

Official Constitution of the Dance Troupe

Name: Dance Troupe

Purpose:

The primary objectives of Dance Troupe are to provide students with the opportunity to attend dance classes of various levels, to perform, and to choreograph if they so desire. The dance classes provided will vary according to the interests and levels of those involved with Dance Troupe at any given time.

Dance Troupe will create one student choreographed dance concert every term, involving a diverse variety of dance styles. The concert will contribute culture and entertainment to the MIT community and will give students a chance to express their talents through choreography and dance.

Membership:

- All members of the MIT community are eligible for membership in Dance Troupe.
- The membership of Dance Troupe will contain at least 5 MIT students and be more than half MIT students at all times.
- Dance Troupe will not discriminate based on any characteristic listed in MIT's Nondiscrimination Statement.
- Requirements for membership include the payment of dues once every term. The dues of members who cannot meet this financial requirement can be paid for through Dance Troupe fundraising activities.

If a person fails to fulfill these requirements, he or she will not be allowed to participate in any of the Dance Troupe sponsored activities. These include scheduled classes, voting on organizational decisions at meetings, and Dance Troupe performances. They can participate once more at any time providing the requirements are met.

For the concert, choreographers will select the people who they wish to have in their dances. The President, Co-President, and Show Coordinator will oversee this process to ensure that everybody interested in performing gets equal attention in the concert whenever possible.

Members in GOOD STANDING:

I. Members must be in GOOD STANDING to audition

A. Good standing is determined by participation in various concert duties.

1. Current Members - participation from previous term
  - a. Prod Week
    - i. Secretary takes attendance
    - ii. Members must be there for their dances and comments
    - iii. If you want to leave between your dances and comments you need to check with your choreographer
  - b. Strike/Put-in
    - i. Tech Coordinator keeps track of attendance
  - c. Publicity
    - i. Publicity heads keep track of participation
  - d. Showings
    - i. Secretary takes attendance
    - ii. Excused absences do not count

against dancers if they are discussed with the show coordinator and choreographers ahead of time

- e. Dues
    - i. Treasurer keeps track
    - ii. Late fees only accrue during the semester and not during semester breaks
    - iii. Dues must be paid from the previous concerts before auditioning
  2. New members must fulfill New Member Responsibilities to determined by the New Member Policy
  3. All first term members are Members in Good Standing.
- B. Missed activities may be made up by one of the following
1. Costumes: sorting, cleaning, transporting
  2. Selling tickets for 2 hours
  3. Additional concert duties to be specified by an officer
  4. Fulfilling the concert responsibility that you missed in the next concert, i.e. if you missed strike, you may help with strike, put-in, etc. in the next concert
- C. Enforcement
1. Member attendance at required duties will be monitored by the officers in charge of each as noted above
  2. Co-President will compile all of attendance lists into a list of Members in Good Standing

#### Meetings:

Official meetings of Dance Troupe will be held approximately once every term. Times will be scheduled by the President. A quorum of fifty percent of the membership will be required at meetings where decisions are made and voted on.

Meetings for members performing in various choreographed dances can be scheduled by the choreographer, and may be held more frequently as the performance date nears. During the week of the Dance Troupe concert, attendance for all those involved will be mandatory at scheduled rehearsal times, which will be set by the President and/or Show Coordinator.

#### Officers and Duties:

**President:** The President is responsible for leading all meetings and working with the other officers to ensure responsible and efficient results. The President will arrange meeting times and make sure that Dance Troupe is well informed of these. The President will also set the agenda for classes and rehearsal times in accordance with what the majority desires.

During the Dance Troupe concert, the President will work with the Show Coordinator to oversee production. The President, Vice-President, and Show Coordinator have the final say in deciding which choreographed pieces will be performed in the concert and which will be cut, if any.

The President takes care of all the administrative work as well attending biannual ASA meetings as a representative of Dance Troupe, keeping all the various paperwork up-to-date, and setting up a booth at the Activities Midway are examples of the duty. The President would

also work with the Vice-President and the Treasurer to allocate funding for Dance Troupe.

The President holds a one year term, from Fall to Spring, to insure the stability of Dance Troupe. The President and Treasurer must be two distinct people.

**Vice-President:** The Vice-President may perform all the listed functions of the President beside or in the absence of the President.

The Vice-President holds a term of one year, from Spring to Fall. The overlap of the Vice-President's term with the terms of the other officers is to insure the stability of Dance Troupe.

**Treasurer:** The Treasurer is primarily responsible for working with the President and the Vice-President to allocate the funding of Dance Troupe. Dance Troupe funding is to come from dues, ASA, dance concerts, grants, fundraisers, and other such funding opportunities. The Treasurer is also responsible for keeping a record of this funding and how it is allocated.

The Treasurer will pay hired dance teachers for the weekly classes from Dance Troupe funding and ensure that all payments and funds are up-to date.

The treasurer holds a term of one year and will be elected at the first meeting of Dance Troupe and at each annual election meeting thereafter. The Treasurer can be reelected for an unlimited number of terms. The President and Treasurer must be two distinct people.

**Secretary:** The Secretary is responsible for keeping an up-to-date record of Dance Troupe membership. The Secretary insures that all Dance Troupe members attend at least two meetings per term, and affirms that at least fifty percent of the members of Dance Troupe are present at meetings where decisions are made.

The secretary also insures that members are kept informed of what proceeds at meetings and of various Dance Troupe activities. The Secretary will also send out minutes of the meetings to Dance Troupe via e-mail and insure that all members of Dance Troupe have an updated mailing list.

The Secretary holds a term of one year and will be elected at the first meetings of Dance Troupe and at each annual meeting thereafter. The Secretary can be reelected for an unlimited number of terms.

**Publicity Chair:** The Publicity Chair will be responsible for publicizing all Dance Troupe events and performances. The Publicity Chair helps the Secretary in ensuring that all members of Dance Troupe are adequately informed of Dance Troupe activities, including classes and rehearsal times.

The Publicity Chair also insures that the MIT community and the outside community if needed is properly informed of all Dance Troupe events, most importantly the Dance Troupe concert held at the end of each term. The Publicity Chair may rely on drop posters, free posters, e-mail, newspapers, and other such propaganda for this.

The Publicity Chair holds a term of one year and will be elected at the first meeting of Dance Troupe and at each annual meeting thereafter. The Publicity Chair can be reelected for an unlimited number of terms.

**Show Coordinator:** The Show Coordinator takes charge of the Dance

Troupe concerts and other performance sponsored by Dance Troupe. This involves all the technicalities of putting on a production, working with the Publicity Chair to publicize the event(s), and collaborating with the President and Co-President in deciding which dances will be part of the concert and which will be cut, if any need to be at all. The Show Coordinator oversees the dancer selection process to ensure that, whenever possible, everybody involved gets a fair division of attention in the concert. The Show Coordinator has the final say on the theme of the concert if there is to be one at all, subject to the recommendation and approval of all the members of Dance Troupe who choose to participate in the concert.

The Show Coordinator holds a term of one year and will be elected at the first meeting of Dance Troupe and at each annual meeting hereafter. The Show Coordinator can be reelected for an unlimited number of terms.

**Tech. Coordinator:** The Technical Coordinator is responsible for the technical/ non-dance aspect of the concert. This involves finding a lighting designer, a light board operator, a sound designer, a stage manager and other such people in order to ensure that the concert runs smoothly.

The Tech. Coordinator holds a term of one year and will be elected at each annual meeting. The Tech. Coordinator can be reelected for an unlimited number of terms.

**Historian:** The Historian is responsible for preserving the history of Dance Troupe. This includes (but is not limited to) collecting and cataloging concert programs, concert publicity, membership lists, and taking photo records of various Dance Troupe events. The Historian is also responsible for ensuring that photographs and videos of the concert are available for Dance Troupe Members to order.

All of the above stated officers will comprise the executive board of Dance Troupe and will have equal vote in any decisions of the executive board.

**Voting:**

Voting on dance troupe issues such as election or impeachment of officers will occur at dance troupe meetings. Voting may be conducted by show of hands or by secret ballot, according to what is best for the situation. A quorum of fifty percent is required for voting to be held.

Elections of officers shall occur at the end of the Spring term for all offices except for Co-president. Co-president will be elected at the end of the Fall term. Officers begin their new duties at the beginning of the new academic year, with the exception of Co-president, who begins on January 1st.

Any member of Dance Troupe may run for and hold office. Nominations are required and self-nomination is acceptable. The office of President must be held by an MIT undergraduate. Nominees must give a short speech before the vote is held to give members a strong impression of themselves and their capabilities. Members may abstain from voting if they do not

Any member is elected if he or she wins a majority of the voting members. If more than two people are running and no one wins a majority, then the person with the fewest votes is dropped from the ballot and the votes are recast. If only two people are running and they reach a tie, the existing executive board may chose which candidate will take the office.

To remove the President or Co-president from office, a seventy-five percent majority vote is required. For the impeachment of any other officers, a fifty percent majority is required. Before voting, the impeachment any officer must be recommended by the President and/or Co-president. Any officer who does not fulfill his or her duties may be subject to such recommendation.

In the event than an officer resigns or is removed from office, a replacement will be voted on at the soonest time possible. The executive board may appoint a temporary replacement, but the replacement must ultimately be approved by the majority of the members of Dance Troupe in order to take office.

If the Co-President is elected to the office of President after the first half of his or her term, a new Co-President must be elected for the Fall Semester. At the end of the Fall Semester, Co-President elections will occur again as normally scheduled.

If a current officer is elected to Co-President after the first half of his or her term, a replacement must be elected for the Spring Semester. At the end of the Spring Semester, officer elections will occur again as normally scheduled.

#### Constitutional Amendment and Ratification:

The constitution will be discussed at the first meeting of Dance Troupe among those present and will be subject to change provided that there is a majority agreement to change any given part. The President will then alter the constitution accordingly.

Any member of Dance Troupe may propose an amendment to the Constitution. In order to introduce this amendment at a formal meeting of Dance Troupe, the member must have received at least five signatures in support of the amendment and the consent of the President and/or Co-President. The proposed amendment will be voted on no later than two weeks following the introduction. The amendment may be passes by a 2/3 majority vote.

#### ASA "Higher Power" Clause

The Dance Troupe agrees to abide by the rules and regulations of the Association of Student Activities and its executive committee. This constitution, constitutional amendments, and the by-laws of this organization shall be subject to review by the ASA Executive Committee to ensure that they are in accordance with the aforementioned rules and regulations.

Vicharin Pebbles Vadakan