**Organization Constitution for ISU Ballroom**

***Article I. Name***

The name of the organization shall be the ISU Ballroom at Iowa State University.

***Article II. Purpose and Goal***

The purpose of the Club shall be to promote ballroom dancing among members of the University and the local communities as well as to interact with other social dance groups.

***Article III. Statement of Compliance***

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

***Article IV. Non-Discrimination Statement***

Iowa State University and ISU Ballroom 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 I. Membership will be split into two types of members, each with different benefits and duties. These will be divided into general members and voting members.

Section 2. General Membership is open to ALL registered students, staff members, and faculty at Iowa State University.

Section 3. Voting membership consists of ISU Ballroom officers. Voting members must be current students of Iowa State University. These members are expected to have taken or be currently taking a beginner ballroom dance class and have been involve with the club for at least one semester.

Section 4. Both general and voting members must be registered through the Iowa State University Student Organizations database.

Section 5. A member may be disciplined and/or removed if a majority of the officers agree. This is including but not limited to being unruly, disruptive, and argumentative. If members are being unruly they may be asked to leave either the socials, events, or the meetings. If multiple incidents occur than they their membership may be revocked.

***Article VI. Risk Management***

Section 1. The Vice-President is designated the risk management officer.

Section 2. The Risk Management officer's duties include: [a] helping to minimize potential risks for ISU Ballroom activities, [b] recommending risk management policies or procedures to ISU Ballroom Club, [c] submitting documentation to ISU's Risk Management Office, [d] ensuring that Iowa State University policies are followed at all of ISU Ballroom's events, and [e] ensuring that proper waivers and background checks are on file with Risk Management for events (if applicable).

***Article VII. Officers***

Section 1. QUALIFICATIONS

All officers must be registered members of ISU Ballroom and students at Iowa State University.

The officers of this organization must also meet the following requirements:

a. Have a minimum cumulative GPA as stated below and meet that minimum GPA in the semester immediately prior to the election/appointment, the semester of election/appointment and the semesters during the term office. For undergraduate, graduate, and for professional students, the minimum GPA is 2.00. In order of this provision to be met, at least 6 hours (half-time credits) must be 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 are required in the final stages of their degree as defined by the Continuous Registration requirement) during their term of office.

1. Must have taken or are taking a beginner ballroom dance class and also have attended over half of a semester’s socials.
2. Must have been involved with the ISU Ballroom Club as a general member for one semester.

Section 2. ELECTIONS

a. Elections will take place once a year in mid-April (~3 weeks before the end of the spring semester).

b. Only current officers are allowed to vote in elections.

c. Students wishing to run for a position must provide a brief description of why they are running and what they can bring to the club; these descriptions are due by the beginning of April. d. Officers may submit their vote in person or through their Cymail account if they are unable to attend the election meeting. Results will be determined by a simple majority of the votes (>50%).

e. If an elected position becomes vacated mid-year, officers may elect a replacement with a simple majority.

f. Officers may hold more than one position within ISU Ballroom cabinet (with the exception of the president and treasurer positions which must be held by different individuals)

Section 3. TERM OF OFFICE

a. The term of office for incoming officers will be until May of the school year following their election.

b. For officers elected in April, their terms of office will end in May of the following year.

Section 4. POSITIONS AND DUTIES

1. President
   1. Preside over all club cabinet meetings
   2. Host the weekly ballroom social
   3. Represent the organization on campus
   4. Complete all trainings required by the University and other governing bodies
   5. Organize, plan, and implement dances and workshops in conjunction with the Vice-President and Social Coordinator
   6. Ensure that organizational operation conforms with the standards set forth by Iowa State University
   7. Participate in the lesson and instruction committee
   8. Responsible for sending out communication to the club’s member via emails and other technological means. This task may or may not be delegated as the president sees fit.
2. Treasurer
   1. Maintain an accurate record of organization transactions
   2. Manage club income including lesson fees
   3. Develop an organization budget and present it to the cabinet
   4. Ensure payment of individuals who provide lessons or other services to ISU Ballroom
   5. Cosign organization checks along with the Advisor
   6. Solicits additional funding, if needed, from the Government of the Student Body in conjunction with the President
   7. Have a P-card to pay for club expenses
   8. Participate in the lesson and instruction committee
3. Vice-President
   1. Preside over cabinet meetings in the absence of the president.
   2. Host the weekly ballroom social in the absence of the president.
   3. Act as Risk Management officer
   4. Organize, plan, and implement dances and workshops in conjunction with the President and Social Coordinator
   5. Reserve rooms and equipment
   6. Participate in the lesson and instruction committee
   7. Contact outside instructors
4. Secretary
   1. Take minutes during all cabinet meetings, and send them to officers within one day.
   2. Maintain contact with club officers and help out with the organization and implementation of special events
   3. Help with running the weekly ballroom social.
5. Social Chair
   1. Manage advertising for the ISU Ballroom and club events.
   2. Organize, plan, and implement dances and workshops in conjunction with the Vice-President and Social Coordinator
   3. Build connections with other dance clubs
   4. Management recrutement events
6. Webmaster
   1. Keep the ISU Ballroom website up to date.
   2. Ensure ISU Ballroom’s website complies with guidelines set forth by Iowa State University
   3. Organize any internet-based advertising
   4. They are the only person allowed to update the club’s website with the exception of the president.
7. DJ/Director of Music
   1. Plays music during ballroom socials
   2. Will have access to all the music available to the club
   3. Will take requests from those attending for certain genres or songs if appropriate
   4. Can suggest new purchases for music and equipment for the benefit of the club
   5. The president or other voting club members may act as the DJ/Director of Music if the club does not have assigned person

Section 5. ADVISOR

The Advisor will be appointed by majority election by the club cabinet when the postion becomes vacant.

The Advisor shall:

1. Maintain communication and meet with officer(s) regularly
2. Maintain awareness and provide 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 Activities Center

Section 6. OFFICER/ADVISOR REMOVAL

Officer(s)/Advisor(s) may be removed from office by majority vote of the club cabinet if their actions are deemed inappropriate. Examples of inappropriate actions include but are not limited to being unruly, misappropriating funds, not fulfilling your duties as outlined in the constitution, being argumentative or disruptive. The officer/advisor is given the opportunity to speak before the club cabinet 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. If it arises that the President’s actions are held in question, the Vice-President shall conduct the meeting.

In the event that an officer/advisor is removed from office, the club cabinet shall immediately fill the vacancy by appointment through majority vote.

***Article VIII. Finances***

Section 1. GENERAL STATEMENT

All monies belonging to this organization shall be depositied and disbursed through a bank account established for this organization with the Campus Organization Accounting Office. All funds collected on behalf of ISU Ballroom shall be deposited within forty-eight hours of collection, if possible.

Section 2. DUES

ISU Ballroom may establish reasonable dues that must be paid by all members. If dues are to be collected, they 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 IX. Lessons and Instructors***

The schedule of lessons and choice of instructor(s) will be decided on a semester basis by a committee (known as the Lesson and Instruction Committee) consisting of the President, Treasurer, and Vice-President.

***Article X. Website***

All ISU Ballroom website related tasks including but not limited to design, and advertising will be the responsibility of the Webmaster who will operate under the express guidance of the cabinet.

The Webmaster can be authorized to higher outside contractors to work on the website with the express permission of the cabinet.

***Article XI. Amendments & Ratifications***

In order to ratify or amend this constitution, a special meeting must be called, with voting members notified at least two weeks prior to the meeting. Amendments must be agreed upon by three-quarters of voting members in order to be ratified. Amendments may be proposed by club officers. All amendments will be listed in Article XI. Amendments should not be used to directly allow community members to have involvement in the management of club affairs.

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