

# By-laws of the MIT Ballroom Dance Club

The MIT Ballroom Dance Club (MITBDC) enacts by-laws to express policies consistent with operation of the organization.

## ARTICLE I **Duties of the Officers**

### *A. President*

The President shall oversee the operations and activities of the Club (including, but not limited to, the budget and schedules), and represent MITBDC in all official matters with the MIT administration and other entities, except as listed in the officer duties here. The President shall call and preside at meetings of the Club and its executive committee, or designate a member of the executive committee to preside at any meeting. The President shall be a current student at MIT.

### *B. Vice President*

The Vice President shall perform the duties of the President in the President's absence and shall handle all matters pertaining to the scheduling of workshops, parties and other Club activities, in consultation with the president. He/She shall also be the primary point of contact between the Club and any teachers and performers needed for its activities and shall be responsible for finding, recruiting and scheduling them as necessary.

### *C. Treasurer*

The Treasurer shall receive, disburse, and account for all funds of the Club and its activities. The Treasurer of MITBDC shall be a current student at MIT.

### *D. Secretary*

The Secretary shall take minutes at all meetings and keep records of the attendance at workshops and socials. He/She shall also be responsible for the MITBDC Constitution and By-Laws and their modification when necessary.

### *E. Workshop Manager*

The Workshop Manager shall be responsible for organizing the setup and takedown of the workshops, as well as the operations of the admission desk. He/She shall ensure that the lessons run smoothly and timely, and train other volunteers in working the desk. He/She shall coordinate and oversee any practice sessions. He/She is also responsible for purchasing and maintaining all necessary equipment and desk supplies for the smooth operation of Club activities.

#### *F. Membership Chair*

The Membership Chair shall be responsible for creating and maintaining all documentation pertaining to the membership of the Club. This shall include maintaining the membership mailing lists.

#### *G. Publicity Chair*

The Publicity Chair shall provide visibility for the Club and its activities in the MIT and greater Boston community through maintaining the Club bulletin board on campus, and advertising events using email or other social media.

#### *H. Social Director*

The Social Director shall organize and oversee all matters pertaining to parties, dances, outings to dance and non-dance events, and any other social event organized by the Club. This will include developing ideas and planning events, executing them through purchasing, preparing, distributing, installing and arranging all necessary items (tickets, transportation, decorations, refreshments, etc.), and if necessary recruiting and training volunteers to help in these tasks.

#### *I. Music Director*

The Music Director is responsible for providing appropriate music (pre-recorded, DJ, live band, etc.) resources for all Club activities. He/She shall create, expand, inventory and maintain the music library and equipment (stereo, microphone, etc.) of MITBDC in order to best serve the interests of the Club.

#### *J. Space Coordinator*

The Space Coordinator shall be responsible for obtaining space and authorization for Club events, including reserving rooms and advertising space, arranging for set-up and clean-up of these rooms (through the Campus Activities Complex or other relevant organization), registering events, and obtaining any licenses and/or police details as necessary.

#### *K. Webmaster*

The Webmaster shall create, expand, and maintain the Club presence on the internet such that the community can access information about the Club and its activities in an efficient and timely manner. He/She shall also be responsible for updating and maintaining the Club's electronic resources and information.

## **ARTICLE II Elections of Officers**

1. All members of the Club are eligible to run for office (except as required by MIT rules and/or cited here in the By-laws).

2. Nominations for officer positions shall open at least two weeks before the election meeting and shall remain open until the elections. In order to be considered for election, a candidate must be nominated by a member of the Club and be seconded by another. Self-nominations are acceptable and are encouraged.
3. An up-to-date list of the nominees shall be publicized a day prior to the elections. The Club shall allow nominees to withdraw at any time without negative implications.
4. Elections of all officer positions are by majority vote. A candidate may choose to give a speech before the election begins. For an uncontested election (only one nominee for a position), the election shall consist of a voice vote of confidence.
5. After officer elections there shall be a transition period in which the officers-elect will be instructed in the responsibilities of their office by the out-going officers. The new officers take office on May 15.
6. If any officer positions remain open at the end of the election, or becomes open during the term of office, the executive committee shall be empowered to recruit and appoint members for those positions with a simple majority vote in the executive committee. In the case of an officer position remaining, or becoming open after an election, but before the elected officers take office, this authority shall be given to the newly elected executive committee. These appointments must be ratified by a voice vote at the first general meeting following the appointment. Until ratified these officers shall not have the rights of elected office.