

The Cornell Ballroom Dance Club and the Graduate Ballroom Dance Club Constitution and By-Laws

I. Name and Objective

1. The club is a joint organization with two branches named the undergraduate **Cornell Ballroom Dance Club** (hereafter referred to as CBDC) and the **Graduate Ballroom Dance Club** (hereafter referred to as GBDC).
2. The objective of the CBDC and GBDC is to promote ballroom dancing in all its aspects, as a social skill as well as a competitive sport, in the Cornell and surrounding communities. This will be accomplished by teaching and demonstrating ballroom dance, and by encouraging members to join the DanceSport Team. The organization is a Student Club, connected to USABDA (the United States Amateur Ballroom Dance Association).

II. Membership

1. Membership is open to all members of the Cornell and surrounding communities.
2. A person can become a member by paying the appropriate membership dues, which will be set by the Executive Committee at the beginning of each year.
3. Undergraduates are restricted to membership in the CBDC. Graduates and other members of the Cornell and surrounding communities are restricted to membership in the GBDC. Membership in CBDC or GBDC includes limited membership in USABDA.
4. All members have the right to vote in officer elections and in General Meetings.
5. Members enjoy certain benefits at events organized by the club. These benefits will be determined by the Executive Committee for each separate event.
6. Membership lasts for one semester, starting at the beginning of each semester.

III. Executive Committee

1. The Executive Committee consists of the six officers of the organization and the Faculty Advisor.
2. The General Manager and Treasurer are offices held separately by each branch of the organization. From these officers an Executive General Manager and Executive Treasurer will be designated by the Committee. Social Dance Manager and Lesson/Membership Manager are offices jointly serving both branches.
3. In addition, a liaison from the Cornell DanceSport Club's Executive Committee has the option of regularly participating in Executive Committee discussions (but is not permitted to vote in Committee decisions). If the Executive Committee shares a member in common with the DanceSport Club's Executive Committee, this person may be designated the liaison.
4. Traditionally, the Undergraduate Treasurer is designated as Executive, as the SAFC budget process is more involved (and tends to be the primary funding source) than the GPSAFC process, but this does not rule out the option of an Executive Graduate Treasurer.
5. Officers are elected for one year; their duties start on the last day of classes of the spring semester. Election procedures are described in a separate article.
6. The Faculty Advisor is nominated each year by a majority vote of the Executive Committee. The Executive General Manager will then contact the nominated person, and offer him or her the function in writing. If the nominated person refuses to be Faculty Advisor, another person suggested as an alternative Faculty Advisor will be approached.

7. There may be responsibilities which are assigned by the Committee to an officer in addition to his/her regular duties, for example, acting as Web Master.
8. Each Committee member has the following responsibilities as an officer:
 - Check email at least once every two days
 - Attend all Committee meetings and notify the Executive General Manager in advance of any absences
 - Submit a weekly report to the Executive Committee listserve
 - Fulfill all duties with attention to detail
 - Assist the Committee in major events
9. The duties of the officers are as follows:
 1. **Graduate and Undergraduate General Managers:**
 - Represent undergraduate or graduate concerns to the club
 - Act as General Manager/President for the respective branch of the club in all university transactions
 - Register the respective branch of the organization with Student Activities at the beginning of the year
 - Act as a liaison to the Faculty Advisor, USABDA, class instructors, and other parties
 2. **Executive General Manager (either Graduate or Undergraduate):**
 - Provide an agenda for, organize, and run Committee meetings
 - Coordinate and assist Committee members in their duties
 - Follow up to confirm issues are dealt with satisfactorily
 - Delegate responsibilities
 - Act as the primary representative in matters concerning the organization and special correspondence
 - Solicit and coordinate instructors for all classes and events in which the club participates
 3. **The other General Manager (either Graduate or Undergraduate):**
 - Maintain the inventory database of club goods
 - Store, or make arrangements for the storage of, archives and other goods until needed, including the club instructional video library
 - Handle all routine correspondence for both branches
 - Moderate the club listserve (unless an alternative Web Master is designated)
 - Maintain a current club webpage (unless an alternative Web Master is designated)
 - Publicize the club using any of the following methods:
 - Posters or fliers which must be posted around campus according to University Postering Guidelines
 - Large Posters to announce the club at activity fair tables, dance and other event welcoming tables, or other activities
 - Banners for events above the campus store
 - Chalking events around campus
 - Advertisements in the Daily Sun and local newspapers
 - Announcements on the listserve
 - Other public/community relations, such as radio
 - Any other creative means of advertising
 - Work with the Executive Treasurer to obtain funds allocated for publicity from the SAFC or GPSAFC
 - Enlist aid when needed in order to make sure the job is done in a thorough and timely manner
 - Assist in other duties as necessary
 4. **Graduate and Undergraduate Treasurers:**
 - Submit weekly reports on the financial status of the accounts they handle
 - Maintain complete records of transactions as well as reports on categories of expenditures and income
 - Submit a budget and all necessary credentials to the SAFC or GPSAFC in

order to obtain funding

- Act as a liaison to the SAFC or GPSAFC
- Submit required paperwork to the SAFC or GPSAFC to receive allocated funds (this includes arranging contracts or other required documents for certain allocations)

5. Executive Treasurer:

- Maintain the club account which includes a checking (undergraduate), savings, and an auxiliary (graduate) branch
- Manage all money for both branches of the club, which involves maintaining records to equitably divide income and expenses between undergraduate and graduate branch accounts
- Manage and budget finances for events sponsored by the club
- Collect dues for both branches of the club
- Provide change for the cash box at classes and dances
- Arrange reimbursements for items not related to SAFC or GPSAFC funds

6. The other Treasurer:

- Assist the Executive Treasurer in collection of funds and distribution of reimbursements as necessary
- Coordinate with the Executive Treasurer in preparation of SAFC/GPSAFC budgets
- Keep a log of the minutes at each meeting
- Post minutes to the Executive Committee listserve weekly
- Collect and maintain weekly Committee reports from officers

7. Social Dance Manager:

- Organize and run semi-formal balls for the Club, usually two per semester. This includes booking a room and DJ as well as delegating various jobs to other Com and Club members. In particular the Social Dance Manager liaises with and possibly assists the Publicity Manager to publicize dances.
- Organize casual dances for the Club, usually one every two weeks. This includes obtaining a standing reservation for a room, delegating Com/Club members to run or help run the dances, and attending the majority of such dances if able.
- Organize, or assist in organizing, other social activities for the club on an ad hoc basis.
- If able, store various things needed for dances, e.g. decorations, drink and food containers, or else arrange for them to be stored elsewhere and transported to dances as needed.
- Always be on the lookout for ways to make social dances more fun and better attended.

8. Lesson/Membership Manager:

- Secure room reservations for all club classes and weekly events; this must be done very early, slightly before the start of each semester
- Reserve additional space needed during the semester
- Post a brief weekly messages to the club listserve announcing what dances will be taught in the classes
- Maintain the general membership list of the club, recording attendance at lessons and dances
- Respond to inquiries about the club
- Design and print membership cards and forms
- Register people for the club, including taking money and giving it to the Executive Treasurer with an accurate account of the number of new members
- Provide information to the remainder of the Executive Committee on membership matters
- Submit affiliate membership lists to USABDA each semester
- Attend all lessons, dances and other events, or arrange for other

Executive Committee or club members to be present to keep track of attendance statistics

10. All officers should keep detailed records of their activities, and be responsible for conveying these to their successors.

IV. Meetings and Decision Making

1. General Meetings are Executive Committee meetings to which all members are invited. There should be at least one General Meeting per semester, typically at the end of the semester, as well as one before the election period. The Executive Committee will summarize the accomplishments of the past semester and the prospects for the next semester to the members over the listserve.
2. General Meetings are called by the Executive Committee, and need to be announced at least two weeks in advance. The Agenda for that General Meeting should be announced at least one week before the General Meeting.
3. The Executive Committee will meet at least every two weeks during the regular semesters (Fall and Spring), at a date and time to be set at the first meeting of the semester, in order to comply with the committee members' schedules. Other members are welcome to attend Executive Committee meetings, and provide input in discussions. They cannot vote in this meeting, however.
4. The first meeting of a semester will take place before the official beginning of the semester. Date and time will be set at the last meeting of the previous semester.
5. All members of the Executive Committee should try to be present at all meetings.
6. If a Committee member is consistently missing meetings (regardless of reason), and is not performing his/her duties in a satisfactory manner, said member should be notified of this by the Executive General Manager. If his/her performance does not improve after a reasonable interval of time, the officer in question should be asked to resign. If he/she refuses to resign, procedures for removal should be taken in accordance with Article VI of this document.
7. All decisions relating to the function and operation of the club, except for amendments to the Constitution and By-Laws, will be made by a normal majority vote of the officers present at a meeting of the Executive Committee. If an officer has accumulated more than one position, he or she is still allowed only one vote. In the event of a tie, the Executive General Manager will decide the outcome. The decisions of the Executive Committee are binding to all members of the Executive Committee, including the ones that voted against the decision.
8. The Faculty Advisor has a purely advisory role and does not vote in any of the Executive Committee meetings.
9. Events should be planned far enough in advance so that related decisions can be made at the regular Executive Committee meetings and so that the relevant people have ample time to prepare for the event.
10. In case of an emergency, any member of the Executive Committee can call an emergency meeting. The member calling the meeting is responsible for notifying all other members.
11. Decisions cannot be made with fewer than four officers present. If quick decisions must be made with fewer officers, the decision will be reviewed for confirmation at the next Executive Committee meeting when sufficient officers are present.
12. After each Executive Committee meeting, the minutes of that meeting will be posted for approval by all officers over the Executive Committee listserve.
13. An Extraordinary General Meeting may be called at the request of at least 10 club members who are not officers.

V. Election and Voting Procedures

1. Elections will be held the week before Spring Break.

2. In order to declare candidacy and run for an Executive Committee officer position, the following requirements must be met:
 - The candidate must be a club member,
 - Must be a Cornell University graduate or undergraduate student,
 - Must attend at least one Executive Committee meeting prior to the election period, and
 - Must officially declare candidacy by submitting a short statement to the Committee.
3. Every club member has one vote in each election. Members of the CBDC may vote for all positions except the Graduate General Manager and Graduate Treasurer. Members of the GBDC may vote for all positions except the General Manager and Treasurer.
4. Voting will be done by paper or electronic ballot.
5. The Web Master organizes the election or vote and counts the ballots unless an alternate officer is designated by the Executive Committee.
6. The election period will consist of the week following a General Meeting at which the issues and/or candidates can be discussed by all members. This period must conclude before the start of Spring Break. Procedures for calling a General Meeting are described in Article IV. Ballots are collected in the manner previously determined by the Executive Committee.
7. The following rules apply:
 1. Officers are elected by a simple majority of votes cast. If only one candidate is available for a function, a Yes/No vote will be cast. In the event of a tie or a 'No' vote, the Executive Committee will decide how the candidate should be chosen.
 2. Only members can be candidates for officer positions.
 3. Functions can not be accumulated, unless not enough candidates are found.
 4. The Executive General Manager can never accumulate another function.
 5. If accumulation of functions or decisions regarding the election are necessary, the Executive Committee will make the decisions by a majority vote at the Committee meeting following the election period.
 6. Regardless of accumulations, each person in the Executive Committee will have only one vote in any decision.

VI. Impeachment and Amendments

1. Officers can be impeached for just cause by the other officers of the club, by a greater than two thirds majority. At least five officers must be present at an impeachment hearing. The officer in question has the right to be present at the impeachment hearing. Just cause can be (but this list is not exhaustive):
 - Taking any action on behalf of the club without prior approval from the Executive Committee
 - Overstepping the boundaries of one's duties without consent of the Executive Committee
 - Not satisfactorily performing required duties.
2. If an officer is impeached or resigns, the Executive General Manager will look for a volunteer to take over the function pro temp. All decisions regarding impeachment and/or replacement of officers must be agreed upon by a two thirds majority of the Executive Committee.
3. If the Executive General Manager is impeached or resigns, the Executive Committee will vote for a successor, from among the officers of the Committee, to take over his/her tasks, and then look for a replacement for this officer. The Executive Committee will decide which General Manager should take on the responsibilities of the Executive General Manager.
4. If the Executive Treasurer is impeached or resigns, the Executive Committee will decide which of the Treasurers becomes the new Executive Treasurer.
5. Any officer who wishes to resign must submit a statement of intent to the Committee

sufficiently in advance of departure for a replacement to be designated.

6. Amendments to the Constitution and By-Laws can be suggested by any officer, and must be voted on by all members. The voting procedure for amendments will be the same as the one outlined for officer elections. Amendments are passed by a two thirds majority of voting members.
7. All members of the Executive Committee must be provided with and abide by this Constitution and its By-Laws. All other members of the organization will have access to the Constitution and By-Laws as well.

VII. Dissolution

1. The CBDC or GBDC can be dissolved by unanimous decision of the Executive Committee.
2. In case of dissolution, the Committee shall be charged with the following duties:
 1. Negotiating the sale of all organization possessions at highest market value
 2. Transferring funds remaining after all debts are paid to either the remaining branch of the organization or, if both branches are dissolved, in the manner determined by the Executive Committee
 3. Reporting the Dissolution to USABDA.
 4. Dissolution of either the GBDC or the CBDC will not affect the existence of the other branch.