

UOTTAWA DANCE CLUB CONSTITUTION



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The uOttawa Dance Club is not an agent of the University of Ottawa Students' Union (UOSU), and its views are not representative of those of the UOSU, unless stated otherwise by the UOSU.

Article 1 – Name

1. The club's official name will be The uOttawa Dance Club. The abbreviation UODC is also employed in discussions and advertisement. No other names will be used in the advertisement of representation of the club.

Article 2 – Club Mandate

1. The purpose of the uOttawa Dance Club shall be to provide an outlet for all students; dancers and non-dancers alike at the University of Ottawa to demonstrate and build upon their abilities in movement in a non-competitive environment. Dancers of all styles and levels are welcome and encouraged.

Article 3 – Membership

1. Membership will be open to everyone with at least 75% of the members of the club as registered students at the University of Ottawa
2. Members will be kept track of via Spreadsheet. Information included will have their full name and if applicable, their student number, email, faculty, year, and program of study.
3. Membership has an annual fee that is dependent on the current executive committee but will remain within the range of \$30 - \$40
 - a. Membership fee used for costs associated with the club such as recital and works in progress.
4. All executive members of the club are registered University of Ottawa undergraduate students and are exempt from paying the membership fee
5. Executive members will be kept track of via Spreadsheet. Information included will have their full name, student number, email, faculty, year, and program of study.

Article 4 – Executive

1. The executive committee shall consist of the following:
 - 1.1. Co-Presidents (2)
 - 1.2. Vice-President Communications
 - 1.3. Vice-President Finance
 - 1.4. Vice-President Logistics
 - 1.5. Vice-President Digital Media
 - 1.6. Vice-President Internal
 - 1.7. Co-Vice-Presidents of Social Events and Fundraising (2)
 - 1.8. First Year Representative

Article 5 – Responsibilities of the Executive

1. The Co-Presidents will:
 - a. Oversee and support the other members of the executive in fulfilling their responsibilities;
 - b. Lead the the planning for Works in Progress and Recital;
 - c. Handle all day-to-day operations of the club;
 - d. Chair all meetings; and
 - e. Have signing authority for the club

2. The Vice-President of Communications will:
 - a. Be responsible for managing the club's social media accounts and website, including:
 - i. responding to messages sent to the account;
 - ii. posting content;
 - iii. monitoring comments and responding when necessary and;
 - iv. ensuring a consistent brand message for all posts made across all social channels.
 - b. Uses a variety of editing tools/effects to create fun, professional posts.

3. The Vice-President Finances will:
 - a. Responsible for managing and overseeing all financial aspects of the club.
 - b. Organizing all forms of payment to venues (terminus, recital theater, etc), collecting membership fees and payment for merchandise.
 - c. Organize a budget at the beginning of the year and allot costs for events throughout the year
 - d. Ensure all tracking for any of the above is kept in an organized manner to be shared with the Co-Presidents and other exec members.

4. The Vice-President Logistics will:
 - a. Coordinate merchandise sales, class schedules including executive members on duty, dancer attendance, and complete list of registered members
 - b. Coordinate recital ticket registration and recital song lists
 - c. Manage booking and scheduling of rehearsal spaces for dance classes, and booking and scheduling the recital venue
 - d. Organize volunteers, photography, and videography for recital
 - e. Create a lighting sheet to be used at recital

5. The Vice-President Digital Media will:
 - a. Take charge of photoshoots, photography, and videography,
 - i. in the event of the VP Digital Media being unable to be the photographer or videographer, they will organize photographers and videographers to be present;
 - ii. such events include the executive team photo shoot, the annual fall photoshoot, Works in Progress, and the annual recital
 - b. Design and create social media posts with VP Communications for Instagram Posts, Facebook, and other social media the club so chooses to include;
 - c. Create promotional videos and editing any video content for the club;
 - d. Update logos as seen fit by the club;
 - e. Assist with Merchandise Creation; and
 - f. Post photo albums after events to UODC social media and the website as needed.

6. The Vice-President Internal will:
 - a. Monitor the activity of the online class groups along with the Co-Presidents.
 - b. Assist choreographers with monitoring attendance and addressing absences.

- c. Visit classes monthly to monitor the choreography progress.
 - d. Write the minutes for executive meetings
 - e. Act as a liaison for dancers to bring their concerns to the executive committee.
7. Co-Vice-Presidents of Social Events and Fundraising will:
- a. Organize various social bonding activities throughout the year for the executive committee as well as the entire club
 - b. Host collaboration events with other clubs
 - c. Assist with marketing tasks and communicating with dancers in the club to promote upcoming events
 - d. Work closely with the Vice-President of Finances to understand financial goals;
 - e. Reach out to sponsors to fundraise for events throughout the year
 - i. such events include Works in Progress, Recital, and any events hosted by the executive committee for the club.
8. First Year Representative will:
- a. Plan one outreach event to recruit new members to the club
 - b. Assist other Vice-Presidents when needed

Article 6 – Meetings

1. General Meetings
- 1.1. At least two general meetings shall be held during the school year, including the Annual General Meeting in September and a General Meeting in January
 - 1.2. Members will be informed of each of these meetings at least seven (7) days in advance.
 - 1.3. General meetings shall be used as an opportunity for members to propose changes to the club constitution.
 - 1.4. General meetings will have an oral presentation from the executives updating the members on the work done while occupying executive positions.
 - 1.5. General meetings will use Robert’s Rules of Order.
 - 1.6. A guide to Roberts Rules of Order can be found [here](#).
2. Executive Meetings
- 2.1. Executive meetings shall take place at least once per month during the academic year
 - 2.2. Executive meetings will follow an agenda and be chaired by the co-presidents of the club.
 - 2.3. Executive meetings will have updates from each of the executive members.
 - 2.4. There will be a section for varia, which will be for general points to be made.

Article 7 – Elections

1. Eligibility
- a. Co-Presidents need to have at least one (1) year of experience within the club executive

- b. Vice-Presidents need no prior club executive experience, but one year general club experience
 - i. Exception for First Year Representatives
- 2. Members of the current executive committee looking for an extension of term complete a Statement of Reappointment to outline what they did in their current role
- 3. Voting
 - a. Co-Presidents for the coming year will be voted in by the current executive committee. Every executive member on the team is eligible to vote in this election and all votes have equal power over the decision.
 - b. Co-Presidents are voted in if a 50% + 1 vote is met.
- 4. Selection process
 - a. Co-Presidents hire next year's team by interviews. It will be at the discretion of the Co-Presidents to create a list of interview questions that will test the various skills required for each club position.
 - b. Interviews are conducted in a neutral environment.
- 5. In the event of no elected member being bilingual or francophone, the newly formed Executive Team will appoint a Bilingual Representative from the club to assist in bilingual matters and translation

Article 8 – Amendments

1. Amendments to the constitution must win a two-thirds majority vote of the members present; and
2. An amendment to the constitution must be approved by the UOSU Clubs Committee, which must be presented with a typed copy of the proposed amendment as well as typed minutes from the meeting when the amendment was passed in order to prove that the amendment was passed.

Article 9 – Impeachment of Executive members

1. A member of the Executive may only be removed from their role if one of the following conditions are met
 - 1.1. Abuse of executive power
 - 1.2. Mismanagement of funds
 - 1.3. Incident of harassment
 - 1.4. Failure to fulfill executive duties outlined in previous articles
 - 1.5. An indictable criminal offense
2. In the event that the members deem one of the criteria in above section are met, an impeachment trial may occur
3. The process for an impeachment of an Executive member is as follows:
 - 3.1. A meeting will be hosted with all of the Executive members.
 - 3.2. The impeached individual shall have the right to defend their actions; and,
 - 3.3. A two-thirds (2/3) majority vote of members present will result in the removal of the impeached individual from the club and the loss of any privileges associated with the club.

- 3.4. Meeting minutes must be recorded during this meeting.

Article 10 - Removal of non-executive members

1. A member may be removed unwillingly from the organization under the following conditions:
 - 1.1. An incident of harassment
 - 1.2. An indictable criminal offense
 - 1.3. Bullying
 - 1.4. Violation of the constitution
2. The process to remove a member is as follows:
 - 2.1. A meeting will be hosted with all of the Executive members.
 - 2.2. A two-thirds (2/3) majority vote of members present will result in the removal of the individual from the club and the loss of any privileges associated with the club.
 - 2.3. Meeting minutes must be recorded during this meeting.
 - 2.4. The member will receive a notice of attempt to remove by email seven days prior to the meeting
3. A choreographer may be removed as a choreographer if deadlines given from the executive team are not met
 - 3.1. In the case of a choreographer being removed from the club, their class will be replaced by another choreographer appointed by the executive team
4. Any member registered in a class that misses 3 or more classes unexcused will no longer be considered in that class
5. The choreographer of the respective class must be told in advance of the class being missed, when possible, for the absence to be excused
 - 5.1. Excused reasons include but are not limited to:
 - 5.1.1. Illness, injury, personal matter, class or exam during the time of class, dangerous weather conditions for travelling
 - 5.2. Excused reasons do not include:
 - 5.2.1. Forgot, has to study, does not want to attend, and more
 - 5.3. Ultimate decision is made through a meeting with the choreographer and two of the Co-Presidents and/or the Vice-President of Internal

Article 11 – Finances

1. The executive committee will set a membership fee annually.
 - a. The executive committee will set a hard limit date that fees must be collected by the week after the trial week
2. Membership fees cover
 - a. Access to unlimited weekly classes and events throughout the following school year
3. Membership fees do not cover
 - a. Additional costs in social events
 - b. Recital costumes
 - c. Transportation to events
4. Membership fees are exempt to class choreographers and executive members

5. Accommodations can be made with approval of the co-presidents
 - a. A form will be provided at the beginning of the year for those who may request membership fee exemptions

Article 12 – Refund Policy

1. Initiating a refund policy for club members which is to include the following format and minimum standard:
 - a. A member may apply to their club for a refund within one (1) month of becoming a member of the club, or within one (1) week of the club's first official event if:
 - i. There has been a misinterpretation of the club's mandate and proposed activities as specified of the member when signing onto the club.
 - b. A member may only apply to their club for a refund after one (1) month of signing up for membership for the club, or after one (1) week of the club's first official event for extenuating circumstances.
 - i. Extenuating circumstances include, but are not limited to: Serious organizational issues with the club executive that led to a complete lack of communication to its members, or lack of programming as promoted to its members; and, Any circumstances that seriously hampers the ability for the club member to enjoy its membership to the club.
 - ii. Where a club and its members cannot resolve the refund issue, a club or the member may request assistance from the Clubs Coordinator who will act as a mediator between the Club and the member to reach a resolution.

Article 13 – Unforeseen Circumstances and Emergency Response Clause

1. The Club has access to a Zoom account that can be transitioned to in the event that online classes should be required;
2. Should a disruption in classes last longer than two (2) weeks, the UODC will switch to an online drop in class model;
3. Should an emergency situation take place that lasts longer than two (2) weeks, the club executive reserves the right to cancel major events such as Works in Progress and the Year End Recital; and,
4. The club executive reserves the right to respond to evolving emergency situations as they see fit and as circumstances change.

Article 14 – Agency Clause

1. The uOttawa Dance Club is not an agent of the University of Ottawa Student Union and its views and actions do not represent those of the UOSU.