

# **Organization Constitution for Cardinal Swing Society**

## ***Article I: Name***

The name of this organization shall be the Cardinal Swing Society.

## ***Article II: Purpose & Goals***

The purpose of this organization is to teach interested parties various methods of East Coast Swing Dancing and Lindy Hop, as well as other established forms of Swing Dancing. We meet weekly for lessons and open social dancing. Our activities include hosting public dances, holding workshops with outside instructors, and providing lessons to outside organizations.

## ***Article III Statement of Compliance:***

Cardinal Swing Society abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations. Cardinal Swing Society agrees to annually complete President's Training, Treasurer's Training and Adviser Training (if required).

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

Iowa State University and Cardinal Swing Society 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***

Full membership within the club will be granted to those interested parties who attend club functions and pay the dues set forth by the Club Cabinet officers. It is also required that they be registered on the official Iowa State Student Organizations website.

Membership will entitle a member to certain benefits, which will be set forth and enumerated by the Club Cabinet at the beginning of each semester. These benefits may include but are not limited to: (1) discounted admittance into the dances put on by the club, (2) discounted admittance to the guest lessons discussed below, (3) discounted prices on club merchandise, and (4) ability to vote in elections.

Those who attend lessons or simply wish to receive emails and information from the club will be encouraged to register on the email list, or pay the dues for full membership.

## ***Article VI: Lessons and General Meetings***

### **Section A: Lessons**

Lessons will be held at least on a weekly basis and will be free to the public. Participants do not need to be members to attend the lessons.

## Section B: General Meetings

General meetings are defined as meetings between the Club Cabinet and the Membership. They are open to all members. These meetings shall be scheduled by the Cabinet, and shall occur at least three (3) times throughout the semester.

### ***Article VII: Dances and Workshops***

Dances and Workshops will be scheduled, planned, and hosted by the Club Cabinet. The Cabinet may establish entrance fees. Entrance is not limited to members. Entrance fees must be collected by a registered member. On the occasion that liability forms must be collected, they must be collected by a registered member of the club.

Dances are defined here as social events at which music is played with the intention of dancing. Short lessons may be held at a dance at the discretion of the Club Cabinet. Music may be provided electronically or live bands may be hired.

Workshops are defined here as supplementary lessons held separate from the weekly lessons. These may be led by either a club instructor or outside instructors. The Club Cabinet has the responsibility to plan the event and hire any instructors.

### ***Article VIII: Performance Group***

At the discretion of the Club Cabinet, a performance group may be organized. The Performance Group shall choreograph, practice, and perform swing dancing shows for various organizations and events on campus and in the community. The performance group shall be organized by the performance group coordinator and meet separate from the weekly lessons.

All choreography and musical selections shall be presented to the Club Cabinet for approval.

### ***Article IX: Officers***

#### Section A: ELECTION

Elections will be held at the end of each semester to fill all open positions. An open position is one for which the term is ending, and will therefore need to be filled for the next semester. Election dates will be announced at least two weeks in advance. Election of officers will require a majority vote from the present membership. If a candidate fails to receive a majority of votes, a runoff election will be held between the top two candidates that received the most votes.

On the occasion that a necessary position becomes vacant between elections, the position will be filled by appointment. The appointed candidate shall be approved by a majority vote of the Cabinet.

#### Section B: TERM OF OFFICE

The term of office will be one full year from the end of the Spring Semester. On the occasion of mid-year elections, a term shall still end at the end of Spring Semester. On the occasion of an

appointment, the term shall end at the end of the appointed semester, and the position treated as open for mid-year elections.

At the end of the term, the position will be considered open. An incumbent is allowed to run for their former position, provided that they are still eligible.

### Section C: ELIGIBILITY

All officers must be registered members and students of Iowa State University. They must also meet the following requirements, and any others put forth by Iowa State University and the appropriate governing organizations:

The officers of the organization must meet the following requirements: (a) Have a minimum 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 students the minimum cumulative GPA is 2.00. For graduate students the minimum cumulative GPA is 3.00. In order for this provision to be met, at least six hours (half-time credits) must have been taken for the semester under consideration. (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 halftime (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. (c) Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (a) and (b).

Should any officer fail to meet the requirements during a term, they will be required to step down from their positions. The position will then be considered vacant.

In order to be eligible for elections, a candidate must intend to be available for the entirety of the following semester.

It is possible to hold more than one position.

### Section D: CLUB CABINET MEETINGS

The Club Cabinet shall meet in addition to general organization meetings. Cabinet meetings shall be scheduled to occur at least on a bi-weekly basis. Cabinet members are required to attend these meetings, or give appropriate notice for an absence. Appropriate notice will be defined by the Cabinet.

The Club Cabinet shall appoint such committees that are needed to carry out organization goals. Committees shall be chaired by the officer whose position is related to the task given. The officer serving as chair will be responsible for establishing specific committee guidelines. Only Club Members may serve as committee members.

## Section E: ADVISOR

The Advisor will be appointed by majority election by the Club Cabinet when the position becomes vacant.

The Advisor shall:

- a. Maintain communication and meet with officer(s) regularly
- b. Maintain awareness and provide approval of financial expenditures
- c. Ensure that the organization is operating in conformity with the standards set forth by Iowa State University and Student Activities Center

## Section F: POSITIONS AND DUTIES

### 1. President

- a. Preside over all Cabinet meetings
- b. Host dances and lessons
- c. Represent the organization on campus
- d. Attend all required trainings set forth by the University and other governing bodies
- e. Maintain communication within the Cabinet and with the Club
- f. Ensure that the organization is operating in conformity with the standards set forth by Iowa State University

### 2. Treasurer

- a. Maintain accurate record of organization transactions
- b. Manage dues and other income when required
- c. Develop organization budget and present to the Cabinet
- d. Cosign organization checks along with the Advisor
- e. Arrange fundraising opportunities for the organization
- f. Solicits additional funding if needed from the Government of the Student Body in conjunction with the President

### 3. Vice-president

- a. Preside over meeting in the absence of the President
- b. Assume responsibilities of the President in their absence
- c. Maintain the Club Website
- d. Coordinate photographers and collect photographs and videos for the Club records
- e. Maintain/Update recruitment materials as needed
- f. Maintain Club records
- g. Conduct surveys and record approximate attendance for all club events

### 4. Secretary

- a. Maintain an accurate record of all General organization meetings and post for Members
- b. Maintain an accurate record of all Cabinet meetings and provide it for the Cabinet

- c. Create summaries of all lessons
  - d. Coordinate with Vice-president to ensure that the website is up-to-date
  - e. Correspond when necessary with University administration and other recognized organizations
5. Events Coordinator
- a. Plan/organize all club events, including, but not limited to, dances, special lessons (workshops), and general information meetings, excluding weekly lessons
  - b. Schedule approval of meetings/events by appropriate University offices
  - c. Plan/organize the promotion and publicity of events, including, but not limited to, dances, weekly lessons, special lessons (workshops), and general information meetings
  - d. Be the primary correspondent between the club, bands, and outside instructors
  - e. Reserve rooms and equipment for club events
  - f. Act as Risk Management officer
    - i. 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 the Cardinal Swing Society, [c] to submit documentation to ISU's Risk Management Office and [d] to ensure that Iowa State University policies are followed at all of the organization's events and [e] to ensure that proper waivers and background checks are on file with Risk Management for events (if applicable)
6. Social Chair
- a. Encourage social interaction within the club
  - b. Manage recruitment of new Members
  - c. Manage recruitment events
  - d. Maintain Membership records and email list
  - e. Coordinate social interactions with other clubs and organizations
  - f. Keep track of and advertise outside events
7. Head Instructor
- a. Coordinate and assign instructors
  - b. Maintain records of lesson plans and teaching instructions
  - c. Guide recruitment and training of new instructors
  - d. Ensure that there are instructors present and prepared for each lesson
  - e. Work with the Events Coordinator to arrange for workshops and lessons provided by outside instructors
8. Performance Group Coordinator (optional)
- a. Ensure meeting times and locations for the performance group are prepared
  - b. Contact potential venues and coordinate performances
  - c. Select and approve music, apparel, and dance routines
  - d. Present materials to Cabinet for approval

## Section G: OFFICER/ADVISOR REMOVAL

Officer(s)/Advisor(s) may be removed from office by **two-thirds** vote of the Club Cabinet or two-thirds of the general membership present at the voting meeting if actions are deemed inappropriate. The officer/advisor is given the opportunity to speak before the Club Cabinet and the general Membership about the charges made concerning his/her performance or conduct. The officer/advisor is not permitted to participate in the deliberation of the Club Cabinet regarding the charges. On the occasion that the President's actions are held in question, the Vice President shall conduct the meeting.

In the event that an officer/advisor has been removed from office, the Club Cabinet shall immediately fill the vacancy by appointment.

### *Article X: Finances*

**All monies belonging to this organization shall be deposited and disbursed through a bank account established for this organization with the Campus Organization Accounting Office and/or approved institution/office (must receive authorization via Campus Organizations Accounting Office). All funds shall be deposited within forty-eight hours after collection, if possible.**

### *Article XI: Dues*

The organization may establish reasonable dues that must be paid by all members. The amount of the dues will be announced at the beginning of the academic year by the Club Cabinet. Dues shall not exceed \$40 per year. Dues must be paid by the end of each semester.

### *Article XII: Amendments & Ratifications*

In order to ratify or amend this constitution, a special meeting must be called, with at least two weeks notification. Ratification or Amendment must be agreed upon by three-quarters of the present members.

Amendments may be proposed either by officers or with the endorsement of an officer at the Club Cabinet meeting. A potential amendment must be agreed upon by half of the Club Cabinet before being brought to an assembly of the membership.

All Amendments will be listed in Article XIII. Amendments should not be used to directly edit the writing of the previous sections.

The amended or ratified constitution shall be submitted within ten days to Student Activities Center for approval.

## ***Article XIII: Amendments***

- I. Article VI, Section B: General Meetings
  - A. General meetings shall no longer be required to be held a minimum of three (3) times per semester. The newly enforced minimum for general meetings shall be two (2) times per semester.
- II. Article IX, Section F, Subsection(s) 2: Vice President and 4. Events Coordinator
  - A. The Vice President and Events Coordinator positions will be two separate cabinet positions and Historian will cease to exist as an independent cabinet position. The event related responsibilities (b-g) of the former Vice President/Events Coordinator positions will be the responsibilities of the Events Coordinator, as well as other necessary additional responsibilities (a, c). The administrative and leadership based responsibilities (a) of the former Vice President/Events Coordinator position will be the responsibilities of the Vice President, as well as other necessary additional responsibilities (b, g) and the responsibilities of the position formerly known as Historian.
- III. Article X Officer/Advisor Removal
  - A. The amount of cabinet members required to remove an officer or advisor will be two-thirds ( $\frac{2}{3}$ ), formerly three-fourths ( $\frac{3}{4}$ ).
- IV. Article IV Non-Discrimination Statement
  - A. In addition to the non-discriminatory policies outlined in Article IV, the Cardinal Swing Society will uphold a set of behavioral guidelines enumerated in the living document “CSS Code of Conduct”, to be found on the organization’s website and on the club’s public facebook page. Furthermore, all participants will sign a form agreeing to the Code of Conduct before participating in a CSS event for the first time, which will be given to them by members of the Cabinet. In order to ensure the effectiveness of these expectations, a Safe Environment Committee (SEC) will function as a committee tasked with upholding the expectations of the club, modifying and adding to the Code of Conduct as necessary, and implementing a protocol for the case when any individual(s) fails to adhere to the CSS Code of Conduct. The Committee will be led by two Safety Officers (see Amendment V) and comprised of the standing CSS Cabinet in addition to any other club member(s) the Safety Officers see fit.
- V. Safety Officers
  - A. Two Safety Officers will be elected to serve as heads of the Safe Environment Committee and will be responsible for calling and running meetings as they see fit.
  - B. Safety Officers will also be responsible for ensuring adherence to the CSS Code of Conduct and responding to reports of behavior unbecoming of the Code of Conduct.
  - C. No Safety Officer will be permitted to be an Officer of the CSS Cabinet at the same time they are fulfilling the role of Safety Officer.
- VI. Design Contribution
  - A. All contributing persons will adhere to the expectation that in creating any tangible work (e.g promotional posters, lesson plans, musical playlists etc.) specifically for the use by Cardinal Swing Society, they are giving Cardinal Swing Society certain rights over said intellectual property. These rights will include the ability to maintain records and copies of the original work for future consultation and the re-use or modification of the original work for similar purposes.

- VII. Article V Membership
  - A. Voting rights will no longer be limited to dues-paying members.
- VIII. Amendment V Safety Officers, Subsections A and C
  - A. Election of Safety officers will be handled by appointment of the President, with an optional election to be held during the second semester
  - B. Up to one member of the cabinet shall now be allowed to serve as a safety officer, as long as said member is not currently serving as the President.
- IX. Music Officer
  - A. An optional Music Officer role will be added to be able to serve on the cabinet. This role will be responsible for:
    - 1. Managing and creating playlists for lessons, dances, socials, and general use.
    - 2. Identifying and contacting bands to bring in for dances.
    - 3. Transportation of speaker and speaker components.
  - B. In the case that no Separate Music Officer is elected, the responsibilities shall be assigned to a member(s) of the elected cabinet
  - C. The Music Officer role will only exist, if and only if all other positions on the CSS Cabinet have been filled
- X. Vice President and Events Coordinator
  - A. The Vice President and Events Coordinator will cease to be two separate positions. The responsibilities of the former Events Coordinator position shall become the responsibility of the Vice President, with responsibilities c. - g. becoming the collective responsibilities of the standing cabinet.
- XI. Name Change
  - A. Cyclone Swing Society will be now named Cardinal Swing Society to comply with Iowa State University's updated trademark guidelines.
- XII. Financier
  - A. A Financier role will be added to the cabinet. This role is responsible for:
    - 1. Assisting the Treasurer with their responsibilities.
    - 2. Help with fundraising efforts and reach out to other clubs and local businesses.
  - B. If no Financier is elected, the duties fall on the treasurer, and may be delegated to other cabinet members.
- XIII. Article IX, Section C: Eligibility
  - A. In the event that someone has severely violated the CSS Code of Conduct or the safety guidelines of CSS, the cabinet reserves the right to prohibit them from running for a cabinet position. This prohibition requires a two-thirds vote of the current cabinet.
- XIV. Article IX, Section F: Positions and Duties and Article XIII, Article IX: Music Officer
  - A. In the event that the Music Chair position is vacant, the Secretary and Music Chair will cease to be two separate positions. The responsibilities of the Music Chair shall become the responsibilities of the Secretary.
- XV. Amendment IV Non-Discrimination Statement, Subsection A
  - A. The Safe Environment Committee (SEC), chaired by the Vice President, will be responsible for the expulsion of those that break the Code of Conduct. The guidelines for expulsion are listed in the Safety Officer's Handbook.



- B. The Safety Officers shall be responsible for keeping the Safety Officer's Handbook updated. The updating of the Safety Officer's Handbook may be amended with a  $\frac{2}{3}$  vote of Cabinet approval.
- XVI. Amendment VIII Safety Officers, Subsection B
- A. At least two Safety Officers will be appointed by the President to serve on the Safe Environment Committee and will be responsible for ensuring adherence to the CSS Code of Conduct and responding to reports of behavior unbecoming of the Code of Conduct. Guidelines for responding to such reports are located in the Safety Officer's Handbook (see Amendment XV).
  - B. Up to half of the safety officers are allowed to serve as cabinet members, as long as said members are not currently serving as the President or the Vice President.
  - C. The head of the SEC will be the Vice President.
- XVII. Amendment V: Membership
- A. In the event that the participants of CSS events do not adhere to the CSS Code of Conduct, Safety Officers will follow the guidelines set out in the Safety Officer's Handbook. The permanent expulsion of any participant from the club must be approved by the  $\frac{2}{3}$  of the Cabinet.
- XVIII. Amendment IX: Music Chair
- A. The Music Chair will be changed to the Media Chair.
  - B. The Media Chair will have all the same responsibilities as the Music Chair as well as be responsible for organizing getting a camera or photographer for dances and who will be taking pictures during dances and other events.
- XIV. Amendment IX: Section E: Advisor
- A. The advisor shall serve an indefinite term length at their leisure.
- XV. Amendment IX: Section G: Officer/Advisor Removal:
- A. Officer or advisor impeachment proceedings shall begin with an emergency cabinet meeting called by the club president, or vice president in the event the president's actions are being called into question. All cabinet members must be present at the meeting.
  - B. The officer in question is allowed to speak before the cabinet and general membership if they wish before the final vote, but may not be involved in the deliberation of the cabinet regarding the charges. They may be present during the final vote, which is anonymous and officiated by the chair running the meeting.
    - a. The chair running the meeting is the president unless the president is the cabinet member whose actions are in question, in which case the chair would be the vice president.
  - C. Some examples of inappropriate actions that would lead to impeachment offenses include:
    - a. Severely or continuously violating the CSS code of conduct.
    - b. Failing to complete the expectations of their cabinet role as outlined by this constitution and the CSS cabinet guides and continuing to do so after at least 2 formal warnings.

## **Signatures**

President: \_\_\_\_\_ Date: \_\_\_\_\_

Treasurer: \_\_\_\_\_ Date: \_\_\_\_\_

Advisor: \_\_\_\_\_ Date: \_\_\_\_\_