

# THE CONSTITUTION OF CARDINAL TAP CLUB AT IOWA STATE UNIVERSITY

We, the members of Cardinal Tap Club at Iowa State University, in order to perpetuate our own existence and to properly regulate our membership, do acknowledge this to be our Constitution, which supersedes all prior Constitutions.

## ARTICLE I – NAME

This organization shall be known as Cardinal Tap Club, is affiliated with the Iowa State Dance Program, and is established on the campus of Iowa State University, Ames, Iowa.

## ARTICLE II – PURPOSE

**Section 1:** It shall be the purpose of Cardinal Tap Club to encourage all interested parties to dance and to provide ample opportunities for dancers to express themselves.

**Section 2:** Cardinal Tap Club abides by and supports established Iowa State University policies, State and Federal Laws.

## ARTICLE III – STATEMENT OF COMPLIANCE

Cardinal Tap Club abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations. Cardinal Tap Club agrees to annually complete President's and Treasurer's Training.

## ARTICLE IV- NON-DISCRIMINATION STATEMENT

Iowa State University and Cardinal Tap 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, or status as a U.S Veteran.

## ARTICLE V – MEMBERSHIP

**Section 1:** Membership is open to all registered students at Iowa State University and the general public.

**Section 2:** As a member, one is required to attend the organization meetings regularly, pay required dues, and actively support organization projects.

**Section 3:** General Membership will include all members regularly attending meetings of the organization.

**Section 4:** Only Iowa State University student members will have voting rights

**Section 5:** Membership may not be revoked except by a majority vote of all officers.

**Section 6:** A Member's ability to perform in showcases may be revoked by a majority vote of all officers, as well as having missed 3 consecutive meetings without communication with the officer team, and a presentation of a valid reason for absence.

## ARTICLE VI – OFFICERS

**Section 1:** All student officers shall meet the following requirements:

a. Have a minimum cumulative grade point ratio (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 2.50. 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 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.
- c. Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in subsections a and b.

**Section 2:** Elected officers shall be elected by majority vote of all Iowa State student members through a roll-call vote. If this does not occur, a unanimous vote of officers will suffice. Elections will take place at the end of the spring semester. Nominations for elected positions will be opened at least one meeting before elections. Candidates will each have up to 2 minutes to speak with the club membership during an election. After candidates speak, voting will occur by roll-call vote. A simple majority vote by dues-paying members is required to elect an officer. Elections will take place the week after the show each spring semester. Officers shall maintain their positions for the entire following academic year.

**Section 3:** Elected officers of this Group shall be:

President -

Duties shall include, but are not limited to:

1. Negotiates a contract with the advisor
2. Runs general meetings and officer meetings
3. Choreographs for the group dance
4. Writes agendas for meetings
5. Reserves room for lessons
6. Issues warnings to negligent officers and company members
7. Follows up on the appointed position during the year
8. Negotiates facility contracts
9. Acts as primary contact for outside organizations

10. Maintains membership records in the student organization database
11. Serves as the Risk Management Officer
  - a. Help minimize potential risks for club activities
  - b. Recommend risk management policies or procedures,
  - c. Submit documentation to ISU's Risk Management Office
  - d. Ensure that proper waivers and background checks are on file with Risk Management for events, if applicable

### Vice President-

Duties shall include, but are not limited to:

1. Assumes the duties of the President in their absence
2. Directs constitutional updating and revisions
3. Facilitates the election of officers
4. Recruit new members to the organization
5. Contacting and reaching out to officers when needed
6. Reaching out for fundraising and creating fundraisers
7. Creating and getting merch for the club
8. Finding other activities and events for the club to participate in
9. Setting up any need for Google Forms

### Treasurer-

Duties shall include, but are not limited to:

1. In charge of collecting dues and issuing receipts
2. Provides monthly financial update to officers and other members
3. Approves purchases and issues vouchers and reimbursements
4. Creates, with the assistance of the other officers, a yearly budget for the group
5. Collects all funds
6. Processes invoices/vouchers & makes deposits in a timely manner (timely being defined as within one week of receipt)
7. Keeps inventory of group property

## Secretary-

Duties shall include, but are not limited to:

1. Disperses information to the entire Company over weekly e-mail.
2. Check attendance at lessons.
3. Maintains contact information for all members and provides information to other officers.
4. In charge of enrolling new members
5. Tabulates end-of-the-semester statistics, including, but not limited to, where members heard of us, if they followed up on interest indicated about competition, and if they became dues-paying members

## Media-

Duties shall include, but are not limited to:

1. Create a membership newsletter to keep members informed and involved with the organization
2. Design physical and virtual graphics to market the organization
3. Create and distribute all advertisements and designs
4. Take photos and videos at the organization's events

## Adviser-

Duties shall include, but are not limited to:

1. Maintain communication and meet with officer(s) regularly
2. Awareness and approval of financial expenditures
3. Ensure that the organization is operating in conformity with the standards set forth by Iowa State University and the Student Engagement

**Section 4:** The President shall have the power to create any elected or appointed position they deem necessary. The Co-Presidents shall have the power to appoint or replace any appointed position they deem necessary. These positions may include, but are not limited to: Historian, Costumer, and Risk Management Officer.

**Section 6:** In the event of a vacancy in any office or position during a term, the President shall have the power to appoint a replacement or call a special election.

**Section 7:** Removal of any officer, elected or appointed, shall be executed upon a 2/3rds vote of all voting members or a unanimous vote of the Executive Council.

**Section 8:** Impeachment or removal of an officer may be considered if an officer fails to uphold the duties or responsibilities of their position, repeatedly disruptions during meetings, fails to regularly attend meetings, or commits wrongdoing against another club member. Impeachment proceedings may be initiated by a complaint submitted to the President. If impeachment charges are being brought against the President, the written complaint should be submitted to the Vice President. To move forward with impeachment proceedings, 2/3 of executive officers must vote to continue the removal process. The officer being impeached should be notified at least 1 week before the general impeachment hearing. The officer will have 5 minutes to speak to the general membership, then a secret ballot will be held. The officer can't be in the room during the vote. Members can have up to 5 minutes to deliberate and make their decision. An officer can be impeached by a simple majority vote of due-paying members with a show of hands.

**Section 9:** To appeal an impeachment, the former officer or member should do so to the President and all officers within 7 days of impeachment. The officer or member in question may submit a written appeal request with reasons. The officers of the organization must decide to approve or deny the appeal within 7 days of receiving the appeal. No secondary appeals are permitted. Membership may be reinstated 366 days after removal. Officers can try to be re-elected after removal in the next election.

**Section 10:** To fill an officer vacancy, a special election of just officers will be held within two weeks of the previous officer's leave.

**Section 11:** The election process will take place the week prior to the O2 show each spring, typically prep week, in the month of May.

## ARTICLE VII – ADVISOR

**Section 1:** The Advisor of this organization shall attend executive meetings, maintain communication with university administration, and assist with the leadership development of the organization's officers.

**Section 2:** Advisors will be appointed by the Executive Council.

**Section 3:** An advisor will hold his/her position indefinitely, unless removed by 2/3<sup>rds</sup> vote of the Executive Council.

**Section 4:** Impeachment proceedings for the Advisor shall follow the same format as Officer impeachment proceedings.

**Section 5:** When a vacancy occurs, a vacant advisor position will be immediately filled by the nominated advisor candidate with the majority vote of the Executive Council.

## ARTICLE VIII – FINANCES

**Section 1:** All Finances shall be handled by the Treasurer.

**Section 2:** All monies belonging to Cardinal Tap Club at Iowa State 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.

**Section 3:** Dues will be evaluated annually by the executive council, but will not exceed \$20 per semester.

**Section 4:** Both the Treasurer and Vice President determine the need for fundraising for the club.

**Section 5:** If the organization is dissolved, the organization's funds will be given to related organizations (Orchesis 1 or Orchesis 2).

## ARTICLE IX – AMENDMENTS AND RATIFICATION

**Section 1:** This constitution may be amended by resolution adopted by a two-thirds majority of the members voting on the resolution, provided such resolutions have been formally introduced at a regular Group meeting at least one week in advance of their adoption, and have been formally filed with the Secretary. An amended constitution shall be submitted to the Student Engagement within ten (10) days of the amendment.

**Section 2:** This constitution shall become effective upon approval by a three-fourths majority vote of the membership. The ratified constitution shall be submitted to the Student Engagement within ten (10) days of ratification.

This constitution was reviewed, updated, and ratified on May 1st, 2026