

Constitution

Article I

Name of the organization

The organization shall be known as the Carleton University Dance Crew, and herein after shall be referred to as the organization.

Article II

Purpose of the organization

The organization shall work towards providing a safe and comfortable environment for people of all backgrounds to come together and learn different styles of dance. We hope to share our passion for dance with the community, and put on a showcase with the members of the organization.

Article III

Structure

The General Membership shall be the legislative body of the organization and shall be composed of all documented 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 three levels of membership within the organization: general membership, paid membership and community membership.

General Members will be:

- 1. Any undergraduate or graduate student who, among other things attends practices, and/or helps in fundraising initiatives held by the organization.**
- 2. They will have the right to vote during Executive elections, but will not have the right to run for an Executive position. Additionally, they will not be able to participate in any performances including and/or held by the organization.**

Paid Members will be:

- 1. Any General Member who pays the optional annual Membership Fee.**
- 2. In addition to the rights of a General Member, they will have the right to run for an Executive Position as well as participate in any performances including and/or held by the organization.**
- 3. If a graduate student is a Paid Member, they will still not be allowed to run for an Executive position as per CUSA guidelines.**

Community Members will be:

- 1. Any non-student member who is associated with a General or Paid Member and wants to attend**

practices, events and/or help in fundraising initiatives held by the organization.

All Paid Members who wish to perform at a CUDE event must sign a Carleton Risk Management Waiver at the start of the year which will qualify for all performances for that year.

Membership in the organization shall be valid from date of purchase/date of documented membership to the last day of the winter semester.

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

Executive

President:

- **Oversee the organization**
- **Organize and run meetings and practices**
- **In the event of an extraneous situation, the final decision falls on the president**
- **Responsible for risk management, insurance, and major forms**
- **Will act as the organization's equity advisor**

Vice President:

- **Help the president with assigned tasks**
- **Fill in when the president is absent**
- **Support and floater for the organization. For example: acting as secondary to VP Events in the planning and execution of events throughout the year if need be.**
- **Takes on responsibilities that do not directly correspond with the roles of the other executives**
- **While any member can communicate with any executive member, the Vice President is the go-to for any member concerns**
- **Help facilitate communication between general membership and executive team, as well as within the executive team**

Vice President Finance

- **Create a budget for each semester**
- **Manage the CUDC account**
- **Take responsibility for any CUDC money raised at events, or from CUSA**
- **Responsible for production, distribution, and tracking of all event tickets**
- **Financial advisor for organization members**

Vice President Events:

- **Help executive plan and organize weekly practices**
- **Direct the planning of any events and showcases the club decides to hold**
- **Plan necessary fundraisers**

- **Responsible for communication with event stakeholders (performers, venue managers, venue owners, etc.)**

Vice President Communications:

- **Media Facilitator**
- **Respond to emails and social media messages**
- **Keep members up to date with club activities**
- **Send important reminders to the rest of the executive team**
- **Responsible for production and distribution of online and physical marketing materials**

Advisor:

- **Position is obtained when a presidential term is completed**
- **Holds no direct power to the decisions finalized and executed by the current executives**
- **Offers advice and guidance when sought out by the current executives**

Once an executive has completed a term as an executive, they are not permitted to run for the same position the following year.

If no member runs for a given executive position, the President may be allowed to run instead of only moving to an Advisor role. They are not required to run and are only permitted to if they will continue as an undergraduate the following year and there is a position with no candidates. If this is the case, another Succession Officer will be chosen who is not

running for any position and is a neutral party.

Article VI

Meetings

Executive meetings will be held once a week. General practices will be held twice a week to give everyone an opportunity to come out when they are available. Meetings will be called by the Executives on an as needed basis. The Executives will communicate with members to notify them of meeting dates and times.

Practices will be open to any Carleton Student, and on special occasions to guests either from Carleton or from the Ottawa community that come in to do workshops with the group. Newcomers are always welcome at any given practice. But if they attend practices with the intent to participate in events, they will be required to register as a General Member.

Article VII

Elections

At the end of the Winter Semester, elections for the succession of Executives are held and run by the Succession Officer.

The Succession Officer will either be the current President of the organization if they will not be running for any Executive position for the following year, or another neutral third party agreed upon by

the executive team if the President decides to run for an open position.

The Succession Officer will work with the current Executives to determine specific dates for the election. But the rough outline of dates is as follows;

- 1. Day 1: The official election date is announced and nominations for Executive positions are open.**
- 2. Day 8: Deadline for nominations. Nominees are contacted about the positions they were nominated for and are given two (2) days to accept the nomination and run for the corresponding position(s). All nominees may run for up to two (2) Executive positions per term. Should a General Member be nominated for an Executive position, they are given twenty-four (24) hours to pay the Membership fee in order to gain the right to run.**
- 3. Day 10: Executive Candidates are announced. A candidate may campaign if they choose to as of their announcement. However, every candidate is required to prepare a speech or presentation for Election Day.**
- 4. Day 15: Election Day. Per role, candidates individually present their speeches or presentations to the voters followed by answering a few questions prepared by the current Executive for the role as well as a few additional questions given by the audience. After questions, voters are given ballots to choose their desired candidate. Ballots are then**

counted by the Succession Officer and the new Executive for that role is announced. If a candidate is chosen but would have been running for a following role, they must withdraw from the following role. The order of roles chosen are as follows;

- a. Vice President Communications**
- b. Vice President Events**
- c. Vice President Finance**
- d. Vice President**
- e. President**

Article VIII

Impeachment

Any member can bring up their complaint to an executive member. The grounds of impeachment include harassment, or failing to complete their roles and responsibilities. The executive member will notify the general membership and a vote will take place, conducted by a neutral executive member. This will be a majority vote.

Article IX

Resignation

If an Exec member wishes to resign, a formal notice must be given to the crew and executive team at least 2 weeks prior to the final date of position.

Depending on the time of year, the executive team will either decide to fill the vacant position through an election or continue with one less executive member.

Article X

Amendments

Amendments to the constitution can be collaboratively made by the new executive team anytime between their election and the end of the first term. The constitution must be reviewed annually and amended at least every 4 years. The date of any change must be recorded in the constitution.

Article XI

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 CUSA or a charity of the Executive members' choice.

Last amended: Monday, July 17, 2023