

CONSTITUTION OF THE OREGON STATE UNIVERSITY COUNTRY WESTERN DANCE CLUB

Adopted December 2013
Amended September 2019

ARTICLE I - NAME, PURPOSE, AND NON-DISCRIMINATION POLICY OF THE ORGANIZATION.

SECTION 1: NAME

The name of the organization shall be the Oregon State University Country Western Dance Club

SECTION 2: PURPOSE

We, the members of the Oregon State University Country Western Dance Club in order to fulfill our charter of providing a drug and alcohol free place to dance and support for the Oregon State University Physical Activity Courses (PAC); promote the activity of country dancing to the Oregon State University community; and encourage positive student community interactions to establish and ordain this constitution. To maintain alignment with the University mission and exemplify the principles of honesty, integrity, good faith and respect of diversity.

SECTION 3: NON-DISCRIMINATION POLICY

Membership shall not be denied to any student on the basis of age, color, disability, gender identity or expression, genetic information, marital status, national origin, race, religion, sex, sexual orientation, or veteran status

ARTICLE II - MEMBERSHIP: QUALIFICATIONS CRITERIA AND EXPECTATIONS

SECTION 1: ACTIVE MEMBERS

Active Members shall be enrolled students at Oregon State University and must register for yearly Official Membership. The minimal requirements for becoming an Official Member are listed and are expected from all Official Members of the OSU Country Western Dance Club:

- I. Members must exemplify the principles of honesty, integrity, good faith and respect of diversity. Members shall not discriminate against members or non-members alike (Article 1, Section 3).

- II. Members must attend at least two of the OSU Country Western Dance Club All Club Meetings per term. Member attendance for a meeting can be excused if given proper prior confirmation, but all members must attend at least 1 per term.
- III. Members must attend at least one dance per term. If this is not possible due to classes, activities, or studying abroad, this can be waived if confronted at the beginning of the term.
- IV. Members must be drug and alcohol free while attending dances and meetings.
- V. Members must pay the yearly fee of \$15 to become a member. This membership is valid for the existing school year. This is a pro-rated price meaning that prices are different by term. Fall Term is \$15, Winter Term is \$10, and Spring Term \$5. Membership expires September 1st of the year by default for all members.
- VI. Members are entitled to 1 free CWDC Member Shirt per year upon enrollment and are required to wear it when they are working a job for the specified dance.
 - a. When wearing their CWDC shirt, members will conduct themselves so as to portray a positive image of the OSU CWDC.
 - b. Members are encouraged to wear their shirt to all official dances.
- VII. Members will be terminated from enrollment on the third offense after two formal warnings on the following conditions;
 - a. Missing more than 1 All Club Meeting per term without prior confirmation
 - b. Failed to show for any dances per term without prior confirmation
 - c. Failed to wear Member Shirt while on duty
 - d. Failed to appear for assigned shift
 - e. Failure to comply with requests from an Officer while on duty
 - f. Attending a dance visually intoxicated
 - g. Failure to act and behave in accordance to the Oregon State University Country Western Dance Club Constitution

The Officers of the OSU Country Western Dance Club shall have the right to suspend/revoke membership, by a majority vote of the officer team, at any time, if any of the membership requirements are not met.

ARTICLE III – OFFICERS: TITLES, TERMS OF OFFICE, TYPE OF SELECTION, AND DUTIES OF THE LEADERS.

SECTION 1:

The officers of the association shall be President, Vice-President, Secretary, Treasurer, Public Relations Officer, Sound Technician (Webmaster), and Digital Media Manager (Project Coordinator). These officers shall perform the duties prescribed by the constitution and bylaws and by the parliamentary authority adopted by the association

SECTION 2:

Officers shall be nominated at the end of winter term each year. Each candidate will be required to present in writing their qualifications for the position they are applying for. If only one person is running for a position but does not present adequate qualifications the position may remain unfilled, and its responsibilities consolidated to other positions at the discretion and consensus of the serving President and Vice President. Election shall be by majority vote by officers and members and the candidates receiving the most votes shall be named to their respective offices. The outgoing officers will mentor the incoming officers of their respective positions for the remaining academic year.

SECTION 3:

It is required that the incoming President of the year have already held an officer position for a year minimum and that they are not graduating until the end of the upcoming academic year or later. The incoming President must also be a full time student and present for all academic terms (excluding summer term).

If the circumstance arises that the entire team of officers is leaving at the end of their academic year, or that the officers remaining are not suitable for the job of Presidency, the current officer team may hold Presidential elections. In this circumstance any individual who has completed or is completing the Country Western II class may run for the President position. They must present proper forms to the current officer team as well as present themselves at the Presidential election meeting. Election shall be by secret ballot and the current President and Vice President will count the ballots and evaluate the candidates for any extenuating circumstances. The outgoing President will mentor the incoming President on his/her position for the remaining academic year.

SECTION 4:

Officers shall be elected to serve for one year or until their successors are elected

- I. Officers term shall end at the conclusion of the last dance of Spring Term
- II. Incoming officers shall begin their term at the commencement of the last dance of Spring Term

SECTION 5:

Vacancies in offices shall be filled by nomination and voting of a quorum of active members

SECTION 6:

- I. Officers shall have earned at least 6 credit hours in their most recently completed term. This requirement does not apply to first-term freshman or first-term transfer students.
- II. Officers will attend meetings when summoned or will let the President or Vice President know if they cannot attend the meeting 24 hours in advance.
- III. Officers will be on time to meetings.

- IV. Officers will be held to standards of professionalism, maturity and diligence that the position requires. This includes timely communication and valid expectations.

SECTION 7:

When wearing the official Oregon State University Country Western Dance Club Officer shirt, the officer is expected to hold oneself with maturity, responsibility, humbleness, respectfulness, and leadership. This will reflect directly on the Oregon State University Country Western Dance Club

SECTION 8:

Officers will be expected to engage with new members of the Oregon State University Country Western Dance Club. Each officer will be encouraged to ask at least one new person to dance.

SECTION 9: DUTIES OF THE OFFICERS

PRESIDENT

The President of the Country Western Dance Club will serve as the official representative of the club to all outside entities. No other member or officer has the power to speak or act on behalf of the club without direct permission from the President. The President will organize dance locations and times, meetings for officers, all-club meetings three times per academic term as well as ensure all due and proper actions are taken to facilitate the dances. It is the prerogative of the President to delegate such responsibilities as he/she sees fit to other officers regardless of that officer's position. The President will have the final say in all affairs. An individual who has held a previous officer position in the Country Western Dance Club is eligible to run for President.

VICE PRESIDENT

The Vice President of the Country Western Dance Club will serve as the right hand of the President. The Vice President will coordinate hardware setup, ensure efficient transition between dances, and organize such details that do not require the attention of the President. The Vice President will act in place of the President and fulfill Presidential duties if the President fails to complete those duties or upon request from the president. The Vice-President will be responsible for organizing volunteering events for the club (at least one event per term). The Vice-President will assist with set-up/tear down at all dances. He/she will run the merchandise table at all dances. An individual who has taken/is currently enrolled in a country dance class is eligible to run for Vice-President.

SECRETARY

The Secretary of the Country Western Dance Club will retain all physical records pertinent to club activities and maintain a record of official meeting minutes. These are to be kept in the officer Google drive folder provided by the club and are available upon request. The secretary will be responsible for answering all emails and Facebook messages within 48 hours. The secretary is responsible to keep and organize the club binder which will be brought to every meeting and dance. The secretary will assist with set-up/tear

down at all dances. An individual who has taken/is currently enrolled in a country dance class is eligible to run for Secretary.

TREASURER

The Treasurer of the Country Western Dance Club will be responsible for the financial records. The treasurer will manage the club's financial account at the MU Business Office for obtaining a cash box and be solely responsible for the contents. The Treasurer will monitor volunteers/members working at the cash box during the dances to ensure proper cash handling. The Treasurer will provide a report of the clubs financial position at each official meeting. The Treasurer will also retain physical records and receipts provided for expenses in a folder provided by the club. To organize club shirts/officer shirts is the primary responsibility of the Treasurer, with assistance by an officer deemed helpful. The treasurer will assist with set-up/tear down at all dances. An individual who has taken/is currently enrolled in a country class is eligible to run for Treasurer.

PUBLIC RELATIONS OFFICER

The Public Relations Officer of the Country Western Dance Club will be responsible for ensuring the clubs online presence is accurate and up to date. The Public Relations Officer will be responsible for posting all Oregon State University Country Western Dance Club events one week in advance. The Public Relations Officers will coordinate a teacher for the lesson at each dance. The Public Relations Officer must have some experience in making flyers and is responsible for designing all flyers, and must post them in conspicuous places around the entirety of campus at least one week before the advertised dance. Maintenance of the Weebly website and bulletin board in Women's Building 116 is the responsibility of the Public Relations Officer. The Public Relations Officer will assist with set-up/tear down at all dances. An individual who has taken/is currently enrolled in a country class is eligible to run for Public Relations.

DIGITAL MEDIA MANAGER

The Digital Media Manager of the Country Western Dance Club will take photos at dances/events and share the photos after the events. The Digital Media Manager must upload the photos from a dance/event to the Country Western Dance Club Facebook page within 48 hours. It is the responsibility of the Media Manager to keep Club Social Media accounts, such as Instagram and YouTube, frequently updated. The Media Manager also holds the responsibility of maintaining the club computer and camera. The Visual Media Manager is responsible to ensure the computer and camera is charged, updated, and functioning properly before every dance/event. The Media Manager will assist with set-up/tear down at all dances. An individual who has taken/is currently enrolled in a country class is eligible to run for the Media Manager position.

SOUND TECHNICIAN

The Sound Technician of the Country Western Dance Club is responsible for ensuring the audio quality at dances/events is optimal. The Sound Technician maintains the sound board and the microphone in order to avoid feedback and ensure adequate audio for the attendees. The Sound Technician is responsible for updating and purchasing music. The Sound Technician is also responsible for ensuring the club computer is charged, updated, and functioning properly before every dance/event. The Sound Technician is directly responsible for ensuring the set-up/tear down of sound equipment at all dances. An

individual who has taken/is currently enrolled in a country class is eligible to run for the Sound Technician position.

ARTICLE IV - STANDING COMMITTEES

SECTION 1:

Other committees, standing or special, shall be appointed by the President as the association or the Executive Committee deems necessary to carry on the work of the association.

ARTICLE V – METHOD OF REMOVING OFFICERS AND MEMBERS.

SECTION 1:

It will be the duty of each member of the officer team to ensure that dances are conducted in a positive and encouraging manner. Should an officer feel that an attendee is being uncivil or detracting from the positive atmosphere they may eject them from the dance. A person may be barred from attending dances with a majority vote from the officer team at an official meeting.

SECTION 2:

Officers will be on time to meetings. Penalty for being more than ten minutes late will result in the officer working the cash box the entirety of the night (Treasurer will still have to turn in the cash box and count the till). Penalty for being late three times will result in a one-on-one meeting with the President to consider the position.

SECTION 3:

If the officer team feels that one of its officers is negligent in their respective duties, that officer shall be reprimanded by a written note, to be presented at an official meeting. That note will outline steps for improvement and a date for official review. Upon the official review, if the team feels that the steps were not adequately followed that officer shall be removed from his/her position and a special election called to fill the position.

If an officer is found to be violating any part of the Country Western Dance Club's statement of purpose this will be grounds for removal.

In the case that an officer is terminated or abandons their post, they will be required to turn in all club provided items including officer jacket.

ARTICLE VI – ADVISOR

SECTION 1:

Advisors of sponsored student organizations must be members of the University faculty or Administrative & Professional staff and be appointed/assigned by the sponsoring unit. The faculty advisor should be expected to communicate and advise the club about class material, events within Oregon State University and other external events.

ARTICLE VII – MEETINGS OF THE ORGANIZATION: REQUIRED MEETINGS AND THEIR FREQUENCY.

SECTION 1:

It is the discretion of the President that meetings can be held as deemed fit. Per academic term, there will be at least two All-Club meetings open to the whole organization.

ARTICLE VIII – METHOD OF AMENDING CONSTITUTION: PROPOSALS, NOTICE, AND VOTING REQUIREMENTS.

SECTION 1:

Proposed amendments should be in writing, should not be acted upon but read in the general meeting in which they are proposed and which the votes will be taken. Approval should require at least two-thirds of voting members present. The constitution should not be amended easily or frequently.

ARTICLE IX – PARLIAMENTARY AUTHORITY

SECTION 1:

The rules contained in the current edition of Roberts Rules of Order Newly Revised (“though the minority shall be heard and absentees protected, the majority will decide.”) shall govern the organization in all cases to which they are applicable and in which they are not inconsistent with the constitution bylaws and special rules of order the organization may adopt.