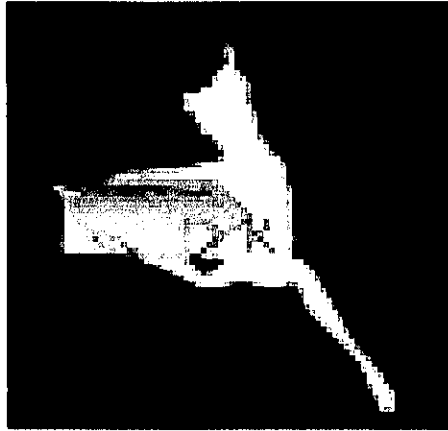


THE DELAWARE REPERTORY DANCE COMPANY

Constitution, By-Laws, and Operating Codes

Revised February 2011



UNIVERSITY OF DELAWARE
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OFFICE OF
ACTIVITIES & PROGRAMS

The Delaware Repertory Dance Company

Constitution

Article 1

Name

The name of this registered student organization shall be the Delaware Repertory Dance Company.

Article 2

Purpose

The purpose of this registered student organization shall be:

- A. To provide its members with opportunities to gain knowledge and experience in three major areas of dance: production, aesthetics, and criticism.
- B. To awaken a wide interest in dance at the University of Delaware.

Article 3

Non-Discrimination Clause

The organization agrees to adhere to all policies and procedures of the University and all local, state, and federal laws. Members will become acquainted with policies and procedures in the Official student handbook and other policies and procedures provided by the University. This organization is a viable, functioning organization, composed of at least six full time undergraduate students and we do not discriminate on the basis of race, creed, color, gender, age, religion, national origin, veteran, handicap status, or sexual orientation.

Article 4

Membership

Section 1.

Membership shall be designated as active, associate, and affiliate.

- A. Active members shall include undergraduate students who are currently enrolled at the University of Delaware.
- B. Associate members shall include any faculty or staff interested in the Delaware Repertory Dance Company.
- C. Affiliate members are extended to those alumni of the Delaware Repertory Dance Company who wish to remain active with the company. Affiliate membership may also be extended to non-University related individuals on a limited basis as determined by the Executive Committee.

Associate and Affiliate members shall enjoy all the advantages of the Delaware Repertory Dance Company except the right to vote and the privilege of holding office.

Article 5

Dues

The annual dues for active members shall be thirty-five dollars. For the purpose of record keeping, dues will be collected each semester; at fifteen dollars in the Fall semester and twenty dollars in the Spring semester.

All active members must have their dues paid in full by the deadline in order to be eligible to perform in the annual spring performance or to hold office.

Article 6

Administration

Section 1.

The Executive Committee of the Delaware Repertory Dance Company shall be the President, President-Elect, Vice President of Dance Education, Vice President for Performance, and the Advisor.

Section 2.

Election – The officers are to be elected by a means determined by the Executive Committee. All active members of the Delaware Repertory Dance Company are eligible to elect officers. Officers, except for the President, will be elected the spring preceding the fall in which they take office. A majority vote shall constitute an election.

Section 3.

In addition to the officers, the Delaware Repertory Dance Company shall have an advisor who will be in assistance to all company members.

Article 7

The Executive Board

Section 1.

The Executive Board shall consist of the President, President-Elect, Vice President for Dance Education, Vice President for Performance, Secretary, Treasurer, Fundraising Chair, Publicity Chair, Webmaster, and Advisor, all of whom shall be voting members.

Section 2.

A quorum at any meeting shall consist of 7 members in order for a vote to take place on any issue. In the absence of a quorum, discussion may take place and the item tabled to a future meeting. In the event an immediate decision must be made the President will poll the Executive Committee.

Section 3.

No person shall be eligible to hold office or be appointed to a committee unless he or she is an active member. All officers must be full-time undergraduate students at the University.

Section 4.

The Executive Committee is authorized to make replacements when vacancies occur on the Executive Board outside the normal election process.

Article 8

Meetings

Section 1.

Meetings of the general membership may be scheduled at the discretion of the President with input from the Executive Committee.

Section 2.

Any officer or committee chairperson of the Executive Board who fails to attend two consecutive meetings without due cause may be removed from said Board by the President or Advisor. Due cause shall be determined by the Executive Committee. A statement of explanation for the absence(s) shall be presented to the President or President-Elect prior to the meeting.

Article 9

Amendments

Section 1.

All proposed amendments to the Constitution, By-Laws, and Operating Code shall be presented in writing to the President and referred by the President to the Executive Board.

Section 2.

All amendments will be submitted to the active members prior to a meeting. All amendments receiving the approval of two-thirds of the members present shall become an integral part of the Constitution, By-Laws, and Operating Code.

Article 10

Disbursal of organizational assets should the group become defunct

The University of Delaware shall inherit the assets of any Registered Student Organization should the group become defunct.

By-Laws

Article 1

Section 1.

The President shall perform such duties as are appropriate to carry out the functions of the Delaware Repertory Dance Company with the approval of the Executive Board.

Section 2.

The President-Elect shall serve in the absence of the President and shall perform the duties of the President with the approval of the Executive Committee.

Section 3.

The Vice President for Dance Education shall be assigned to such duties as are appropriate to carry out the educational goals and programs of the Delaware Repertory Dance Company.

Section 4.

The Vice President for Performance shall be assigned to such duties as are appropriate to carry out the functions of the annual spring performance.

Section 5.

The Secretary shall maintain the records of the Delaware Repertory Dance Company and inform the membership of the proceedings and all other activities of the Executive Board.

Section 6.

The Treasurer shall handle all finances and have the power to pay any bills with the approval of the Executive Committee.

Section 7.

The Fundraising Chairperson shall handle all projects for raising money to support the activities of the Delaware Repertory Dance Company.

Section 8.

The Publicity Chairperson shall handle the advertising of all functions of the Delaware Repertory Dance Company.

Section 9.

The Webmaster shall update and maintain the Delaware Repertory Dance Company's website with current events, Executive Board archive, and valuable information for all company members.

Operating Codes

President

Term of Office: 1 academic year

Conduct of office:

1. Attend Presidents' Training sponsored by the Activities and Programs Office
2. Call and preside at all meetings of the Executive Board.
3. Create the agenda and preside at all meetings of the general membership.
4. Schedule meeting rooms.
5. Send reminders and information to membership regarding meetings, etc.
6. Attend all choreography critique sessions.
7. File reports or paperwork as requested by Activities and Programs
8. Keep points of each member (when such system is in effect).
9. Liaison with Activities and Programs.
10. Coordinate and select repertory pieces for publicity events (such as Gamma Sigma Sigma Variety Show, Indian Student Association, Israelfest, UDance, Relay for Life, One Performance).
11. Organize transportation when necessary.
12. Assist in all areas of performance as needed.
13. Assist the Vice President for Dance Education with classes and teachers as needed.
14. Communicate on a regular basis with the President-Elect regarding functioning of the Delaware Repertory Dance Company to acquaint him/her to office.
15. Communicate on a regular basis with the Advisor regarding elections and show dates.
16. Consult the Executive Committee regarding any matters which require action in a short period of time.
17. Coordinate Student Activities Night.
18. Prepare the Rehearsal Schedule
19. Collect music from choreographers and give to the sound technician.
20. Assist in proof reading the program copy of the annual spring performance
21. Secure ushers for performances.
22. Assign dressing rooms to dancers.
23. Determine the show order with the President-Elect and Vice President for Performance
24. Assist with selection of the annual spring performance pieces.
25. Type the order of the performance for dressing rooms and backstage areas.
26. Schedule Mitchell Hall for two performances, one technical and one dress rehearsal.
27. Complete and update the binder of records, correspondence, and pertinent information to be given to the incoming President.

President-Elect

Term of Office: 1 academic year

Conduct of office:

1. Attend all meetings of the Executive Board and general membership.
2. Act for President in case of absence, resignation, or removal from office.
3. Consult with Executive Board regarding the title for the annual spring performance.
4. Assist the President and Vice President for Performance in determining show order.
5. Oversee rehearsals with the President and Vice President for Performance.
6. Teach repertory as needed.
7. Attend all choreography critique sessions
8. Assist with selection of the annual spring performance pieces.
9. Communicate on a regular basis with the President regarding the functioning of the Delaware Repertory Dance Company.
10. Create dancer awards for the End-of-Year Banquet based on the choreographers' request.
11. Complete End-of-Year Packet.

Vice President for Dance Education

Term of Office: 1 academic year

Conduct of Office:

1. Attend all meetings of the Executive Board and general membership.
2. Prepare class schedules.
3. Secure teachers for classes.
4. Request space for classes, choreography workshop/audition, dancer auditions, and spring rehearsals.
5. Provide orientation and feedback for teachers.
6. Oversee quality of class instruction.
7. Teach repertory.
8. Assist with selection of the annual spring performance pieces.
9. Assist President, President-Elect, and Vice President for Performance as needed.
10. Coordinate End-of-Year Banquet and buses.
11. Complete a file of pertinent information to give to the incoming Vice President for Dance Education.

Vice President for Performance

Term of Office: 1 academic year

Conduct of Office:

1. Attend all meetings of the Executive Board and general membership.
2. Assist with the choreography workshop
3. Assist with selecting the order of the dances for the annual spring performance.
4. Assist President with the selection of repertory pieces for publicity purposes.
5. Assist with selection of the annual spring performance pieces.
6. Teach repertory as needed.
7. Type and post audition results list.
8. Collect and compile final dancer list for the annual spring performance.
9. Assist the President with tech and dress rehearsals.
10. Attend all choreography critique sessions.
11. Wash costumes after performances.
12. Maintain and update costume inventory.
13. Coordinate End-of-Year Banquet ticket sales.
14. Coordinate visits to costume inventory in Perkins Student Center.
15. Complete a file of pertinent information to be given to the incoming Vice President for Performance.

Secretary

Term of Office: 1 academic year

Conduct of Office:

1. Attend all meetings of the Executive Board and general membership.
2. Take minutes of Board meetings and General Membership meetings.
3. Distribute minutes to Executive Board and members.
4. Monitor membership list and add or remove those who so request.
5. Respond to any correspondence.
6. Perform such duties as may be delegated by the President and/or the Executive Committee.
7. Assist with selection of the annual spring performance pieces.
8. Assist with Student Activities Night.
9. Provide choreographers with the names and e-mail addresses of those dancers signed up for their pieces.
10. Collect program information from each choreographer.
11. Type the Program for the annual spring performance.
12. Attend all choreography critique sessions.
13. Assist with auditions.
14. Give program copy to the President to proofread.
15. Have program copied and left in Mitchell Hall for distribution.
16. Complete a file of pertinent information for the incoming Secretary.

Treasurer

Term of Office: 1 academic year

Conduct of Office:

1. Attend all meetings of the Executive Board and general membership.
2. Attend the Treasurers' Training sponsored by Activities and Programs.
3. Keep accurate record of the Delaware Repertory Dance Company's finances.
4. Pay by check all bills authorized by the President of the Executive Board.
5. Collect and deposit dues.
6. Collect receipts in order to reimburse Executive Board and general membership.
7. Collect and deposit money from T-shirt sales and fundraising activities.
8. Prepare the budget for the next fiscal year funding from Student Activities in consultation with the Executive Committee.
9. Apply for Standard Allocations for costume funding.
10. Assist with selection of the annual spring performance pieces.
11. Attend all choreography critique sessions.
12. Complete a file of all pertinent information to be given to the incoming Treasurer.

Fundraising Chairperson

Term of Office: 1 academic year

Conduct of Office:

1. Attend all meetings of the Executive Board and general membership.
2. Investigate means to raise money for the Delaware Repertory Dance Company.
3. Bring ideas to the Executive Board for action.
4. Organize all fundraising events.
5. Organize the company T-shirt sales.
6. Attend all choreography critique sessions.
7. Assist with selection of the annual spring performance pieces.
8. Complete a file of pertinent information for the incoming Fundraising Chair.

Publicity Chairperson

Term of Office: 1 academic year

Conduct of Office:

1. Attend all meetings of the Executive Board and general membership.
2. Prepare bulletin board space in Perkins Student Center.
3. Create, copy, and post flyers about interest meetings, auditions, and performances.
4. Advertise for any Delaware Repertory Dance Company fundraising event.
5. Attend all choreography critique sessions.
6. Assist with selection of the annual spring performance pieces.
7. Complete a file of all pertinent information for the incoming Publicity Chairperson.

Webmaster

Term of Office: 1 academic year

Conduct of Office:

1. Attend all meetings of the Executive Board and general membership.
2. Update website as per request of the President.
3. Add and update events on the website calendar.
4. Add annual spring performance photos.
5. Archive Executive Board for the preceding academic year.
6. Update contacts and photos throughout website.
7. Update philanthropy webpage as per request of the President.
8. Attend all choreography critique sessions.
9. Assist with selection of the annual spring performance pieces.
10. Complete a file of pertinent information for the incoming Webmaster.

Signatures:

President: *Lisa M Jolly*

Activities & Programs Staff: _____

Date: _____