

# Constitution of the *West Coast Swing Club at NC State*

## Article I – Name and Purpose of the Organization

### Section 1: Name

**This club shall be named the West Coast Swing Club at NC State.**

### Section 2: Purpose

**The purpose of this organization is to create a sustainable community of West Coast Swing (WCS) dancers at State.**

**There will be a tiered process to build and develop the organization and community.**

#### Tier 1

**A practice session shall be held at least once every two weeks. The purpose of the practice sessions is to provide floor space and music for people to come and practice dance. The dance to practice would preferably be WCS, but other dances including but not limited to blues, fusion, country two-step, nightclub two-step, and lindy hop would also be permitted. At these practice sessions, beginner lessons will be provided as deemed necessary by the club officers (based on the skill level of the people attending). A social dance will follow the lesson (if there was a lesson) where music will be DJ'd. The social dance should feel like a practicum, where people can come to practice new movements and peer instruction is encouraged.**

#### Tier 2

**Once there is enough interest in the dances at NC State and a community is established, the organization will begin charging admission to the lessons and dances.**

**The club will also make efforts to organize carpools to west coast swing dances and lessons in the Triangle area. Other forms of dance are also acceptable and encouraged to broaden member's dance repertoires.**

### Tier 3

**Given enough interest from members, the club will travel together to west coast swing events. These events can be local and worldwide, including but are not limited to workshops, weekend events, and competitions. The purpose of these trips is to broaden the west coast swing experiences of the members, and show them the scope of the dance.**

**Specific noteworthy events include, but are not limited to: Trilogy Swing in Raleigh, NC; Charlotte Westie Fest in Charlotte, NC; MADjam in Baltimore, MD; DC Swing eXperience in Herndon, VA; Swing Fling in Herndon, VA.**

### Section 3: Non-Discrimination Policy

**No student will be excluded from membership or participation on the basis of his or her age, color, disability, gender identity, genetic information, national origin, race, religion status or historic religious affiliation, sexual orientation, veteran status or, unless exempt under Title IX, gender.**

## Article II – Membership: Qualifications and Categories of Membership

### Section 1: Definition of Membership

**Membership is limited to currently enrolled, full time NC State students, both graduate and undergraduate. The faculty advisor of the club is also eligible for full membership.**

**Other members of the community, such as faculty, alumni, professional dancers, etc., are encouraged to become honorary members.**

### Section 2: Procedures for Becoming a Member

**Anyone eligible for membership can become a member simply by expressing interest.**

**Anyone eligible for honorary membership can become an honorary member simply by expressing interest.**

**There are no dues associated solely with membership.**

### Section 3: Benefits of Membership

**All members can participate in the social dances, lessons, and trips hosted by the club. Funding from NC State can be used to offset the costs of the trips and event admission prices.**

**All honorary members can participate in the social dances and lessons hosted by the club. Honorary members will not directly benefit from any funding the club receives from NC State for trips or associated trip costs.**

### Article III – Organizational Leadership

**The leaders of the club will form the Executive Committee. Their titles and positions are detailed below.**

**To be considered for a leadership position, the candidates must currently be full active members of the club. Anyone can nominate a member for a position by submitting their nomination to the Executive Committee (emailing the organization). When it is time for the Executive Committee's positions to change, the current Executive Committee will review the nominations and select the new leaders with a 60% vote.**

**If there is an anticipated change of office, the Executive Committee should decide on the new leaders approximately one semester before the change occurs, and spend that semester teaching the new leaders how to work their future position.**

### Leadership Titles and Duties

#### President

**The President of the organization will lead the Executive Committee in meetings; act as the lead representative for the club when contacting other facilities, organizations, and their corresponding representatives; promote the growth and wellbeing of the club when opportunities arise; seek the counsel of the other officers when new decisions must be made; re-assign and fulfill the tasks of the other officers if they are unable to accomplish**

**them; be the respondent to undesirable incidents or circumstances including (but not limited to) student conduct, emergencies, and relations with hosting facilities. The President is able to spend club funds..**

#### **Vice President**

**The Vice President shall assist the president in his or her duties and act as the lead representative for the club if the president is unavailable. The Vice President is able to spend club funds.**

#### **Treasurer**

**The Treasurer will oversee the financial administration of the club, review payment procedures at events, ensure that the club pays everyone it needs to, and advise the Executive Committee on pricing and fundraising. The Treasurer will also present financial reports to the Executive Committee per request. The Treasurer will have access to the club's banking information, but will not be allowed to spend any club funds.**

#### **Secretary**

**The Secretary shall keep track of attendance at organization events, act as the moderator of the club's social networks through Facebook and email, make public announcements on these networks, keep neat organization of the club's email and files on Google Drive, and manage any Standard Operating Procedure (SOP) notes needed to keep the club running smoothly in the future. The secretary will have access to the club's banking information, but will not be allowed to spend any club funds.**

## **Article IV – Method of Removing Officers and Members**

### **Section 1: Expectations of Members**

**This club strives to create a healthy and comfortable environment for all of its members. All members are expected to conduct themselves in a respectful, responsible, and safe member, as well as uphold NC State's Code of Conduct (<https://studentconduct.dasa.ncsu.edu/code/>).**

Within the club, all members shall be kind to all other and considerate of the boundaries other people have. Members should not assume that other members want to dance with them, and should not expect that an explanation will come with a declined offer to dance. All members should note that dancing with a fellow member is a privilege (not just within the club, but in all environments). Members should feel encouraged to report anything that makes them feel uncomfortable or unsafe.

## Section 2: Procedures for Removal

Any complaints about behaviors of people can be submitted to the Executive Committee at any time. This can be accomplished by sending an email detailing the concern and any questions to the organization's address.

The Executive Committee will then review the issue internally, and then allow the member in question to appeal. Members can exist in four statuses: active, evaluation, probation, and banned.

- *Active:* Full member
- *Evaluation:* Member stays active, but will be closely monitored by the Executive Committee\*
- *Probation:* Member is prohibited from attending club events for the rest of the current academic semester
- *Banned:* Member is prohibited from attending club events for the rest of the current academic year

Members that have been put on probation will re-assume active membership once the probation period is complete. Members that have been banned must appeal to the Executive Committee to become an active member again. To change a member's status in the organization, the Executive Committee must agree with a 60% majority.

\* The *evaluation* status is used when a member appears to have a misunderstanding of the environment the club strives to create, and when the Executive Committee believes that the member will modify their ways to fit within the club given some guidance. For example, if the cause of the complaint appears to be a misunderstanding of boundaries, the Executive Committee will confront the offender and explain (respecting the privacy of others

involved) that his or her actions negatively affect other club members. The Executive Committee will offer solutions for the offender to consider that would help maintain the healthy and comfortable club environment. E.g., the Executive Committee would have a discussion with the offender about why dancing with a partner is a privilege and requires consent every time if the offender was making people feel uncomfortable at the dances.

**Note:** No member can be removed for reasons that violate the club's non-discrimination policy.

### Section 3: Record of Offences

The club shall keep a record of every formal complaint submitted to the Executive Committee. The record shall follow a format similar to that of Table 1.

**Table 1, Procedures Initiated for Types of Offenses**

Name of Member	ID Number	Type of Member (Full/Honorary)	Current Status	Offence No. (1,2,3,...)	Cause	Procedure Initiated (Final Status)	Notes
Joe Schmoe	42	Full	Active	2	Inappropriate contact	Banned	Caused member 14 discomfort at Carmichael social on 10/12/17

#### Definitions:

- **Name of Student:** Full identifying name of member
- **ID No:** From the roster, every student given an ID number within the club
- **Type of Member:** Is the member a full member or honorary member (calculated based on ID)
- **Current Status:** Active, Evaluation, Probation, Banned (calculated based on ID)

- **Offense No:** How many offenses the accused member has committed (inclusive, calculated based on ID)
- **Cause:** One or two words, what action initiated report (e.g., inappropriate contact, safety violation, discrimination, law enforcement)
- **Notes:** An offense is severe if the accused member behaves in a way that compromises the safety of other individuals present, or if any law enforcement officers are brought in as a result of their actions.

## Article V – Required Meetings and Frequency

The club must officially meet at least two times throughout the Fall and Spring semester.

## Article VI – Standing Committees

Committees are used on an “as needed” basis. Useful committees for club development are listed below.

- **T-Shirt Committee**
  - Designs, funds, orders, and distributes T-Shirts
- **Event Committee**
  - Figures out how to get the most club members possible to WCS events
  - Topics to consider
    - Funding, hotel booking, student discounts, working for passes, transportation, communication with swing group at other schools (App State, UNC, etc)
- **Pro Workshop Committee**
  - Figures out how to bring professionals into our environment to teach a workshop on campus
    - People of note to contact and their home location
      - Debbie Ramsey-Boz - Raleigh, NC
      - Ryan Boz - Raleigh, NC
      - Raquel Neilson - Raleigh, NC
      - Anthony and Shelby DeRosa - Greensboro, NC
      - Christopher Wrigley - Charlotte, NC

- Ariella Francesca - Charlotte, NC

## Article VII – Duties of Advisor

The advisor shall act as an additional resource for the Executive Committee. Primarily, the advisor should be used as a resource for “advising” and not simply take on the workload of the Executive Committee.

The advisor is expected to attend club dances and meetings at least once a semester to maintain an understanding of the current organization’s standing. At the beginning of every Fall semester, the faculty advisor will sign a one year contract stating they will be the advisor for one year unless unforeseen circumstances require them to resign. In the case that the advisor resigns mid-term, they are required to find another advisor to complete the contract with the organization.

Should the Advisor wish to NOT sign the contract for the following year, they should recommend a few names of other faculty who could fill the position that the organization can contact.

## Article VII – Method of Amending the Constitution: Proposals, Notice, and Voting Requirement

Proposed amendments should be in writing, and submitted to the Executive Committee for review through the club email address. After all members of the Executive Committee have reviewed the amendment, they will vote on the proposal. A majority of 60% is required for the amendment to be enacted.

## Article IX – Method of Dissolution of Organization

In the event that this organization undergoes dissolution, the Executive Committee will:

1. Notify all host facilities and advisors that the organization has dissolved
2. Notify NC State’s Student Involvement that the organization has dissolved



- 3. Confirm that the organization has no remaining debts to host facilities, t-shirt manufacturing companies, NC State University and its affiliates, or any other company**
- 4. If possible, donate funds to take NC State students to a West Coast Swing Dance conference. Otherwise, donate all remaining funds to a deserving club or organization that adheres to the requirements below**
  - a. Involved in dance**
  - b. Involves younger generations, kindergarten through college**

**If the advisor or one of the officers has at any point been found to have committed embezzlement of the organization's finances or aided another in doing so, the club's officers/members shall report any details of such transactions to the campus police.**

*Revised by Club Founders: 9/15/2017*



