

Ballroom and Latin Dance Association

Constitution

Ratified: May, 2010

Article I: Name

Section 1: The name of this organization shall be Ballroom and Latin Dance Association, henceforth referred to as BLDA.

Article II: Purpose

Section 1: The purpose of this organization shall be to promote awareness of Ballroom and Latin dances on campus, provide affordable social classes for students, promote the performing arts, and provide an affordable opportunity to participate in DanceSport competitions. The following are subsidiary organizations within the BLDA that exist or potentially can exist: Salsa and Club Dancing, Social Ballroom Dancing, Performance Group, Ballroom Team, South Side Dance Outreach Program.

- (1) Throughout the year, we provide weekly Salsa, Club and Social Ballroom Dancing lessons open to all students, faculty and staff, and community members, taught by our own advanced students and professional instructors hired by the Board.
- (2) We organize various social events such as parties and occasional performances that are open to the whole university community and inform students about Ballroom and Latin dancing. In addition, we participate in various campus-wide and community-wide events and art shows (Dance Marathon, OLAS Show, FOTA, RBIM, Summer Breeze, etc.).
- (3) We encourage interest in other types of dancing arts, working closely with UBallet, RBIM, and OLAS, as well as spreading information about Swing, Argentine Tango, Tap That! and other dance groups on campus.
- (4) We reach out to South Side schools, bringing Ballroom and Latin dance instruction to kids of all ages.
- (5) We have a Salsa Performance Team, offering instruction, coaching, and practice space to all undergraduates interested in salsa dance and performance.
- (6) We have a Ballroom Team, offering instruction, coaching, and practice space to all undergraduates interested in ballroom-style dance and competition.

Section 2: In no case will BLDA take an official stance on political, religious, racial, social, moral issues. We believe in the total equality on the dance floor. Thus, we will not

discriminate based on age, race, ethnicity, national origin, gender, gender identity, sexual orientation, religion, political preference, height, weight, and disability, marital, or veteran status. However, only BLDA students may fill the positions of officers, only students affiliated with The University of Chicago may become Board Members, and only undergraduate students affiliated with The University of Chicago may fill the positions of the Executive Board.

On rare occasions, the President of BLDA may communicate a statement or a message to the general mailing list or the public; however, the statement has to be unanimously approved by all Board members. This voting is recommended to be done online, through a polling survey with a 36-hour deadline. Board members should be informed of this process through an email to the BLDA Board list host. However, only persons affiliated with the University of Chicago may become Board Members and only undergraduate students affiliated with the University of Chicago may fill non-Chair positions of the Executive Board.

Article III: Fields of Membership

Section 1: Titles and Definitions

Board Member: A person actively involved in the administration of BLDA and an affiliate of UChicago (student, alumni, faculty, staff, etc.). Exempt from class fees. Has a vote in the Executive Board Elections.

Instructor: A board member who is teaching classes for BLDA.

Teaching Assistant: A board member who is helping to teach a class for BLDA, usually a potential *instructor* in the beginning of training.

Junior Instructor: An *instructor* in the middle of training.

Senior Instructor: An *instructor* with several years of experience teaching for BLDA.

Student: Any person taking a class with BLDA and paying class fees.

Affiliate member: A *student* affiliated with UChicago, who bought a membership package. Exempt from class, party, and workshop fees. Is a *board member* and, as such, has a vote in Executive Board Elections.

Non-affiliate member: A *student* non-affiliated with UChicago, who bought a membership package. Exempt from class, party, and workshop fees. Cannot be a *board member* or participate in voting procedures.

Salsa Performance member (performer and affiliate): UChicago affiliated student who is training with the Performance Group. Has participated in at least one public performance. Has a vote in Performance Leader. Eligible for board membership.

Performance member (non-affiliate): A student who is training with the Performance Group. Cannot be a *board member* or participate in voting procedures.

Ballroom Team member (competitor and affiliate): UChicago affiliated *student* who is training with the Ballroom Team and has been to at least one competition. Has to pay a competitor fee after the first attended competition of the year. Has a vote in Team Elections. Eligible for board membership.

Team member (non-affiliate): A *student* who is training with the Ballroom Team. Cannot be a *board member* or participate in voting procedures.

ORCSA Advisor: A person appointed by ORCSA to be BLDA's Club advisor. Exempt from class, party, and workshop fees.

Section 2: Eligibility requirements

Board Member: Has to be affiliated with UChicago, preferably an undergraduate.

Instructor: A person who has completed our instructors' training program and has been a *teaching assistant* for one whole quarter, and a *junior instructor* for one whole quarter. *Instructor* is required to know steps of both the lead and the follow. *Instructor* can teach a class independently.

Teaching Assistant: Should have at least two years of formal dance training, or have taken three quarters with BLDA learning the dance they are going to TA for. *Teaching assistants* can only TA in a class taught by a pair of at least *instructors*.

Junior Instructor: A *teaching assistant* who has successfully completed one quarter can become a *junior instructor*. *Junior instructors* can be paired up with a *senior instructor* or an *instructor* and teach a class as a pair. They cannot, however, teach a class independently.

Senior Instructor: An *instructor* who has been teaching for BLDA for more than two years can be named *senior instructor* by the Salsa Chair, Ballroom Chair, or the President of BLDA.

Student: Any person.

Affiliate member: Any *student* who is affiliated with UChicago (has or had a UofC ID) and who has paid a membership fee for UChicago affiliates.

Non-affiliate member: Any student who is not affiliated with UChicago and who has paid a membership fee for UChicago non-affiliates.

Salsa Performance member (performer and affiliate): Any *student* who is affiliated with UChicago (has or had a UofC ID). Has to pay the performer's fee. This fee covers some costume and transportation expenses.

Performance member (non-affiliate): Not affiliated with UChicago (has never had a UofC ID). May or may not be a performer. Has to pay the performer's fee if a performer. When a non-performer starts performing, he or she has to pay the performer's fee.

Ballroom Team member (competitor and affiliate): Any *student* who is affiliated with UChicago (has or had a UofC ID). Has to pay the competitor fee. This fee covers some competition and transportation expenses.

Team member (non-affiliate): Not affiliated with UChicago (has never had a UofC ID). May or may not be a competitor. Has to pay the competitor fee if a competitor. When a non-competitor starts competing, he or she has to pay the competitor fee.

Section 3: Notes

Board members are still required to pay party and workshop fees unless they volunteer to help with the events. They are also exempt from class fees. Just because one attends board meetings, does not mean one is a board member. Board membership is determined by affiliation with UChicago and active involvement in the administration of the BLDA—primarily by instructors (Article III, Section 2).

Team members and *performers* are regular *students* in all our classes and have to pay regular class fees or get a membership. Preferably, *team members* and *performers* should be University of Chicago undergraduate students. Exceptions are allowed by a joint decision of the Team Captain or Performance Leader and the President.

When the Ballroom Team Captain or Performance Leader are applying for a reimbursement from the Board on behalf of its participants, the itemized budget must also differentiate between board members and non-board members. Non-board members may not receive more than two-thirds of what a board member receives in any reimbursement related to the team or group. For this purpose, the Ballroom Team Captain and Performance Leader have to keep an active roster of the participants in the team or group and designate on the roster which participants are board members and which participants are non-board members. Again, board membership is determined by affiliation with UChicago, active involvement in the administration of the BLDA, and President's approval.

Article IV: Officers

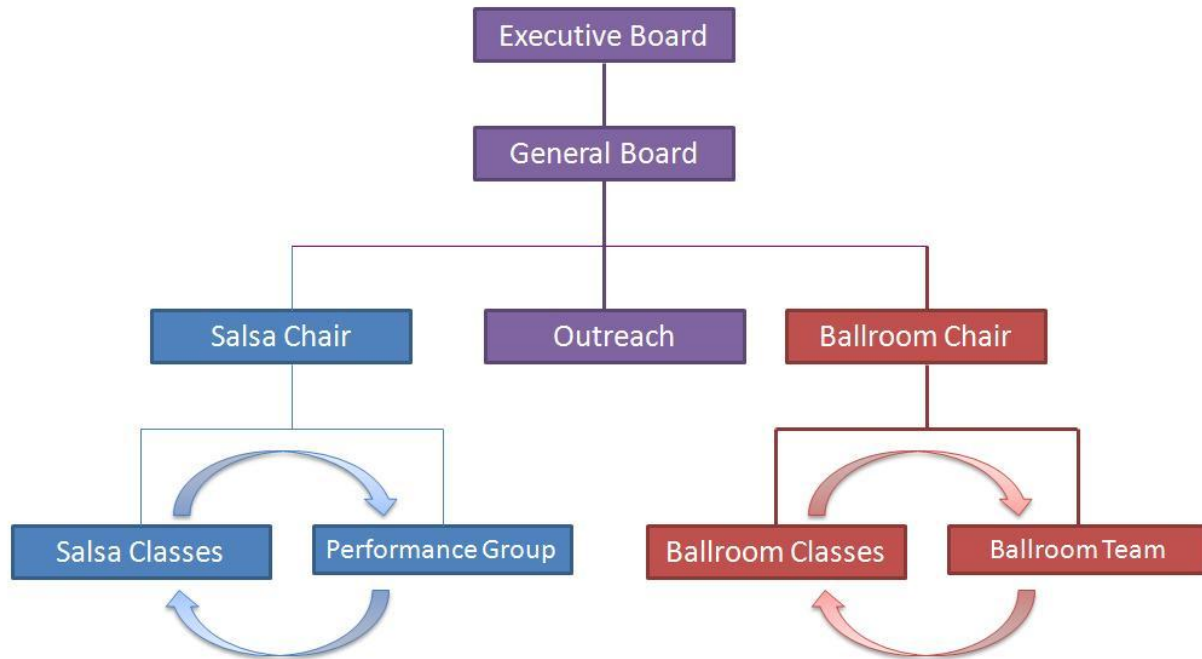
Section 1.1: Titles

- Executive Board
 - President
 - Vice President
 - Treasurer
 - Secretary
 - Salsa Committee Chair
 - Instructor's Training Coordinator
 - Performance Group
 - Performance Leader
 - Performance Coordinator
 - Ballroom Committee Chair
 - Instructor's Training Coordinator
 - Ballroom Team
 - Ballroom Team Captain
 - Rookie Captain
 - Competition Coordinator
- Webmaster(s)

*One person may occupy more than one office.

*While ORSCA requires that we have President, Vice-President, Secretary and Treasurer as an Executive Board, we consider Salsa and Ballroom Committee Chair Executive positions as well for our own operational purposes.

Section 1.2: Hierarchy



*Arrows imply a cyclical relationship that should exist between the Classes and the Team or Group in each section of the BLDA. The Classes teach dancers that can join the Team/Group; in turn, Team/Group provides instructors for the Classes.

*Executive Board members are to be neutral; they are not to show a preference or bias toward either the Salsa part or the Ballroom part of the BLDA. The Salsa and Ballroom Chairs and the General Board (made up of equal parts Salsa and Ballroom) are the representatives of these groups for the Executive Board.

*The Webmaster, though not included in the diagram, is an important part of the BLDA. The Salsa and Ballroom Chairs report to the Webmaster about classes, performances, competitions, and outreach activities.

Section 2: Qualifications

President: Undergraduate, served at least one year as a board member.

Vice President: Undergraduate, familiar with facilities that BLDA uses.

Treasurer: Undergraduate, familiar with financial operations of the club and financial procedures of ORCSA.

Secretary: Undergraduate, familiar with class structure of BLDA.

Salsa Committee Chair: Senior Instructor of Salsa.

Salsa Performance Group Leader: An Instructor of Salsa, performed at least once. Position is named by Salsa Chair.

Performance Coordinator(s): Anyone in the Salsa Performance Group, preferably familiar with performance opportunities in the community or on campus. Position may also be taken by the Salsa Performance Group Leader.

Ballroom Committee Chair: Senior Instructor of Ballroom.

Ballroom Team Captain: An Instructor of Ballroom, competed at least once.

Rookie Captain: A Teaching Assistant or Instructor of Ballroom, competed at least once.

Competition Coordinator(s): Anyone on the Ballroom Team, preferably familiar with competitions in Midwest. Position may also be taken by either the Ballroom Team Captain or Rookie Captain.

Instructors' Training Coordinator(s): Senior Instructor, familiar with instructors' program.

*One Instructor's Training Coordinator will exist for Salsa, and one for Ballroom. This position may be taken by the Salsa Committee Chair or the Ballroom Committee Chair.

Webmaster(s): Anyone, familiar with HTTP, PHP, JavaScript, etc.

Section 3: Terms of office

Each officer's term is one year long (or three quarters).

There is no restriction on the number of terms for any officer.

Section 4: Duties of officers

President shall:

- Preside over Executive Board meetings
- Provide guidance to all Board members
- Manage external communications and campus relations
- Represent the club to outside groups
- Be an official primary contact
- Oversee smooth running of all subsidiary organizations within the BLDA
- Communicate any BLDA problems to the BLDA ORCSA Advisor

Vice President shall:

- Be responsible for mailing list communication to students
- Reserve rooms
- Apply for quarterly room lottery
- Apply for Annual Allocations
- Be responsible for all other administrative duties

- Guide Advertising Coordinator(s) in publicity cooperation matters
- Guide Outreach Coordinator(s)
- Stay in communication with the BLDA ORCSA Advisor

Treasurer shall:

- Collect dues
- Deposit funds to the BLDA ORCSA account
- Execute SGFC requests
- Guide Fundraising Coordinator(s) in fundraising matters
- Assist Vice President with Annual Allocations process

Secretary shall:

- Be responsible for tabling for all BLDA classes, parties, and workshops
- Collecting membership fees
- Keeping an updated membership list
- Running parties

*Executive Board members may delegate some tasks to other member of the Board.

Salsa Committee Chair shall:

- Be responsible for the Salsa Dance and Performance Group programs within BLDA
- Guide or take the position of Instructor's Training Coordinator(s)
- Keep the keys to the BLDA locker (Article VII, Section 6.1)

Salsa Performance Group Leader shall:

- Manage the affairs of the group, including funds, instruction, and coaching
- Guide or take the position of Performance Coordinator

Salsa Performance Coordinator(s) shall:

- Be responsible for managing transportation and accommodation to and from performances

Ballroom Committee Chair shall:

- Be responsible for the Social Ballroom and Ballroom Team programs within BLDA
- Keep the keys to the BLDA locker (Article VII, Section 6.1)

Ballroom Team Captain shall:

- Manage the affairs of the team, including funds, instruction, and coaching
- Guide to the Rookie Captain
- Guide or take the position of Competition Coordinator

Rookie Captain shall:

- Manage new members of the team

Competition Coordinator(s) shall:

- Be responsible for managing transportation and accommodation to and from competitions

Instructors' Training Coordinator(s) shall:

- Be responsible for holding meetings to recruit new instructors
- Be primary mentor to new instructors
- Provide pedagogical advice to new instructors

Webmaster(s) shall:

- Manage the BLDA website
- Upgrade the content of the BLDA website
- Ensure the BLDA website is up and functional

Section 5: Provision for appointment of officers

Executive Board officers shall be elected at the annual Executive Board Elections (see Article V, Section 1.1)

Other Board officers shall be named by Executive Board and Board officers in the following way:

- Vice President and Secretary shall name Outreach and Advertising Coordinator(s), and Webmaster.
- Treasurer shall name Fundraising Coordinator(s).
- Salsa or Ballroom Committee Chair shall name Instructor Training Coordinator(s).
- Team Captain, Rookie Captain shall name Competitions Coordinator(s).
- Salsa Committee Chair shall approve Salsa Performance Leader

All appointments have to pass 2/3 Executive Board vote, and be approved by the President.

Section 6: Provisions for removal of officers

Members of the Board may move to impeach Executive Board officers. The motion has to pass 2/3 Board vote. The position shall be filled via an Emergency Election (Article V, Section 4).

Members of the Executive Board may move to relief a previously appointed officer of his or her duties. The motion has to pass 2/3 Board vote. The position shall be filled by other Board officers (Article IV, Section 5).

Section 7: Provision for creation of new positions

Members of the Executive Board may move to create new Board officer positions as they see fit. Motion to create a new position needs to pass 2/3 Board vote.

Section 8: Spring Quarter transition period

During Spring Quarter, Executive Board shall consist of in-coming and out-going officers. This will be organized through a Shadowing program—where the out-going officers teach in-coming officers how to fulfill their position with the Constitution (Article V, Section 4). Officers with multiple positions shall assume the duties for their in-coming position. Someone entering a new position who has occupied another position before can only hold the new position. For our own operational definition, we consider Salsa and Ballroom Chair to be Executive positions.

Article V: Elections

Section 1.1: Executive Board Elections

The Executive Board shall be elected during the end of Winter Quarter (preferably around 8 or 9th week). The order of the vote shall be President, Vice President, Treasurer, Secretary, Salsa Committee Chair, Ballroom Committee Chair. A person can be elected into multiple positions.

Section 1.2: Voting

All Board Members and Affiliate Members shall vote via a secret ballot.

Out-going Secretary shall be responsible for the vote count.

All voting outcomes are decided based on all present voting members. Proxy vote is discouraged and has to be approved by the President and Vice President.

Section 2: Board Members

Board members are named by the President. By definition, board members are those who are actively involved in the administration of BLDA and are affiliated with UChicago (student, alumni, faculty, staff, etc.)—such as instructors. The President, however, is in charge of keeping a roster of active Board members so that these people—and only these people—may vote in the above elections.

Section 3.1: Salsa Performance Elections

Salsa Performance Leader shall be elected separately before the Executive Board Election takes place. The Salsa Committee Chair is to approve the appointment.

Section 3.2: Voting

All performers (defined per Article III, Section 1) shall vote via secret ballot.

Out-going Performance Coordinator shall be responsible for the vote count. Where the Performance Leader has taken responsibility of the Performance Coordinator position, the next senior performer present shall be responsible for the vote count.

Section 4.1: Ballroom Team Elections

Ballroom Team Captain and Rookie Captain shall be elected separately before the Executive Board Election takes place.

Section 4.2: Voting

All Team members (defined per Article III, Section 1) shall vote via a secret ballot.

Out-going Rookie Captain shall be responsible for the vote count.

Section 5: Shadowing Program

A Shadowing Program will ensure that during the Spring Quarter the out-going officers will mentor in-coming officers in a smooth transition of duties handed from one to the other. A manual with the Constitution and necessary contacts, procedures, and links will help the in-coming officer gain autonomy. They will be responsible for most duties, but the out-going officer has to remain available at all times for advice, etc. The manual is to be revised every Spring Quarter by the two officers. A manual will be provided for all Executive Board members.

Section 6: Majority vs. Plurality

All position shall be filled by a majority vote by all voting members.

If there is no majority consensus, top two candidates shall be chosen by plurality, and then everyone has to re-vote on the top two. Out-going President's vote shall be the deciding vote in case of a tie between two top candidates.

Section 7: Emergency Elections

Emergency Elections shall be called after an impeachment of an Executive Board officer.

Emergency Elections shall follow the rules of regular Executive Board Elections, only to fill the empty Executive Board position(s).

Article VI: Board

Section 1.1: Executive Board

Executive Board shall be the central governing body of BLDA.

Executive Board shall consist of President, Vice President, Treasurer, Secretary, Salsa Committee Chair, Ballroom Committee Chair, and any other persons if approved per Article VII, Section 3.

Section 1.2: Administrative Committee

Administrative Committee is a subunit of the Executive Board and shall consist of the President, Vice President, Treasurer, and Secretary. The President assumes the responsibilities of all unfilled Administrative Committee positions. It is advisable for the Committee to consist of at least two (2) people.

All members of the Administrative Committee are required to maintain open communication with BLDA ORCSA Advisor.

Section 2: Board Meetings

Board Meetings for all Board Members are to be held no fewer than three times per year, (i.e., once per quarter; preferably, twice per quarter—one at the beginning and at the end).

Quorum: At least half the existing board members (as per the list kept by the President, Article V, Section 2) from the Salsa side and the Ballroom side must attend the election meetings at the end of Winter Quarter. At least half the board members from each side must attend in order that both sides receive equal power in elections.

Section 3: Provision to expand Executive Board

Motion to expand the Executive Board shall follow the rules of the “Provision for creation of new positions” (Article IV, Section 7).

Motion to include existing Board officers in the Executive Board needs to pass 2/3 Executive Board vote.

Section 4: Notes

All BLDA related discussion shall be done over blda-board@listhost.uchicago.edu mailing list, or at announced Board Meetings. All non-Board discussion BLDA e-mails sent by Board members shall be CCed to the President at blda@uchicago.edu. (for example: room request to Ida Noyes Hall).

Officers are encouraged to answer to other Officer’s emails within a 24-hour period.

Article VII: Handling of Funds

Section 1: The treasurer shall be the primary officer designated to handle organization finances.

Section 2: All funds collected will be deposited in the BLDA ORCSA account.

Section 3: Fees

Classes: UChicago affiliate fee: \$5/class or \$16/sequence (for 4-week sequences)
UChicago non-affiliate fee: \$6/class or \$20/sequence (for 4-week sequences)
UChicago affiliate fee: \$6/class or \$25-30/sequence (for a 5-8 week sequence)
UChicago non-affiliate fee: \$7/class or \$30-35/sequence (for a 5-8 week sequence)
*Class fees will be determined by the Board if a professional instructor is hired to teach.

Social Events: Party fee: UChicago affiliate fee: \$3/UChicago non-affiliate fee: \$5
Workshops: \$5/1 hour, \$8/2 hours, \$10/3 hours

Membership: UChicago affiliate fee: \$60/quarter; UChicago non-affiliate fee: \$70/quarter

Competitor's fee: \$50 per quarter

Performer's fee: Equal to the class fee stated above.

Section 4: Reimbursements for individual's dance related expenses:

The President and the Treasurer must approve all reimbursements to Board members.

These are general reimbursement guidelines:

- (1) Private classes 0-100%, determined on individual basis (but not more than \$60 per class).
- (2) Dancing shoes \$35 or 50% of the price, whichever is less (up to 100%, if required for a show or performance on campus)
- (3) Costumes 0-50% (up to 100% if required for a show or performance on campus, but then remain property of the club)
- (4) Music – 100% if used for a class/Salsa party/performance/private lessons/practice. The music is left to be the property of BLDA and copies will be kept in the BLDA Harddrive.
- (5) Educational material 0-100%, determined on an individual basis.
- (6) Outings, 0-100%, determined on an individual basis.

Section 5: Parties

A person responsible for running a party shall be reimbursed fully for all related expenses.

Section 6.1: BLDA Possessions

The BLDA, as an organization, has certain possessions that will be maintained by the Executive Board. It is recommended that a locker be rented out from ORCSA to keep such possessions, and the Salsa and Ballroom Committee Chairs will have the responsibility of keeping the keys (Article IV, Section 4).

- Costumes, shoes, accessories, etc.
- The Verbatim™ 1 Tb Hard drive
- CDs, educational videos, party lights, etc.
- A binder with copies of all BLDA paperwork (Constitution, manuals, etc.)
- Advertising papers, poster boards, etc.

Section 6.2: BLDA Hard Drive

In the BLDA Hard drive are to be kept copies of all music, educational videos, advertising fliers or Microsoft PowerPoint presentations, pictures, and any paperwork for the BLDA, such as the Constitution, Officer's Manuals, etc. The Hard drive will be regularly updated by the Executive Board.

Article VIII: Ballroom Competitive Team

Section 1: All *team members* must pledge to compete under affiliation of the University of Chicago, while they are enrolled in UChicago undergraduate program, or are a part of the Ballroom Team. They are also required to pay a Competitive Fee after their first competition.

Article IX: Salsa Performance Group

Section 1: All *performers* must pledge to perform under affiliation of the University of Chicago, while they are enrolled in UChicago undergraduate program, or are a part of the Salsa Performance Group. They are also required to pay a Performer's Fee after their first performance.

Article X: Amendments

Section 1: Any changes to the Constitution have to be voted on by the Board and be approved by the current President, Vice President, ORCSA Advisor, and at least one ex-President.

Article XI: Rules and Regulations for Dance Classes

Section 1: Our classes are usually progressive and are taught in sequences of 4 weeks each. The cost of each sequence is stated in Article VII, Section 3. Fees must be paid in full on the first day of class before the start of class. *You may not pay on a per-lesson basis.*

You may not enter the sequence after the second class.

If you miss the first day of classes in a sequence and wish to enter the next week:

You may enter the class only if you get explicit permission from the instructor in advance before the start of the next class. No walk-ins are permitted.

You may enter only if you are familiar with - and able to catch up on - the material learned in the previous class. It is not the instructor's responsibility to help you catch up.

If you do enter after the start of a sequence you still must pay the whole sequence fee, or pay on per-lesson basis, only with BLDA officer's permission.

For all classes labeled as intermediate or advanced: students are expected to have taken a pre-requisite class with us. If you have not taken classes with us before, but think that your level is high enough for an intermediate/advanced class, you must arrange a time to discuss this with the instructor before the start of the sequence. If you have any questions, please contact ballroom@uchicago.edu.

We do not allow unauthorized photography or videotaping during classes.

You may not wear: heavy shoes, boots, sandals, or flip-flops or dance barefoot. In bad weather, you should always bring a change of shoes.

You may not give instruction to other students in the class. If your partner is having troubles with the step, please ask the class instructors or TAs for some help.

Section 2: Membership Rules

A quarterly membership is available. Costs are listed in Article VII, Section 3. Members can attend any dance classes for free, as well as any parties and workshops that will be happening throughout the year.

This membership can be purchased only during the first 3 weeks of each Quarter.

Administration of the Ballroom and Latin Dance Association reserves a right to revoke a membership of anyone who does not comply with the rules.

Section 3: Social Dance Classes

Six levels of Salsa

- Beginning Salsa I
- Beginning Salsa II
- Continuing Salsa I
- Continuing Salsa II
- Intermediate Salsa I
- Intermediate Salsa II

Open Salsa is to take place in the context of these aforementioned levels.

Examples of more advance Salsa classes:

- Cuban Salsa
- Rueda
- Styling
- Advanced Salsa
- Performance.

Various Beginning and Intermediate Ballroom classes from International and American Style Syllabi as well as Open Ballroom hours.

Section 4: Performance Group

We hold weekly performance practices as well as reserve some space and time for individual practices. For more information about the performance group, contact blda@uchicago.edu.

More information and class schedules on blda.uchicago.edu.

Section 5: Team

We hold weekly team practices as well as reserve some space and time for individual practices. For more information about the team, contact us at ballroomteam@uchicago.edu.

More information and class schedules on ballroom.uchicago.edu.

Article XII: Ratification

A current, up-to-date, copy of the Constitution and Bylaws must be on file with BLDA ORCSA Advisor. If only officers changed, then it is OK to submit the updated Article XII.

This article shall be updated every year on the night of the Executive Board Elections, after the new officers are chosen and/or appointed, as well as whenever new officers are elected and/or appointed during the year.

All Board Members shall receive a copy of BLDA Constitution and Bylaws and sign below. A scanned copy will also be kept in the BLDA hard drive.

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