

The Swing Club

Constitution

April 13, 2005



Preamble

We, the students at the University of Delaware, do hereby form the organization known as the Swing Club to share social swing dance with the campus as an opportunity for healthy weekend entertainment.

Articles

- I. **Name of the group** - The organization shall be known as The Swing Club.
- II. **Object of the organization** - The object of the organization shall be the development of a group of students on the University of Delaware campus who love swing dance and who are committed to sharing that enthusiasm with their fellow students and community members. The Swing Club will make an effort to provide a friendly and welcoming environment for University of Delaware students and for Newark community members involved with our dances. The Swing Club shall aim to organize weekend lessons and events as alternatives to parties where substance abuse occurs. We will market our activities most heavily to new freshman students and transfer students just entering the campus, promoting a fun and viable alternative to the party scene. The Swing Club will offer bi-monthly open dances for the University of Delaware and the City of Newark as entertainment, cultural education, and an opportunity for community involvement. Usual club activities will include teaching basic swing dance lessons, holding practice sessions for more advanced dancers, and organizing open swing dances for the campus and community.
- III. **Affiliation with any other group** - The organization shall not be affiliated with any external organization.
- IV. **Qualification/Criteria for selecting membership** - Full time, matriculated undergraduate students at the University of Delaware who agree with the purpose and object of this group may qualify as members. Members must have attended at least one of every four meetings in the current semester. They need not pay dues, and there is no restriction to the size of the group.
- V. **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.

- VI. **Duties and privileges of membership** - Only members are allowed to vote for officers, run committees, plan events, or teach stand-alone beginners lessons. Beginners lessons that accompany bi-monthly social dances may be taught by outside instructors.
- VII. **List of other types of non-voting or representing membership** - Associate, graduate, alumni, and honorary members may attend advanced practice sessions and social dances. However, stand-alone beginners lessons are reserved for full time, matriculated undergraduate students of the University of Delaware.
- VIII. **Absence Policies** - Any member who has not attended a meeting in the past month will be barred from voting.
- IX. **Policies and Procedures for Disciplining/Removing members** - Any member who falls short in accomplishing assigned duties without providing prior notice to an officer will be withheld from leadership positions for three weeks. At the third offense, membership status will be revoked.
- X. **Officers** -

Section 1: President - This organization shall have a President with the duties of calling and running meetings and handling day-to-day affairs. The President shall be responsible for the registration of the Registered Student Organization and all required paperwork for the continuation of the organization. The President will receive all information from the Activities and Programs Office from an undisclosed email database, and must disseminate the information as needed. The president will help to appoint all standing and special committees.

Section 2: Vice-President - The Vice-President shall serve the role of President if the President is absent, unable to serve the duties of President, or if the President resigns. The Vice President should also be responsible for checking the organizations mailbox and for disseminating information about other activities offered by the other Registered Student Organizations and business promotions. The Vice President will receive information from other Registered Student Organizations and the Activities and Programs Office through the Student-Leaders@udel.edu email database.

Section 3: Treasurer - The Treasurer shall be responsible for all group expenditures and revenues. The Treasurer shall maintain all group ledgers. The treasurer should also be responsible for requesting funds from the allocation board. The Treasurer will have checks so-signed by the appropriate administrator.

Section 4: Secretary - The Secretary shall record the events of all meetings of this organization and shall maintain minutes of those meetings. The secretary shall take attendance of those present at group meetings as necessary. The Secretary will serve as the organization's historian. The purpose of this role is to pass on accurate records of what the group has done during the past year and who was involved. The Secretary will also maintain the membership list and email database.

Section 5: Public Relations Chair - The Public Relations Chair shall be responsible for promotion of the group and their events. This includes making posters, flyers, and brochures, updating the web page information, entering information on to the University Events web page, and submitting press releases to the appropriate media.

Section 6: Web Master - The Web Master shall be responsible for the monthly upkeep of the Registered Student Organization web site and have it approved by the executive board.

Section 7: Qualifications for Officers - All Officers (or Executive Board Members) must be full time matriculated undergraduate students at the University of Delaware.

Section 8: Election of Officers - Elections will be held at the first stand-alone beginner's lesson after spring break each spring semester for officers to take over at the beginning of the coming fall semester. This procedure will allow for continuity in the club's leadership. Two or three members must be nominated by voice for each position. Votes will then be cast by secret ballot. If there is a tie, tied candidates will each campaign for 20 seconds, then members will vote again. If they tie again, the highest-ranking officer who is not running in the election will cast a tie-breaking vote. Any member who has been to at least three meetings, one of which must have been in the past month, is allowed to vote. When a vacancy must be filled, the matter will be addressed immediately prior to the next advanced practice session. Two or three nominees will be accepted by voice, and voting will take place by secret ballot.

Section 9: Procedure for Disciplining/Removal of Officers - An officer may be removed for failure to maintain an active role in running the club. A notice of charges must be brought up at the officer's meeting immediately prior to the first advanced practice session of the month. There will be a 6-minute hearing at the next practice session, with one minute to state the charges, two minutes for each side to present their cases, and another minute for open debate. This case will be managed by the highest-ranking officer who is not involved in the case, with rank defined by the order in which officers have been listed above in this constitution. Members who have attended at least four meetings, one of which must have been in the past month, and one of which must have been an advanced practice session, will vote on the issue by way of a secret ballot. Any officer who is removed may continue to attend meetings but may not run for office again until the following year.

Section 10: Resignations - Any resignation must be announced two weeks in advance, and will be filled by the following vacancy procedure. The vacancy will be addressed immediately prior to the next practice session. Two or three nominees will be accepted by voice, and voting will take place by secret ballot.

Section 11: Officer Transition - Officers shall be elected at the final social dance of fall semester, and will take over at the beginning of fall semester of the following year. This way, former officers will still be around to train new officers.

XI. **Meetings** - The group will hold four meetings per month. There will be two beginner's lessons and two advanced practice sessions, except for months in which there are social

dances. In months with social dances, the social dance will replace one of the advanced practice sessions. Club members will instruct the beginner's lessons. The bi-monthly social swing dance will be at a time and location that the club officers decide to be best. Advanced practice sessions will alternate with beginner's lessons, except in weeks with social dances, in which case the social dance will replace them. Lessons and dances will take place on Friday nights, unless officers see fit to plan events for another night. Executive board meetings will take place once a month, prior to the first (or only) practice session of each month. Either the President or the Vice President may call additional executive board meetings as they see fit. The officers will meet with the faculty advisor once a month, on the Wednesday that immediately precedes the officers' meeting.

- XII. **Dues** - There will be no dues collected for membership in this organization.
- XIII. **By-Laws** - The organization shall establish by-laws to carry out the policies set forth in this constitution. A 2/3 vote can approve by-laws or changes in existing by-laws.
- XIV. **Procedures for decision-making** - This organization will look to the rules contained in Roberts Rules of Order to govern the organization in all cases to which they are applicable and in which they are not inconsistent with the by-laws or the special rules of order of this society.
- XV. **Committees** -
 - A. A Sign-up Committee will manage sign-up sheets at each of the meetings to collect information for the organization's mailing list.
 - B. A Social Dance Committee will organize themes or special guests for the monthly social dances. The Social Dance Committee will manage a Decoration Committee and an Interaction Committee.
 - 1. The Decoration Committee will prepare the Scrounge for social dances, and will assist in the distribution of flyers.
 - 2. The Interaction Committee will contact outside groups or guests who might take part in the monthly social dances, and will ensure that interaction with outside groups runs smoothly.
 - C. A Lesson Committee will manage the list of instructors for the beginners lessons, and will ensure that there are sufficient instructors present for each beginners lesson.
 - D. Club officers can establish other committees as they see fit.
- XVI. **Selection of an Adviser** - The adviser must be full-time faculty or staff who is interested in the goal of sharing social swing dance with the campus, and must agree to attend one club event per academic year. This adviser must also be available to meet with officers monthly to discuss the club's current plans. The adviser must be approved by a simple majority vote by secret ballot.

XVII. **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.

XVIII. **Quorum** - Five members must be present at a meeting in order to conduct formal club business.

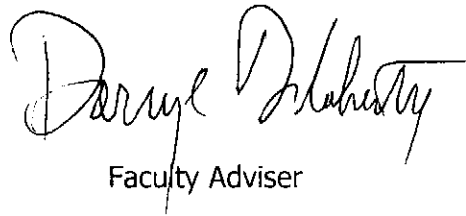
XIX. **Ratifying the Constitution** – Ratification of the Constitution requires a 2/3 vote of the organization and approval by the Activities and Programs Office.

XX. **Amending the Constitution** – Amending the Constitution requires a 2/3 vote of the entire membership and advance notice to all members of the proposed change.

XXI. **Signatures** -



Organizational President



Faculty Adviser

Program Coordinator for Leadership Development