences consist of illness, death in the family, university night exam, class field trips, Orchesis I performance activities, extreme injury preventing the member from attending classes or rehearsals, extreme emergency, extreme weather, study group with an instructor or TA, greek initiations, and other excuses at the discretion of the officers and/or advisor.

E. Unexcused absences consist of homework, meetings for other organizations, work, going home for the weekend, family events, and other reasons for absences at the discretion of the officers and/or advisor. Mandatory attendance for other organizations or work may be excused if the secretary receives a letter of excusal.

F. Members with excessive illnesses (3 or more absences for illness) will be contacted by the secretary to meet with the president to talk about whether membership in the company is still viable this semester.

G. 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.

H. If a member is physically able to come to class, but unable to participate due to an injury or illness, attendance is still required. Members who are contagious, have a fever, or are vomiting should stay home.

I. Alumni, area professionals, and prospective students may participate in taking class with the prior approval the Adviser who notifies the President and Secretary.

J. There shall be one regular weekly organization meeting throughout the school year on a designated day and time.

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

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

M. Homework during Orchesis company class time is not allowed; however, homework during Barjche/Student Produced rehearsal is allowed during in-between times.

N. Members who are involved in sorority/fraternity activities will be only allowed to miss Thursday technique classes due to 1) initiation, and 2) Chapter. They will not be excused due to any other events or activities.

Section Three, Group Support Activities:

A. Members participating in Barjche must accumulate at least five points, one of which must be a performance point, from the time of admittance into Orchesis I until the time of Barjche'. Members not participating in Barjche must accumulate at least 2 points from the time of admittance into Orchesis I until the end of the fall semester. The breakdown of these activities will be determined by the officers in the fall. Two points must be obtained after spring auditions by all members.

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

D. Failure to participate in the required amount of activities up until Barjche' will result in bad standing.

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.

F. Failure to attend after committing to group support activities shall result in one point deducted from their current total.

Section Four, University Guidelines:

A. From the Faculty Senate: “Students are responsible for living the tenets established in ISU’s Principles of Community: Respect, Purpose, Cooperation, Richness of Diversity, Freedom from discrimination, and the Honest and respectful expression of ideas.”

B. Kinesiology Classroom Expectations: “In the interest of creating and maintaining a positive and constructive learning environment within and outside the classroom, students are expected to conduct themselves in a mature, considerate, respectful, and professional manner. Behaviors that are desirable in a classroom are also behaviors that are desirable in most professional environments. Therefore, developing good classroom conduct is an excellent way of developing good professional behaviors.”

Article II Officers:

Section One, Eligibility:

A. Candidates for President, Vice-President, Secretary, Treasurer, Performance Liaison, and Publicity must have been a member of Orchesis I for at least two semesters. If there are not enough members to fill these positions, a member may run if they have been in the group for 1 semester.

B. The Costumer and Historian do not have to have participated in Orchesis I for two consecutive semesters to be elected to office.

C. More than one officer per position may be elected, as dictated by need.

D. Officers are expected to be exemplary members of Orchesis I.

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 (Barjche’) and one preview show (Octagon Arts Festival) 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 the rehearsal. More than two absences may be cause for dropping a person from a dance piece, at the discretion of the choreographer.

C. If a dancer chooses to drop out of a piece, they will automatically be dropped from all other pieces in the performance and may be cause for bad standing depending on the officers’ discretion.

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

E. Choreographers for Barjche' must have choreographed for Student Produced or have taken Dance 220. They must also have been a member of the company for two semesters prior to the semester of choreographing. Special circumstances may be considered at the discretion of the advisor.

F. Choreographers will be chosen through application by the advisor and the president for Barjche and Student Produced. The advisor has the final say over Barjche and the president has the final say over Student Produced on who will be the choreographers for the respective semesters.

G. Choreographers for Students Produced must have been a member of the company for one semester prior to the semester of choreographing.

H. Choreographers are expected to attend all choreographer meetings.

I. Choreographers are expected to adhere to the attendance policy (2 unexcused absences.) If the attendance policy is not followed, the choreographer's work will be dropped from the show.

J. The advisor has the right to pull a dance from any performance that they deem inappropriate at their discretion. The president has the right to pull a dance for Student Produced that they deem inappropriate at their discretion.