

# ***The Constitution of Penn Latin and Ballroom Dance***

## **Article I. Name and Purpose**

- Section 1.** This organization shall be called Penn Latin and Ballroom Dance and shall have two subsections named Dancesport Team and Social Dance Club.
- Section 2.** The purpose of this organization shall be to enhance competitive and social partner dance skills through quality instruction and to provide the opportunity to apply, practice and improve those skills.

## **Article II. Membership**

- Section 1.** Anyone shall be eligible for membership of Penn Latin and Ballroom Dance.
- Section 2.** Members of Penn Latin and Ballroom Dance shall include all persons who have paid the Membership Fee. The Membership Fee shall be determined by the Officers prior to the commencement of the academic year.
- Section 3.** Members of Penn Latin and Ballroom Dance shall have the following rights and responsibilities: Members shall have the right to attend weekly lessons; shall have the right to vote as stated in Article 1, Section 3 of the Bylaws; shall have the right to petition for impeachment of an officer as directed in Article 6 of the Bylaws; and shall be responsible for maintaining proper conduct all Penn Latin and Ballroom Dance events. Furthermore, members of the Dancesport Team shall abide by additional rules outlined on the group's website.
- Section 5.** Final authority concerning membership shall be vested in the Officers.

## **Article III. Officers**

- Section 1.** Penn Latin and Ballroom Dance shall select its officers according to the procedures outlined in Articles I and II of the Bylaws.
- Section 2.** Requirements for eligibility of candidacy of all offices are as follows: Each candidate must be a member in good standing of Penn Latin and Ballroom Dance for at least one semester; each candidate must follow the regulations set forth in Articles I and II of the Bylaws. In addition, eligibility of candidacy for one of the elected positions, as outlined in Article I, Section 1 of the Bylaws requires that at the time of the election each candidate must be affiliated with the University.
- Section 3.** The following officers are to have the stated duties:
- Executive Board**
- President.** The President shall preside at all meetings; collaborate with other officers; oversee and delegate tasks to board members; act as the representative of this organization in all external affairs; be responsible for recruitment in conjunction with the Team Captain; mediate elections as outlined in Article I of Bylaws; and supervise all activities

and events sponsored by Penn Latin and Ballroom Dance. In the event of a tie in any decision or ballot, the President has authority to decide the outcome.

**Vice President.** The Vice President shall assist the President with any and all events sponsored by Penn Latin and Ballroom Dance; coordinate outside performances; plan workshops; coordinate lessons with coaches; coordinate team lessons with the Team Captain; coordinate private lessons; be responsible for managing weekly lessons as stated in Article III, Section 6; mediate elections as outlined in Article I of the Bylaws; and preside in the absence of the President.

**Team Captain.** The rights and responsibilities of the Team Captain are as outlined in Article IV, Section 5 of the Bylaws.

**Treasurer.** The Treasurer shall manage all financial transactions of the organization; maintain financial records; maintain a continuous financial report available to the executive board; be in charge of money collection and reimbursements; work with secretary on money collection; be responsible for tax deductions; assist with fundraising and getting sponsorship for special events; and attend SAC Meetings.

**Secretary.** The secretary shall take minutes for all the meetings; remind the Team Captain about room reservations each month; update the online calendar of events; put together and send out all surveys; handle lending and keeping of DVDs; work with treasurer on money collection; organize shifts for team and social lessons; take the names and information of new members at the first few lessons; handle non-Penn dancers lists for practices and lessons; maintain the list serves; and be responsible for maintaining and submitting a membership list to all necessary venues.

#### **General Board**

**Social Events Coordinator.** The Social Events Coordinator shall publicize all Penn Latin and Ballroom Dance events on and off campus; organize monthly social events for team members to promote a cohesive atmosphere (activities include but are not limited to screenings of competition tapes, movies, dinners, social dances); contact universities to inform them about our competition date; contact groups and individuals who may be interested in having us perform and thus assist the Vice President with outside performances; assist with fundraising and getting sponsorship for special events; and be in charge of all flyers and programs.

**Social Lesson Coordinator.** The Social Lesson Coordinator shall send out weekly reminders to the Social listserve at least 3 days in advance; contact the Social lesson instructors; and appoint officers to help out with the lessons each week.

**Webmaster.** The Webmaster shall manage and maintain the organization's website, online calendar, list serves and e-mail account.

#### **Non-Board Officers**

**Performance Coordinator.** The Performance Coordinator shall oversee all aspects of the annual performance and everything it envelopes. The President should approve all major decisions and the Officers should be kept up to date about the progress. It is the Officers' duty to assist the Performance Coordinator through various committees.

**Competition Coordinator.** The Competition Coordinator shall oversee all aspects of the annual Penn Classic Dancesport Competition and everything it envelopes. The President should approve all major decisions and the Officers should be kept up to date about the progress. It is the Officers' duty to assist the Competition Coordinator through various committees.

**Member-At-Large.** Members-At-Large shall participate in official decisions; may organize and conduct activities; and shall assist other officers as needed. Members-At-Large shall be appointed by invitation only; there shall be no more than three seats for Members-At-Large in any given term; and a seat for a Member-At-Large shall never be shared by more than one person.

**Section 4.** No one person may occupy more than one office at any given time; except in the case that there are not enough candidates to fill all the offices. In such situations, officers may volunteer to occupy additional office, with the exception of President, Treasurer, and Team Captain; in these instances no one person can occupy more than two offices. In the case that more than one officer should volunteer for a vacant position, the President shall decide who is appointed to the vacant seat. Should there be no volunteers to fill the vacant positions, the President may appoint a member of Penn Latin and Ballroom Dance to that position with the consent of the Officers.

In the event that there is a vacant office, that position may be seated by more than one person, but no more than two people. Should more than two officers volunteer to occupy the vacant office, the President shall appoint the two officers best suited for the position. If two people fill a vacant office, and both of those officers are concurrently seated in another position, in the event that there is a dispute regarding the shared office, the President shall resolve the issue, and may enforce resignation of one officer from the shared office.

An office may also be seated by more than one person, but no more than two people, if those two individuals are nominated together and are voted for as one candidate. However, such a nomination must be approved by the majority of the standing officers, and each individual must agree to run with the other.

With the exception of the circumstances stated above, no office shall be occupied by more than one person.

No officer may simultaneously occupy two offices if one of those positions is Member-At-Large. In the event that a Member-At-Large occupies more than one office, that officer shall resign his or her position as Member-At-Large and retain the other office.

Each executive board officer only shall cast one and only one vote. In the event that there exists an officer who occupies two executive offices, that officer shall cast only one vote in all ballots.

**Section 5.** The term of all offices shall be one academic year; and all officers are eligible for re-election or re-appointment of their incumbent office.

If a candidate for an office will not be present for the duration of his or her elected term, that individual may run for the office of Member-At-Large; or else must run for office with someone who will be present for at least the term of absence foreseen by the candidate in question; the candidate may not run for the offices of President, Treasurer or Secretary. In the event that the incumbent Team Captain should choose to run for re-election, the Vice President shall run and preside over that election.

**Section 6.** It is the responsibility of all Officers to assist with weekly lessons. The Vice President is responsible for ensuring the presence of Officers at weekly lessons. In the event that no one volunteers to assist with weekly lessons, the Vice President shall appoint officers for the necessary tasks.

**Section 7.** Officers shall function as the primary leadership, and all officers should individually and collectively set an example to the membership by active participation in the life and activities of Penn Latin and Ballroom Dance. They are expected to dedicate their time and energy for the best interests of the organization. Any interference with the performance of any officer may be reason to recall that officer's position as outlined in Article VI of the Bylaws.

#### **Article IV. Meetings**

**Section 1.** The officers shall meet once a month at a time determined by the President based on the availability of the other officers. The President is responsible for notifying all the officers at least twenty-four hours in advance.

**Section 2.** All Executive Board members must attend all board meetings and will be on the board listserve. All General Board Members may decide individually whether or not to come to meetings and will be on the board listserve. If a General Board member wishes to run for an Executive Board position the following year, it is highly suggested that he/she come to board meetings. All Non-Board members will not be on the listserve and are not required to come to meetings. They will primarily be communicating with the President on most issues.

**Section 3.** A majority of the standing executive officers must be present at any given meeting for decisions to be voted upon.

**Section 4.** A majority of the attending executive officers is required for approval of all decisions.

#### **Article V. Dues and Finances**

**Section 1.** The allocation of funds prescribed by Penn Latin and Ballroom Dance's budget shall be voted upon by the executive officers.

- Section 2.** Reimbursement for any expenses must be approved by both the President and the Treasurer prior to the expenditure.
- Section 3.** Membership Fees shall be voted upon by the Officers at the first meeting following elections. A final decision shall be reached prior to the commencement of the school year.
- Section 4.** Team dues shall be decided upon as set forth in Article IV, Section 3 of the Bylaws.
- Section 5.** Only events that invite the entirety of the Team members, Social dancers, or Officers, or any combination of such groups, may be subsidized by Penn Latin and Ballroom Dance with the approval of both the President and the Treasurer.

## **BYLAWS**

### **Article I. Elections**

- Section 1.** Elected positions are the Executive Board positions which include President, Vice President, Treasurer, Secretary, and Team Captain. All other General Board and Non-Board positions, herein referred to as appointed positions, shall be nominated and appointed by the procedures set forth in Article II of the Bylaws.
- Section 2.** Any member of Penn Latin and Ballroom Dance shall be eligible for candidacy of an elected office, except for the office of Team Captain, provided that the requirements of Article III, Section 2 of this constitution are satisfied. For the Office of Team Captain, additional requirements as outlined in Article IV, Section 4 of the Bylaws must also be fulfilled.
- Section 3.** All standing members of Penn Latin and Ballroom Dance that have paid team dues may vote on the elected positions of President, Vice President, Team Captain, Treasurer and Secretary.
- Section 4.** All elections shall take place by concealed ballot. The candidate with the highest number of votes received shall take office. In the event of a tie, the President shall decide the outcome.
- Section 5.** The Officers shall convene for a special meeting to decide when and where the Elections will take place; to establish the terms of candidates' statements' and to review electoral procedures.
- Section 6.** Any member of Penn Latin and Ballroom Dance may suggest a candidate for nomination of an elected office, including him or herself, with the consent of the nominee. However, for any given ballot or election each person may only be a candidate for up to two offices.
- Section 7.** The President shall make an open invitation to Penn Latin and Ballroom Dance for nominations of candidates for the elected positions of President, Vice President, Team Captain, Treasurer, and Secretary at least four weeks prior to the scheduled date of the Elections.

Incumbent officers shall consider suggestions for nominations and the President shall announce official nominations for candidates of elected positions three weeks prior to the Elections; at this time the President shall announce the time and place of the Elections.

The President shall run and preside over the Elections, except in the event that the President is a candidate for re-election, in which case the Team Captain shall preside and conduct the elections for that position.

The incumbent President shall count and tally the ballots in the presence of the voting members and shall make an official announcement to Penn Latin and Ballroom Dance declaring the winners of each race immediately after the completion of voting for each position.

**Section 8.** Nominees for elected positions have the right to make a statement to the voting members of Penn Latin and Ballroom Dance prior to elections. The incumbent officers shall determine the terms and limitations of said statement at a meeting prior to nominations.

**Section 9.** Elections shall be held prior to the end of the second full week of April.

## **Article II. Appointments**

**Section 1.** Any member of Penn Latin and Ballroom Dance shall be eligible for candidacy of an appointed office, provided that the requirements of Article III, Section 2 of this Constitution are satisfied.

**Section 2.** Any member of Penn Latin and Ballroom Dance may suggest a candidate for nomination of an appointed office, including him or herself, with the consent of the nominee. No person who was elected to an office may be seated in another office for the same academic year, with the exceptions cited in Article III, Section 4 of this Constitution.

**Section 3.** Within one week of the elections, there shall be a meeting of newly elected officers. At this time, the elected officers must decide upon one candidate for each of the appointed positions. All candidates must be agreed upon by a majority vote of the newly elected officers. Nominees shall either accept or decline their positions within one week of nomination.

**Section 4.** In the event that a nominee should decline his or her position, the elected officers must convene to vote upon an alternate and proceed with appointments as set forth in Article II, Section 3 of the Bylaws. Should the office remain vacant, the President-elect may decide to fill it by the procedures set forth in Article III, Section 4 of this Constitution.

**Section 5.** Members-At-Large may be appointed at any time during the academic year if there are vacant seats for the office of Member-At-Large, and if a majority of the standing executive officers approves the need for such an appointment. In such a situation, the term of office for the appointee shall commence upon appointment and end at the next official election or by consent of the majority of standing executive officers (whichever is sooner). Appointment shall proceed as outlined in Article II, Section 3 of the Bylaws.

### **Article III. Installations**

- Section 1.** Officers shall be formally installed at weekly lessons one week following the election. At this time, all power will be transferred to the incoming board.
- Section 2.** Once elected and appointed positions have been filled, an Officers meeting will be held within two weeks. This meeting shall be a joint meeting of ex-officers and newly installed officers. All ex-officers and newly installed officers are required to attend.  
At this joint meeting the Officers shall determine Membership Fee for the coming year; conduct a Yearly Budget Review; and review the Constitution.  
Ex-officers shall be present at the joint meeting for the purpose of guidance and counsel; therefore ex-officers may participate but shall not be allowed to cast votes at this meeting.

### **Article IV. Team**

- Section 1.** The purpose of the Team shall be to improve dancing skills in order to achieve higher levels of excellence and to exercise these skills through participation in competitions. The Team shall represent Penn Latin and Ballroom Dance and the University of Pennsylvania at competitions determined by the officers.
- Section 2.** Any standing member of Penn Latin and Ballroom Dance is eligible for membership of the Team. Members of the Team shall include those who have paid the set Team dues for the semester.
- Section 3.** Dues shall be determined by the Team Captain with the approval of the Officers prior to the commencement of the school year. Dues shall be paid at least two weeks prior to the first sponsored competition.
- Section 4.** Any member of the Team who has held membership for at least one consecutive year and has participated in at least two competitions is eligible for candidacy of the Team Captain. Team Captain shall be elected by majority vote of the Team members as directed in Article 1, Section 7 of the Bylaws.
- Section 5.** The Team Captain shall have the following rights and responsibilities: the Team Captain shall organize Team practices; shall reserve space for Team practices; shall arrange for instructors for the Team; has the right to decide what is taught at the Team practices; shall announce practices to the Team at least twenty-four hours in advance; has the right to decide which competitions are sponsored; shall manage all competition-related activities (housing, transportation, provide payment information to treasurer, send reminder emails); shall help all newcomers with competition registration; shall be responsible for any necessary legal waivers; shall be responsible for all team costumes; and shall be responsible for recruitment in

conjunction with the President, as noted in Article IV, Section 6 of the Bylaws.

**Section 6.** Recruitment procedures include the following: arranging, announcing and advertising the information session(s) for the Team; conducting the aforementioned information session(s) within two weeks of the start of school; and assisting with Activities Fair and Freshman Performing Arts Nights (FPAN).

**Section 7.** Team practices shall commence within two weeks of the information session(s). The number of practices per week and times of practices shall be determined by the Team Captain with the consent of the majority of executive officers prior to the information session(s).

### **Article V. Impeachment**

**Section 1.** Three members of Penn Latin and Ballroom Dance, including at least two officers, may request in writing to the Officers a recall election of the aforementioned position. This written request must state the rationale for impeachment. The Officers shall decide on the necessity of the recall election by a two-thirds majority of all standing Executive officers, excluding the officer in question. If this is a General Board officer in consideration, then the General Board members shall also have a vote.

**Section 2.** If a recall election is necessary, elections shall proceed as outlined in Article I or Article II of the Bylaws, depending on the office in question.

### **Article VI. Adoption**

**Section 1.** A four-fifths majority of the standing Executive and General Board officers is needed for adoption of this Constitution.

**Section 2.** This Constitution shall be effective starting with the commencement of the semester immediately following its adoption.

### **Article VII. Amendments**

**Section 1.** In order to amend this constitution, a written proposal must be submitted to all of the standing executive officers one month before the amendment may be approved.

**Section 2.** A special meeting shall be held for the approval of the amendment.

**Section 3.** In order to approve an amendment, there must be two-thirds majority of all standing executive officers.

### **Article VIII. Publication**

**Section 1.** This constitution must be available to the general public on the team website.