

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 while providing members with a safe and inclusive environment. Our members will be provided with an opportunity to choreograph and perform various styles of dance with each other to perform at our year-end showcase.

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 through the application & interview process.

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 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.

Members who quit the organization between the months of September and April will not receive a full or partial refund, unless there are extreme circumstances (serious illness or injury, death of a family member, or another circumstance deemed serious by the organization's executives).

Article V

Executives

President:

- Frequently communicate with CUSA to annually re-certify the club, complete training courses, organize waivers for members and ensure all risk assessment forms are filled out and submitted.
- Attend all mandatory CUSA meetings (i.e. Presidents meeting in both fall & winter semesters)
- 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 to other executive members as well as help out when needed.
- Keep consistent communication with all executives on the status and details of their tasks.
- Oversee and confirm all decisions made in the club (e.g., class schedules, member events, google forms, etc..)
- Act as Human Resources to the club members and executives.
- Choreograph/teach drop-in classes and showcase dances.

VP Finance:

- Responsible for creating and maintaining budgets (yearly budget and a show budget) and a ledger. Budgets and ledgers are to be presented to CUSA to achieve funding.
- Monitor funds received and ensure payments are met and paid on time. Keep proper maintenance of accurate financial records.
- Manage financial aspects of dance production, such as fundraising, budgeting, ledgers, and payment agreements to achieve a successful and well-organized show and club.
- Communicate with other executives about the financial status and needs of the club.
- Schedule bank meetings with the president when needed.
- Choreograph and teach dance drop-in classes and performance pieces.

VP Communications:

- Creates email and social media infographics for all events and classes
- Creates social media plans and posts to communicate and promote clubs' activities and events.
- Corresponds with members and the dance community via social media and emails.
- Coordinates club-related communications regarding membership and events/activities with executives and members.

- Weekly emails corresponding to upcoming classes and events.
- Effectively communicates with members and executives to promote engagement in all club activities.
- Answer messages and questions sent to the Carleton DanceLab Instagram account
- Work alongside the President to create show order for the year-end showcase.
- Create the infographics and design for the year-end showcase program.
- Choreographing/teaching drop-in classes.

VP Merchandising & Administration:

- Creates Google forms for member registration, and all other applicable club inquiries that require surveys through Google Forms.
- Correspond with other club executives and the President on club planning, emails, and merchandise.
- Answer incoming emails with general club inquiries or concerns.
- Designs merchandise, and works & coordinates with suppliers to produce said merchandise.
- Designs merchandising and promotion activities, including coordinating with various suppliers
- Work with Lululemon's strategic sales team to provide discounted clothes for members.
- Choreographing/teaching drop-in classes and showcase dances

VP Project Manager:

- Plan and organize the beginning of the year expo
- Large administrative role in regard to coordinating the showcase dances (e.g., assigning members to dances, creating a yearlong schedule to ensure all choreography gets completed), while working alongside the President.
- Coordinate all member events for engagement and socialization for members alongside the President.
- Book spaces for events and fill out risk assessment forms alongside the President.
- Compile a Showcase Committee of volunteers to help out at the year-end showcase.
- Work alongside the Vice President of Finance to execute funding needs for all events, and fundraising.
- Work with the President to organize the year-end showcase by booking the venue, coordinating the show day schedule, packing list, etc.
- Choreograph and teach drop-in classes and performance pieces.

Article VI

Meetings

Meetings will occur regularly and will depend on the 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.

Meetings of the General Membership

1. Meetings of the General Membership can be called:
 - a. At the request of the President, for a meeting to be held not less than one week from the date of publication of the notice;
 - b. At the request of the Executive, for a meeting to be held not less than one week from the date of publication of the notice; or
 - c. At the request of any five members of the Organization.
2. A minimum of one meeting of the General Membership must occur per year in the spring for the purpose of elections.
3. Quorum of the General Membership
 - o The presence of at least five members, shall be necessary to constitute a meeting of General Membership for the exercise of its powers

Meetings of the Executive Committee

1. Meetings of the Executive Committee shall
 - a. Be held at regular intervals and are for the purpose of running the club.
 - b. Votes by the Executive Committee on club business shall be declared by a simple majority.

Article VII

Leadership Succession

Application & Interview with the Club Executives and Members

- If the Student Groups Administrator approves a club request to have an application & interview process with its executives and membership, the Student Groups Administrator will post the link to the relevant positions on the CUSA Clubs or CUSA website to solicit applications, and have the posting up for at least two weeks
- Clubs may elect or appoint an individual to keep track of meeting minutes and to compile a report of this process
- An Interview Panel will be convened to interview the shortlisted candidates, and the panel should include at least 60% members-at-large and 40% of executives
- Questions should be topical and situational where possible, taken from a question bank established by the hiring panel
- Upon reviewing all applications, the whole committee will select at least one (1) and no more than four (4) nominees to present at a general club meeting. The Interview Panel

should try to arrive at consensus around which candidate deserves to be granted the position. If consensus cannot be reached, a majority vote is to be taken

- The Hiring Panel will provide a detailed recommendation for each candidate for the general membership to review. This detailed recommendation should outline specific skill-sets, experience, and education that qualify the recommended candidates
- All club members would be informed more than a week in advance of a meeting to attempt to decide the future leadership of the club, and of a meeting location, with virtual options available for those unable to attend in person
- When there is only one nominee, they should face a vote of confidence
- Where there are two (2) to four (4) nominees, voting should be conducted in a first-past-the-post fashion unless otherwise stipulated in the club constitution.
- Clubs may elect or appoint an individual to keep track of meeting minutes and to compile a report of this process
- During the meeting, the candidates will have an opportunity to speak to the general membership and answer any questions from the general membership
- At the conclusion of this meeting, the voting members of the membership will elect the next executive roles

Article VIII

Impeachment

Impeachment for Removing an Executive Role:

- Grounds for impeachment of a club member include any violation of the constitution, the governing documents of CUSA, committing an act (or acts) which negatively affects and/or harms the interests of the clubs and its members, and/or failure to fulfill executive duties.
- Any member can bring forward a request for impeachment to any executive. Within 10 days of receiving this request, the executive will host a meeting with the general membership. At this meeting, the complaint will be reviewed. The member bringing forward the complaint and the accused executive shall be given time to speak.
- A vote for impeachment with the general membership will be conducted. The accused executive shall not be permitted to vote. A simple majority will be needed to impeach the executive. Impeachment of an executive results in their removal from office and as a member of the club.
- To remove a member, our Club will first consult the CUSA Clubs Membership Removal Committee (MRC)
- The CUSA Clubs Membership Removal Committee (MRC) will advise on the next steps for the club
- Should the CUSA Clubs Membership Removal Committee (MRC) advise that the club proceed with membership removal, the following steps will take place:

Membership Impeachment:

1. Grounds for impeachment of a club member include any violation of the constitution, the governing documents of CUSA, and committing an act (or acts) which negatively affects and/or harms the interests of the clubs and its members.
2. Any member can bring forward a request for impeachment to any executive. Within 10 days of receiving this request, the executive will host a meeting. At this meeting, the complaint will be reviewed. The individual bringing forward the complaint and the person accused shall be given time to speak.
3. A vote for impeachment within the executive will be conducted. A simple majority of executives will be needed to impeach the member. Impeachment of a member results in their removal as a member of the club.

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 passed. The vote will be by a 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.