

Carleton DanceLab Constitution

Article I

Carleton DanceLab

The Organization shall be known as the Carleton DanceLab, and herein after shall be referred to as the Organization.

Article II

Purpose of the Organization

The organization shall work towards: generating a community fueled by a passion and drive for dance and fitness.

Article III

Structure

The General Membership shall be the legislative body of the organization and shall be composed of all members.

The Executive shall be the Administrative body of the organization and shall be composed of members elected by the General Membership.

Article IV

Membership

There shall be one membership option with Carleton DanceLab.

Membership in the organization shall be valid from: September to April of each school year.

In the event that a member of the organization violates the organization's Constitution or CUSA's Constitution and disciplinary action is being considered, the Executive shall report it to the Clubs and Societies Commissioners.

Article V

Executives

President:

- Frequently communicate with CUSA members to annually re-certify club, complete training courses, organize waivers for members and complete risk assessment forms for all events.
- Effectively communicate with executives and members to ensure resolution of any issues, interpersonal or personal.
- Conceptualize and execute frequent meetings among executives to discuss current and future projects
- Coordinate the production of a year-end showcase, including securing venues, insurance, copyright, etc...
- Delegate tasks accordingly to other executive members and oversee all decisions made in the club (e.g., class schedules, member events, google forms, etc..)
- Acts as Human Resources to the club and executives
- Choreograph/teach drop-in classes and showcase dances

VP Finance:

- Responsible for creating and maintaining budgets and ledgers and presenting budget plans to achieve funding from university student association.
- Book studio spaces accordingly
- Monitor funds received and ensured payments are met including the maintenance of accurate financial records
- Manage financial aspects of a dance production, such as fundraising, budgeting, ledgers, payment agreements to achieve a successful and well-organized show and club
- Choreograph and teach dance drop-in classes and performance pieces

VP Communications:

- Corresponds with members and dance community through social media outlets
- Choreographing/teaching drop-in classes
- Coordinates club related communications regarding membership and events/activities
- Weekly Email correspondence on upcoming classes
- Creates Email Infographics for all events and classes
- Creates social media plans and posts to communicate and promote clubs' activities and events using Canva
- Effectively communicates with members and executives to promote engagement in all club activities

VP Merchandising:

- Brings forth ideas about merchandising and advertising to other executive
- Communicates merchandising options with members and evaluates what would be most suitable to purchase for DanceLab
- Corresponds with other club executives and president on club planning
- Designs merchandising and promotion activities, including coordinating with various suppliers
- Choreographing/teaching drop-in classes and showcase dances

VP Administration:

- Weekly email correspondence on upcoming classes
- Creates email infographics for all events and classes
- Creates google forms for member registration, and all other applicable club inquiries that require surveys through google forms.
- Corresponds with other club executives and president on club planning
- Designs merchandising and promotion activities, including coordinating with various suppliers
- Choreographing/teaching drop-in classes and showcase dances

Article VI

Meetings

Meetings will occur regularly and will depend on availability of spaces and members. Executives will decide when to hold meetings. At least a week's notice will be provided before meetings, they will be advertised on all social media and an email will be sent out. Once members are finalized meetings will be open to them.

Article VII

Elections

Application & Interview

The Organization has chosen to run an Application & Interview process for its Leadership Succession. The Leadership Succession is held at the beginning of the Winter Term. All members are eligible to run/apply for an Executive Position. The following are the steps necessary to facilitate an Application & Interview process.

1. The Club President shall request the right to run an Application and Interview selection process for President, VP Finance, VP Communications and Merchandising and VP Administration positions from the Student Groups Administrator or designate
2. The President, VP Finance, VP Communications and Merchandising and VP Administration positions will be posted to the CUSA Clubs or CUSA website to solicit applications
3. The posting will be up for at least two weeks
4. At the conclusion of two weeks, the Student Groups Administrator or designate, at the request of the Club President, will collect applications and ensure they are saved into similar formats in a Google Drive, and will facilitate a meeting with the outgoing club leadership who is not applying to the position to shortlist the candidates.
5. An Interview Panel will be convened to interview the shortlisted candidates, and the panel should include at least one neutral member of the club, the outgoing executive

officer for the position being interviewed, and a member of the Clubs Oversight Committee.

6. Questions should be topical and situational where possible and taken from a question bank available from the Student Groups Administrator.
7. The Interview Panel should try to arrive at consensus around which candidate deserves to be granted the position.
8. If consensus cannot be reached, a majority vote is to be taken, the results of which are reported to the Clubs Oversight Committee
9. Once a candidate has been selected, the Interview Panel will designate a member to inform the Student Groups Administrator of the decision, and the Student Groups Administrator will e-mail the successful and unsuccessful candidates to inform them of the decision by the Interview Panel

Article VIII

Impeachment

Executive Members may be removed from office voluntarily or if there is inappropriate behaviour that constitutes impeachment. 2 weeks' notice is required and it needs to be a majority vote.

Article IX

Amendments

Amendments to DanceLab's constitution can be initiated by any member of DanceLab. The amendment will be proposed to the membership. Members will have a week to review the proposed amendment before a vote will take place. All members are permitted to vote on the amendment in order to have the proposed amendment pass. The vote will be by majority in favour of the amendment in order for it to pass.

Article X

Dissolution of the Organization

Upon dissolution of the Organization all assets gained through CUSA shall be returned to CUSA and all other assets shall be given to Ottawa Dog Rescue.