

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 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.
- Work with VP Project Manager to 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, emails, social media posts, 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 CUSA.
- Ensure all studio space bookings and venue deposits are paid for.
- 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.
- Ensure all members have paid the membership fee.
- Complete year-end finance ledger for CUSA.

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 & Administration:

- Brings forth ideas about merchandising and advertising to other executives.
- Communicate merchandising options with members and evaluate what would be most suitable to purchase for DanceLab.
- Designs merchandising and promotion activities, including coordinating with various suppliers.
- Choreographing/teaching drop-in classes and showcase dances.
- 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

VP Project Manager:

- Plan and organize the beginning of the year expo.
- Work with the President to coordinate the production of a year-end showcase.
- Create a yearlong schedule to ensure all choreography gets completed and book all studio space needed.
- Coordinated all member events for engagement and socialization for members.
- Work alongside President to compile a showcase committee to assist with showcase tasks.
- Work alongside VP Finance in order to ensure that funding for events and the year-end show is available.

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

- 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

The Organization has chosen to run an Application & Interview process for its Leadership Succession as provided by CUSA. The Leadership Succession is held at the beginning of the Winter Term. Members are eligible to 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 a 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

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.