By-laws of the MIT Ballroom Dance Club

The Massachusetts Institute of Technology Ballroom Dance Club enacts by-laws to express policies consistent with operation of the Club.

A R T I C L E 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 its ad hoc committees, 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 (the President may designate a member of the executive committee to serve as parliamentarian and/or preside at any meeting). The conduct of meetings shall be the responsibility of the presiding officer. Robert’s Rules of Order shall prevail unless they are in conflict with the Constitution or By-laws. The President of MITBDC shall be a 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 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, present a written report of finances at least once per semester, coordinate all budget and financial decisions and prepare budgets for each Club activity (in consultation with the President). The Treasurer of MITBDC shall be a 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 the processing of membership applications, informing applicants of their status, creating membership mailing lists, maintaining records of membership, generating labels for Club mailings and producing the annual membership directory. The Membership Chair shall be also responsible for the availability of membership applications and member ID cards.

G. Publicity Chair

The Publicity Chair shall provide visibility for the Club and its activities in the MIT and greater Boston community, by writing and submitting all necessary articles and advertisements to the MIT and Boston newspapers, maintaining the Club bulletin board (in the Infinite Corridor), designing, producing and distributing all posters, panels and drop posters and keeping the membership of the Club informed of MITBDC events through mail and/or e-mail.

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. He/She shall arrange for all audio equipment from MIT for social dance event.

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.

A R T I C L E I I  Committees

A. Committee Structure

The President may establish ad hoc committees to pursue specific goals of the Club. All ad hoc committees shall terminate with the President under whom they serve. The committees shall consist of members of the club. The chairpersons of ad hoc committees shall be appointed by the President and approved by the executive committee. The chairpersons shall call and preside over meetings and shall enlist members at their discretion.

B. Committee Procedures

Committees established by the Club must operate under the Club Constitution and By-laws. Committees shall report on their activities to the Club on a regular basis, inform the executive committee of current developments, and maintain pertinent documentation. Committees may not form subcommittees.

A R T I C L E I I I  Elections of Officers

A. 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).

B. Nominations for officer positions shall open at least a month 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. Both the nomination and the second may be carried out
orally at a general meeting or as signed statements at any other time the nominations are open. Nominations may also be made over e-mail, but they need to be seconded orally at a general meeting or with a signed statement at any other time. Self-nominations are acceptable and are encouraged.

C. 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.

D. Election procedures shall be as follows:

The elections shall be held for the positions of President, Vice President, Treasurer, Secretary, Workshop Manager, Membership Chair, Publicity Chair, Music Director, Social Director, Space Coordinator and Webmaster, in that order.

All candidates for a contested position (with more than one nominee) shall give a speech of no more than five minutes. Any candidate may choose to forego this privilege.

The members of the Club will have the chance to ask questions of the candidates. All questions shall be addressed to all the candidates and shall be answered in the following order: the first question shall be answered first by the first candidate, second by the second candidate, etc.; the second question shall be answered first by the second candidate, second by the third candidate, etc., and the first candidate shall answer this question last.

The election shall be by closed-ballot. Voters shall be asked to list the candidates in order of preference and the votes shall be counted using the full preferential method. If no one receives a majority of first choice votes, the candidate with the fewest first place votes shall be eliminated and his/her votes shall go to the candidate that was listed as a second choice. This process shall continue until a candidate receives a majority of the votes.

For an uncontested election (only one nominee for a position) the election shall consist of a voice vote of confidence.

E. 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. There shall be one transition meeting of the executive committee presided over by the outgoing president before the new officers take office on May 15.

F. 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.

ARTICLE IV  Procedures for Club Meetings

A. Agenda Items

Items may be placed on the agenda for Club meetings from the minutes of the previous meeting, by two officers of the Club, or through petition in writing by ten members of the Club. Additional agenda items may be placed at the discretion of the President.

B. Roll Call/Vote Count

When a vote is taken, the taking of the roll of voting members and the vote count shall be the responsibility of the Membership Chair, or of a Club member appointed by the presiding officer if the Membership Chair is absent or recused from the vote. Proxies may be used by submitting them in writing to the presiding officer.

ARTICLE V  Club Equipment

A. Sign-up Sheet

Club equipment must be signed out via a sign-up sheet, upon the permission from President or VP. The maximum loan period should be less than a week.

B. Due Diligence

If the signed-out equipment is lost, the assigned club officer must exercise his/her due diligence to report to the President or VP or the executive committee as to the reason of its loss. The executive committee members have the discretion to vote whether the assigned officer needs to indemnify the loss.