The Constitution of the HCC Dance Club

Mission Statement:
The HCC Dance Club endeavors to increase awareness of dance within the HCC Community. We seek to provide a supportive and productive environment for the exploration of dance and performance through holding master classes, and attending as well as dance events that will further our creative development and artistic awareness of dance. We resolve to create a framework within which:

A. Those interested in dance can obtain information about classes, performances, workshops and choreographic opportunities both on and off campus.

B. Members have access to HCC Dance Department studios and/or alternative campus spaces for choreography or rehearsal time.

C. Instructors of various techniques (emphasizing those that are not offered through the University) are commissioned to teach Master Class Workshops for the membership as well as the college community.

D. The members work to produce “First Fridays” an informal showcase of student talent.

Club Organization:

Membership: The Dance Club is open to all those within the HCC community who are interested in dance and committed to the purposes and activities of the club. A registered member must ensure that his or her name is placed on the phone and E-mail lists.

A. Active: Has obtained a Dance Club card, obtained all 5 signatures, participates actively in dance club functions and meetings, as well as enrolled and participates in at least one dance technique class a year.

B. General Member: Has obtained a Dance Club card attempting to obtain signatures and points as well as attends meetings

Requirements for Nomination of a Dance Club Officer:
A. Nominee must have at least one semester as an active member.

B. Nominee must show concern for the group as a whole and dedication to the responsibilities of the office.

C. Nominees for President, Vice President, Secretary and Treasurer:

1. Must have previous Board experience and / or be an extremely active Dance Club member.
2. Are nominated and elected within the Board.
3. A vote to confirm the vote held by the board is held by the club to confirm the boards decision.
Requirements of Office:

I. President:
   A. Oversees all activities to make sure that Board members are performing their jobs.
   B. Coordinates board meetings and writes the agenda for said meeting.
   C. Ensures that Board members make progress reports.
   D. Addresses suggestions and complaints.
   E. Makes sure that all decision/motions are legally voted on by the entire board before being executed.

II. Vice President:
   A. Assists president in overseeing all activities and helps to make sure that Board members are performing their jobs.
   B. Assists president in coordinating board meetings and writing the agenda for said meetings.
   C. Assists president in ensuring that Board members make progress reports.
   D. Addresses suggestions and complaints.
   E. Makes sure that all decision/motions are legally voted on by the entire board before being executed.
   F. Ensures that the President is working up to the club's constitutional expectations.

III. Treasurer:
   A. Prepares the yearly SGA request packets for the club's allocation.
   B. Keeps clear records of the Dance Club budget.
   C. Keeps copies of all E-forms, previous budget proposals, and contracts.
   D. Records hours of pay for technicians and guest teachers; Makes sure that these people are paid in a timely manner.
   E. Provides E-forms for the Board members.
   F. Checks the Treasurer's mailbox and keep in contact with financial services.
   I. Ensures that all money acquired through master classes and any other fund raisers is deposited into the general fund of the club and applied to the needs of the club.

V. Secretary:
   A. Records minutes of the Board meetings; A copy of these minutes should be kept on file and given to each Board member at next meeting.
   B. Maintains files that include the minutes, a list of HCC Dance Club members' phone numbers and E-mail addresses, and a list of past and present choreographers.
C. Responsible for keeping track of any important paper work the dance club needs.
D. Send phone and E-mail messages to club members.
E. Update the web page and oversee the newsgroup.

VIII. HCC Liaison:
A. Communicates regularly with the HCC Dance Department advisor.
C. Ensures that weekly meetings are set up with the Dance Department advisor.
D. Turns in the security list to the Dance Department.
E. Keeps HCC informed of club activities.
F. Checks the HCC mailbox weekly.

Delegation of Responsibility:
A. Each officer does not have to personally perform all of the responsibilities listed in the job description. Tasks may be assigned to other members. However, it is the officer's duty to ensure that each assignment is completed in a timely manner.

B. Formation of Committees:
1. In order to achieve the goal of getting more Dance Club members involved and to alleviate the duties of the Board, committees may be established.
2. Committees should be headed by a Board member.

Elections:
Yearly elections are to be held in January and the new Board members are installed immediately. The Board members hold office until the following January. This term structure does not make it possible for seniors to run for office. However, it does ensure that the previous officer has one full semester to properly train the successor. This system offers a smoother transition between Boards and prevents disruption of the club's activities.

I. Structure:
A. The positions of President, Vice President, Secretary and Treasurer are nominated and elected within the Board.
B. All other positions are nominated and elected by returning members at an open meeting held in January.
C. Although unable to run for office, returning seniors are allowed to vote because the new members will be in office for one semester of their senior year.
D. Copies of the Dance Club Constitution must be made available at the election. Members must understand the duties of an office before running for that position. Once elected, the officer is given a copy of the constitution to keep as reference.
II. Removal of an Officer:
A. Grounds for removal:
   1. Failure to uphold the goals of the group as stated in the Mission Statement.
   2. Failure to fulfill the duties as specified by the Constitution.
   3. Failure to maintain a respectful and helpful manner toward other officers and members.
   4. Missing 2 consecutive Dance Club meetings. With out written Medical Documentation

B. Procedure for removal of an officer:
   1. If a violation occurs, it must be called to the attention of the officer during an official Board meeting. Should an officer commit three violations, removal from office is justified.
   2. Removal is decided by the Board through an anonymous vote.
   3. Should the majority of the Board not approve the removal of the officer, the officer may keep the position. Should other violations occur, the Board must vote again after each subsequent violation.
   4. Should the majority of the Board approve the removal of the officer, the Board must officially elect a new officer as soon as possible.

III. Resignation of an Officer:
   A. In the even that an officer resigns, he or she must continue performing the duties of the position until a replacement can be found.
   B. The Board must officially vote on this replacement during the following Board meeting.

Rules for Dance Club Members

I. Dance Club Members must adhere to a specific set of rules to be eligible for active dance member status as well as any privileged dance Club activities.

A. To become a member, said candidate must obtain a card.
B. To become an active member of the dance club said candidate must obtain 5 signatures.
C. If you miss more than two meetings you will be placed in an “inactive” status. This means you will need to start from the beginning with signatures. The members points will be placed on “hold” until the five signatures have been regained.
D. Active status can be regained by acquiring the 5 signatures again, and the points that were on “hold” will be restored.
E. It is expected of all Dance Club members to be actively involved in extra curricular Dance related campus activities.

II. Dance Club Points

A. Points will be awarded for tasks that are completed and benefit the dance club.