

# Dub H Constitution and Bylaws

## Article I – Name

The name of this student organization will be, “Iowa State Hip Hop Dance Club.” Our name to be used in everyday conversation by all active, and inactive, members will be, “Dub H.” The common name of “Dub H” was derived from the first two H’s of “Hip-Hop,” turning an abbreviation of Double H’s, into Dub-H. Dub-H was formed to promote diversity and encourage students to get involved with dance around like-minded individuals.

## Article II – Purpose & Goals

Section One: The goals of this organization shall be to teach and perform hip-hop dance, promote diversity within the university, and promote community involvement among students. These purposes will be accomplished through rehearsals, performances, workshops, travel performances, fundraising activities, as well as other social functions approved by a body of officers to be known as, “Cabinet.”

This student organization seeks to accomplish these goals through collaboration with other student organizations, local businesses, and other willing parties. Some examples of these parties include: Dance Marathon, the Iowa Wild, ISU Homecoming, ISU Student University Board, The Fashion Show, and Relay for Life. The club also has done numerous events in Des Moines, and it’s surrounding community.

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

Non-Discrimination Statement: Iowa State University and the Iowa State Hip Hop Dance Club 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 III – Membership

Membership to the club is open to all interested members, provided that at least 4/5ths (80%) of the club is registered and current Iowa State students. All members are expected to attend progress shows and rehearsals regularly, pay dues, sign waivers, and strive to promote Dub-H projects and initiatives. Membership to the club may be revoked by two-thirds (2/3) majority vote, this vote will be undertaken by the Cabinet members.

## **Article IV – Officers**

As stated in Article II, the officers of Dub-H will be named the, “Cabinet.”

Election of Cabinet members will be done through a general vote by the entire populous of the club. Members will apply to be considered for a position, and then must meet with the active Cabinet member currently holding the position with which they applied for. If more than 3 members apply for a single position, then it is up to the discretion of the Cabinet which 3 applicants will be passed on for a vote by the general populous of the club. The vote will be a blind vote, where merit and club involvement will be shown through a statement depicting why the applicant believes they are the best fit for the position. This process will be the standard application for every position on Cabinet, with the exception of President.

The Presidential application process will be done entirely by Cabinet. An applicant for presidency must have previously served in a role on Cabinet. Applicants must prepare a speech as to why they believe they are best suited to serve the club as President. Applicants are recommended some of the following qualities:

- Willingness to be flexible with their time
- Shown positive attitude towards leadership in the club
- Willingness to help others on Cabinet to complete their tasks
- Exemplary performance in their prior role on Cabinet
- Multiple semesters experience within the Club
- Shown aptitude with regards to balancing a busy schedule

Members interested in becoming officers must meet academic requirements as established by the Student Organization Recognition Policy.

The Officers of this organization shall meet the following requirements:

- a.) Maintain a minimum cumulative Grade Point Average (GPA) of 2.0. Students must have earned at least a 2.0 GPA in the prior semester, doing so with a schedule of, at minimum, six credits.
- b.) Meet the requirements to be in good standing with the university and be enrolled currently, with at least six credits. Exceptions can be made to this if the interested party is either:
  - a. A grad student whose program requires fewer credits per semester than the minimum needed credits (6.)
  - b. An undergrad student in the final semester of their career, and needing fewer credits than what is required in order to graduate.

Any interested members that fails to meet any of the stipulations above will be found ineligible to hold a position. In addition to all of this, Cabinet members’ terms will last 1 academic year, and will be required to help with the transition period to the next officer.

The title and duties of each officer shall be as follows:

- 1.) President
  - a. Preside over all Cabinet and Dub-H meetings
  - b. Represent Dub-H on campus to the best of their ability
  - c. Ensure that Dub-H conforms to all applicable standards set forth by Iowa State University and the Student Activities Center
  - d. Maintain communication with the organization adviser
  - e. Be involved in the majority of all outside performances
  - f. Delegate tasks at weekly meetings
  - g. Communicate with outside vendors and organizations for the semester show and other performances
  - h. Help to run, and delegate, the inner-workings of Innovation's various auditions and team performances.
- 2.) Vice President
  - a. Fulfill duties of the President if the President is unavailable to do so.
  - b. Schedule meetings/ events with appropriate University offices
  - c. Manage all of the choreographers meetings and practice times
  - d. Establish the show order
- 3.) Secretary
  - a. Maintain an accurate record of all organization activities and publish minutes for all members
  - b. Uphold a current and accurate membership directory.
  - c. Keep correspondence with university administration and other organizations, when delineated upon them by another member, or to their own discretion.
- 4.) Treasurer
  - a. Maintain current and accurate record of Organizational transactions
  - b. Collect membership dues and deposit them in a safe and timely manner
  - c. Develop organizational budget for the year, and present it to Cabinet. The budget will be passed if it is deemed acceptable and is approved by a 2/3rds vote done so by the Cabinet.
  - d. Report weekly to the cabinet with a state of the clubs finances
  - e. Cosign organizations checks with advisor
- 5.) Merchandise Coordinator
  - a. Direct all marketing and advertising related initiatives
  - b. Coordinate with our partnered merchandise company to develop, order, and sort Dub-H branded apparel
  - c. Establish pricing and information about each product for complete transparency for interested parties.
- 6.) Technology Director 1
  - a. Manage production of DVDs
  - b. Create or delegate someone to create graphics for events and shows
  - c. Maintain Dub-H's student organization website and Big Brother
  - d. Collect music from choreographers for the choreography showcase, progress show, and end of the semester show
  - e. Organize and create a file including the music, videos, and other graphical content for the show
  - f. Main contact for coordinating with the managers of the venue for the show

- g. Create itineraries for the show
- h. In charge of all required technology for the show
- 7.) Technology Director 2
  - a. Create and distribute photo and video content, including dancer spotlights and promotional video/photo shoots
  - b. Manage social media accounts including Instagram, Twitter, and Snapchat
  - c. Maintain an active and meaningful presence on social media
  - d. Assist Technology Director 1 with any needed responsibilities
- 8.) Event Coordinator
  - a. Establish all events and activities for the club
  - b. Promote events and activities for the club in a timely manner
  - c. Expected to be the coordinator, and manager for all events
    - i. Attendance to each event is required
  - d. Be the main point of contact when Dub-H is contacted for an event
    - i. Expected to file any paperwork for authorization of an event
- 9.) Risk-Management Chair
  - a. Expected to disperse waivers to all active members of Dub-H
  - b. Correspond with Iowa State Universities Risk Management office
  - c. Organize background checks for volunteers
  - d. Create waivers for additional events that need additional insurance
  - e. Enter and keep track of signed/unsigned waivers of active members of the club
  - f. Certify in risk management programs when necessary
  - g. Educate and inform members the importance of required documents, especially for youth participants
  - h. Submit any and all documents in timely fashion regarding Dub-H events
- 10.) Sponsorship Chair
  - a. Maintain current relationships with established partners of the club
  - b. Set-up and coordinate events with companies in the local area to raise money for the club
  - c. Develop relationships with businesses and organizations to create synergetic relationships for each party
- 11.) Adviser
  - a. Maintain regular communication with officers
  - b. Act as counselor and mentor for Cabinet members
  - c. Ensure Dub-H conforms to all applicable standards set forth by Iowa State University and the Student Activities Center
  - d. Approve all financial expenditures

Tertiary to these responsibilities, all Cabinet members are expected to help one another with any task they have the ability to. Doing an exemplary job at your position is expected, and helping fellow cabinet members is equally important to the position. All Cabinet members are required to attend every DubH event, giveback, rehearsal, show, and other club related activities, with only 1 allotted miss of an event. Obviously, if a situation were to arise that prevented a cabinet member from attending another event beyond their required miss, that miss will be excused.

Any Cabinet member, including the Adviser, may be removed from by a 2/3<sup>rd</sup> vote of the Cabinet, excluding the officer in question. This vote may be called to question given the other Cabinet members find the questioned parties actions not responsible towards the success of the club. Supposing a vote passes terminating the officer from their position, said removed officer shall no longer be permitted to participate in the activities of the cabinet.

In the event that a Cabinet member is no longer able to perform their duties and steps down willingly, the Vice President will assume all of their responsibilities. Under the event that the Vice President cannot perform the assumed duties, the Cabinet will make arrangements amongst themselves, or with the help of the general populous of the club, to carry out said duties.

Cabinet members also have unconditional authority within the club. If a situation were to arise that is not covered explicitly within this constitution, Cabinet will address the matter and their decision on the matter will be final and definite. Moreover, if an issue is brought to the attention of the Cabinet, the issuer of said complaint will deliberate upon the matter openly with the members of Cabinet.

## **Article V – Finances**

All monetary items and monies belonging to the Iowa State Hip Hop Club (Dub-H) 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 ensuing our reception of said funds.

The amount of dues is to be determined at the beginning of each academic year by the Cabinet. Members must pay their dues no later than the beginning of the ongoing semester's "Progress Show." Failure to do so will result in a penalty; for each ensuing week, the dues will be raised \$1 (capping at \$20,) complete failure to pay the increased dues by the date of the show for the aforementioned semester will result in a dancer being prohibited from performing at the show.

Choreographers and Cabinet members are exempt from paying dues, provided they abide by the duties and expectations of their position. Engaging in any actions detrimental to the club will initiate a meeting to be held to discuss the situation amongst Cabinet members. It is within the Cabinet's discretion to withhold the benefit of not paying dues from any Cabinet Member or Choreographer, given they see a reason to do so.

Moreover, as is 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 VI – Choreographers**

Each semester, active members from within the club may apply to be choreographers. There will be a hard cap of 25 dances in total, with a hard cap of three minutes and thirty seconds (3:30) for each dances runtime. Choreographers must have a minimum of (2) semesters experience within the club before they are allowed to apply. Prior choreography experience is not required, but it is highly encouraged. Applicants may sign up to with another member to help choreograph, but the maximum amount of choreographers allowed for any given dance is 2 unique choreographers. As a benefit to choreographers, they will not be required to pay dues in the current semester they are choreographing.

No one member may choreograph more than 2 dances a semester if there is another person on the waiting list to choreograph. The sign-up list to apply to choreograph will be sent out by the Vice President at least 2 months prior to the upcoming semester. Applicants will be dealt with on a “First-Come-First-Serve” format, with no exceptions made.

A dance must not exceed 60 members. Choreographers will be required to complete a 30-second “teaser” of their dance to be performed during showcase as to attract potential members to join their dance. After dancers are “casted” into a choreographer’s dance, they may accept additional members via email from inquirers, again, under the condition that they always remain below 60 total members.

- 1.) Tangential to what is written above; members are admitted into dances by filling out a sheet during showcase. This sheet has a box detailing the names of the choreographers, the type of dance (All-Guy / All-Girl / Co-Ed), a list of all of the songs, as well as the day of the week that each practice will take place. Members will do this by listing their preferred dances on a scale of 1-10, and indicating how many dances they would like to be in during the semester.

Practices are required to be held each week, and no more than 2 practices can be cancelled before the dance may be forced to not be performed, for the sake of quality. Additionally, members of the cabinet will be making appearances sporadically at practices to determine whether or not the moves are family friendly and appropriate to be performed. Dub-H stresses that each show is inoffensive and can be enjoyed and appreciated by any attending party. The monitoring of moves performed isn’t meant to infringe on the creative rights of the choreographer, but it is meant to uphold the integrity of the club and making sure all of the members are comfortable with what they are performing.

Music for each song will again be issued on a “First-Come-First-Serve” basis, and conflicts of interest can be worked out civilly between choreographers. Clean versions of songs must be used, and if one can’t be found, it must be dubbed over as to not allow profanity into the performance.

The Choreographers are allowed to teach at their own pace, and hold practice as they so please. Choreographers are also expected to abide by the by-laws listed later in this document. In addition to abiding by the by-laws, they also will have a “Strike-System,” which details the order of punishments for doing something detrimental towards their dance or the members within their dance:

- 1.) Warning
- 2.) Meeting with the President and Vice President to discuss the issue
- 3.) Forced to pay dues for that semester, no longer allowed to choreograph

Offenses that could warrant a strike include, but are not limited to: Repeatedly showing up late, cancelling too many practices, not having choreography prepared, clear abuse of power, over-stated instances of nepotism, etc. If a member of a choreographers dance brings an issue forth to Cabinet, then the issue will be discussed within meetings of Cabinet to determine the course of action. Their finding will be definite. An example of punishment used in the past is to force the guilty party to have to pay dues for the current semester, or they will not be allowed to perform, nor participate in Dub-H functions until said debt is paid.

While not referenced in this Constitution, all choreographers will also fully abide by the choreographer contract. Additionally, they will also be expected to respond to EVERY post regarding information for choreographers. This entails liking every Facebook post made regarding an issue, responding to every email, or even an ascribed acknowledgement of information transmitted to you during a choreographer meeting. Finally, Choreographers must attend 2/3<sup>rd</sup> of every event held by Dub-H for the semester they choreograph. Failure to comply with this will result in them receiving a strike.

## **Article VII – Innovation**

Innovation is the current standing name for the travelling team of Dub-H. Innovation is the only part of Dub-H that requires a try-out. Any members from within the club may apply, but only 50 members may be admitted. This number is meant to ensure the most talented and passionate members of the club are representing the club during their performances. Innovation has, in the past, performed at: Minnesota Timberwolves games, Iowa Wild games, Iowa State Dance Marathon, Iowa State SUB “Terrace Tuesdays”, Fundraisers in Des Moines, other local Universities, and at other schools in the surrounding area.

Innovation is open to any and all members, regardless of gender. Admission within to Innovation will be determined based on your demeanor during practice, availability to attend multiple practices during the week, your dancing ability, and willingness to travel to perform.

Choreographing Innovation requires (1) semester of choreographing within Dub-H, and highly recommends either more semesters than just 1, and/ or having a more extensive background choreographing outside of Dub-H. Members interested in Choreographing Innovation need to apply via an email sent by the secretary at some point during the first semester of the year. There may be multiple members allowed to choreograph Innovation, but there will be a cap of 3 total members, as to not crowd the process. Choreographers are prohibited from missing a practice, unless they are not needed for the ensuing practice. (I.E. A male choreographer not needing to attend when a practice is being dedicated to teaching the All-Girls part of the dance.)

- 1.) In the past, Innovation's routines have lasted anywhere from 4-6 minutes, and their performance lengths may vary depending on what is asked by the requesting party.

Innovation members must be attentive, focused, and ready to learn at every practice. Members of Innovation are expected to understand that they are the face of the club at many instances where they will be the first impression to potentially thousands of viewers. As such, there is a "strike-system" for Innovation members, much like the Choreographers system:

- 1.) Warning
- 2.) Meet with the choreographers, as well as the VP and President
- 3.) Removed from Innovation

A dancer may be issued a strike for missing practice, misbehaving during practice, representing the club poorly in a public setting, or for doing something harmful to the club, as determined by either Cabinet members, or by the choreographers of Innovation.

## **Article VIII – Amendments and Ratifications**

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 semester's Progress Show. 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.

## **By-Laws**

- 1.) Expenditures outside the approved budget must be approved by a 2/3<sup>rd</sup> vote of the Cabinet
- 2.) Should any member arrive at any rehearsal, performance, or practice with ANY Illegal Substance in their system, the guilty member will be removed from their dances, not allowed to participate in the show, and will be removed from the club permanently, never again allowed to join Dub-H. Illegal Substances include, but are not limited to:
  - a. Alcohol
  - b. Marijuana
  - c. Other hard drugs etc.,
    - i.) It should be stressed that just because a substance is not explicitly defined here, does not mean it is allowed. If a member is found to be under the influence of a substance and this matter is brought to the attention of Cabinet, it is their discretion to determine whether or not the member will be permanently banned from Dub-H.



- 3.) Dues not paid by any member before the deadline (i.e. Progress Show) shall be incur a penalty. The penalty is currently set at progressively increasing dues, rising at \$1 each week for every subsequent week until the dues are paid, with a cap of \$20.
- 4.) All emails addressed to the organization's general populous must be sent through the Secretary.
- 5.) While every Cabinet member is expected to be at every Dub-H event, the absolute minimum is set at 3 of the 9 total members.
  - a. Cabinet members are required to, at minimum, attend 80% of all of the clubs activities throughout the year.