

Minor rewrite – typo correction or minor reorganization

New material

Major reorganization or rewrite

Constitution of the Memorial University of Newfoundland and Labrador Ballroom and Latin Dance Club

Article I: Name, Purpose and Membership

Section 1: Name

- A) The name of this organization shall be the Memorial University of Newfoundland and Labrador Ballroom and Latin Dance Club, hereafter referred to as the MUN Ballroom and Latin Dance Club.

Section 2: Purpose (Amendment #1)

- A) The objectives of the MUN Ballroom and Latin Dance Club shall be:
 - 1) To promote interest in ballroom dance.
 - 2) To offer a social scene in which to enjoy ballroom dancing.
 - 3) To offer instruction in ballroom dance to its members.
 - 4) To promote a better understanding of ballroom dance within the limits of the club.
 - 5) To add to the learning/social environment of MUN.

Section 3: Membership (Amendment #2)

- A) Membership is open to all persons.
- B) Classes shall be open to the following groups in order of priority:
 - 1) All interested students registered for instruction (classes/courses) at Memorial University of Newfoundland including partial, special, and all classifications of students and their dance partners.
 - 2) Interested members of the faculty and staff of Memorial University of Newfoundland and their dance partners.
 - 3) Interested alumni and their dance partners.
 - 4) All other interested parties.

Section 4: Membership Fees and Instruction (Amendment #3)

- A) Membership fees will be ten (\$10) dollars for students and non-students.
- B) Instruction fees will be set by the executive and/or instructor and must be prominently announced prior to registration. This will be for 1½ hours of instruction per week for a duration of ten (10) weeks.
- C) Participation and advancement through classes shall be according to regulations established by the executive and/or instructor.

Article II: Organization

Section 1: Composition (Amendment #4)

- A) The executive officers of the MUN Ballroom and Latin Dance Club shall be the President, the Vice-President, the Secretary, and the Treasurer. These officers must be full-time or part-time students of Memorial University of Newfoundland.

Section 2: Election/Appointment (Amendment #5)

- A) The executive officers of the MUN Ballroom and Latin Dance Club shall take office upon election, which shall take place in March.
- B) The new executive may appoint other volunteer positions after taking office.
- C) Appointments for volunteer positions are made based on positions outlined in Article II, Section 5.
- D) All persons occupying executive or volunteer positions must be members in good standing of the club.

Section 3: Function of the Executive

- A) The President shall:
 - 1) Preside over all meetings.
 - 2) Represent the club in its relations with any other organization or person. If he/she is unable to attend, he/she may delegate a member to represent the club.
 - 3) Be responsible for the direction and integration of the actions of the executive.
 - 4) Submit to incoming executive a report of the activities of the club for the preceding year.
 - 5) Be an ex-officio member of all executive committees he/she sees fit, composed of at least one (1) member of the executive and not more than six (6) nor less than two (2) general members of the MUN Ballroom and Latin Dance Club.
 - 6) At least once a semester with two or more members of the executive, besides him/herself, review the financial records.
 - 7) Be responsible for all applications to MUNSUSU for ratification/recognition and Special Project Grants.
 - 8) Be responsible for ensuring that an up to date copy of the MUN Ballroom and Latin Dance Club constitution is on file at MUNSUSU.
- B) The Vice-President shall:
 - 1) Assume the duties of the President in his/her absence or at the request of the President.
 - 2) Automatically assume the office of the President in the case of the vacating of that office during the academic year. If the Vice-President is unable to do so, he/she assumes the responsibility of organizing an election for the President seat and will hold the position until the election is carried out.
 - 3) Carry out such duties that the executive shall assign him/her.
- C) The Secretary shall:
 - 1) Upon election submit a signed copy of the newly elected members of the executive of the club to the VP Internal of MUNSUSU.
 - 2) Be responsible for keeping accurate minutes of executive meetings and the important actions and points of the club. Upon completion of these minutes they shall be sent to all executive members.
 - 3) Be responsible for and keep a record of all correspondence of the MUN Ballroom and Latin Dance Club.
 - 4) Keep an accurate record of membership.
 - 5) Generate and distribute an agenda for upcoming executive meetings to all executive members, provided no later than 24 hours prior to that meeting.
- D) The Treasurer shall:
 - 1) Be responsible to the MUN Ballroom and Latin Dance Club and MUNSUSU for the finances of the club. (*Amendment #6*)
 - 2) Submit an annual report to the MUN Ballroom and Latin Dance Club and to MUNSUSU.

- 3) Keep books at all times showing the financial condition of the club current at all times.
 - 4) Collect and keep a record of membership dues.
 - 5) Carry out other such duties that the executive shall assign him/her.
 - 6) Review the finances of the club with two or more members of the executive besides him/herself at least once a semester.
 - 7) Ensure that all venues used by the club are paid for in full (socials/formals/classes)
- E) The executive will manage the club in a positive way to provide quality instruction to the members of the club. (*Amendment #7*)

Section 4: Roles

- A) The executive shall be responsible for the club's organization and activities. New executives will be responsible for the MUN Ballroom and Latin Dance Club's past and present endeavours.
- B) The executive shall give warnings to any person occupying an executive or volunteer position who is not fulfilling his/her duties. Warning(s) shall be given with majority vote of other executive members. After two warnings, removal from that position is possible.
- C) The executive may use their discretion to deny access to Club Socials, Formals and Classes to those deemed not in good standing with the club.

Section 5: Volunteer Positions (*Amendment #8*)

- A) The volunteer positions are as follows: Teacher Assistant Coordinator, Foster Child Coordinator, Webmaster, Social Coordinator.
- B) Any active member in good standing of the club can hold a volunteer position.
- C) The executive can create new positions as they see fit.
- D) The Teacher Assistant Coordinator's duties are as follows:
 - 1) Responsible for recruiting Teacher Assistants (TAs).
 - 2) Organizing the TAs to ensure adequate class coverage.
 - 3) Act as a liaison between the executive and the TAs.
- E) The Foster Child Coordinator's duties are as follows:
 - 1) Maintain contact with the Foster Child on behalf of the club.
 - 2) Provide information about the Foster Child to the club members.
 - 3) Act as a contact between the Foster Child Organization and the club.
 - 4) Ensure the Foster Child bill is paid.
- F) The Webmaster's duties are as follows:
 - 1) Design, maintain, and update the club website.
 - 2) Post information on the website about cancellations in a timely manner.
- G) The Social Coordinator's duties are as follows:
 - 1) Responsible for booking venues for club social events.
 - 2) Responsible for providing food for social events.
 - 3) Ensure venues are properly setup for social events and cleaned up after.
 - 4) Coordinate with treasurer about the payment for venues.

Article III: Meetings

Section 1: Executive Meetings (*Amendment #9*)

- A) Regular meetings of the MUN Ballroom and Latin Dance Club shall be held no less than once every two months of the academic year.
- B) Other meetings shall be called by executive members, to discuss and bring forward other issues

pertaining to the club.

- C) At least 48 hours notice shall be given before all meetings, except the general meeting(s) at which the election of officers is held; for this meeting, one calendar week is required.
- D) Prior to meetings, the secretary will construct an agenda that is to be followed at the following meeting. This subsequent meeting will commence with any additions to the agenda followed by business arising from the previous minutes.
- E) At the meetings of the executive, 50% plus one (1) executive members shall constitute a quorum.

Article IV: Election of Officers

Section 1: Frequency of Elections (*Amendment #10*)

- A) Election of officers shall take place annually in March.
- B) Elections are not held at any other time unless confirmed by the VP Internal of MUNSU.

Section 2: Nominations for Executives

- A) Nominations for executive officers require two nominators who are members of the MUN Ballroom and Latin Dance Club.
- B) Those nominated for positions must be members of good standing of the MUN Ballroom and Latin Dance Club.
- C) Signatures of nominee and nominators are required along with signature of a current executive officer to confirm nomination.
- D) A nominee may accept nomination for only one position.
- E) The above guidelines for elections will be followed subject to number of nominees and availability of current executive officers.

Section 3: Election of Executive Members

- A) Voting shall be by secret ballot. All student members will be able to vote.
- B) For an election to be considered valid, the total of votes cast shall equal at least $\frac{1}{4}$ of the total membership.
- C) A person shall be considered elected if he/she receives a plurality vote cast by the registered members of the MUN Ballroom and Latin Dance Club or if he/she is acclaimed to a position.

Section 4: Commencement of Duties

- A) Those elected shall assume their duties beginning April 1st of each year.

Article V: Amendments

Section 1: Procedure (*Amendment #11*)

- A) Amendments to this constitution shall be implemented by the following procedure:
 - 1) Introduction of the proposed change at a regular meeting of the club.
 - 2) A two-thirds majority of those present shall be required to carry any such amendment.

Section 2: Role of MUNSU

- A) All amendments to this constitution must be ratified by MUNSU.
- B) MUNSU has the right to make changes to this constitution in regards to matters that apply to all clubs/societies. These changes shall be made known to clubs/societies in the term that they are made.