

The Constitution of the University of Manitoba Swing Dance Club (09/10)

Preamble

The U of M Swing Dance Club was founded in 2000 and continues to serve as a vital part of student life activities on the Fort Gary campus. We are a non-profit student-run organization. Many of the swing dance instructors in our city have taken lessons through our club and we will continue to support their classes and events.

Our club offers a fun and interactive atmosphere for those interested in swing dancing whether they are students or not. Aside from providing low cost dance instruction, we also strive to organize workshops, practice sessions, dances, movie nights, and other social events for its members. They will have the opportunity to learn, socialize, and share with others their knowledge and interest in swing dancing as well as keep fit and enjoy themselves.

Article I: Name

This club shall be named the U of M Swing Dance Club, and its acronym UMSwing. It is also synonymous with the University of Manitoba Swing Dance Club.

Article II: Purpose

The purpose of the club is to:

- i. Nurture an active community of swing dancers at the U of M that is welcome to students as well as non-students.
- ii. Provide an encouraging and social atmosphere to learn, dance, and socialize through “jam” sessions, dances, and other social activities.
- iii. Provide affordable dance lessons to members of the club.
- iv. Expose aforementioned community to swing dancers within and beyond the city of Winnipeg.
- v. Provide opportunities for advanced levels of dancing through workshops and demonstrations.

Article III: Definition of Swing Dance

This club shall specialize in the realm of swing dancing. Swing dance, like Latin or Ballroom, is a general term for a unique group of dances. Swing dance encompasses styles such as Jive, Lindy Hop, Charleston, East-Coast Swing, West-Coast Swing, Shim Sham, and Lifts, as well as other less known swing dances that fall under the term “swing dance” such as Tranky Doo, Blues, and Balboa. Although UMSwing will make information regarding Latin or Ballroom dances available to its members, it is not required to promote or offer classes featuring those dances.

Article IV: Membership

- i. UMSwing is open to students and non-students alike, however students currently attending the U of M must make up at least two thirds of the group's members at all times.
- ii. To become a member, one must pay the cost of a membership during the current session. Each

session lasts four months. These correspond to the school year terms: “Fall” from September-December, “Winter” from January-April, and “Summer” from May-August. There is also a rate for those that desire to drop-in for classes, but they are not to be considered official “members” of the Swing Dance Club. Memberships last until the next April 30th.

- iii. Executives are waived from paying membership fees for the term(s) within which they are acting executive members.
- iv. All members taking swing dance lessons must sign a waiver (in the registration form) stating that he/she is solely responsible for any injuries that may be incurred at any time during a lesson.
- v. All UMSwing members have voting rights.
- vi. There shall be a maximum of 50 people in each swing dance lesson, notwithstanding any open house events that UMSwing may organize throughout the year.

Article V: Executive and Governing Structure

- i. The Executive shall consist of the following:
 - a. President
 - b. Vice President – Internal Affairs
 - c. Vice President – External Affairs
 - d. Secretary/Treasurer
 - e. Web Administrator and Graphics Designer
- ii. An Executive's term will run from May 1st after the election to April 30th the following year.
- iii. All of the Executive must be students from the University of Manitoba and members of UMSwing. In the case where an executive discontinues their schooling during the academic school year, they shall remain as an executive until the end of their term.
- iv. All decisions must be consistent with the purpose of UMSwing as outlined in Article II.
- v. Leadership and decisions will be provided by consensus of the executive members, who in turn represent and act in the benefit of all club members. Should no clear consensus be stricken, a vote may be called for amongst the executive council. At least half the executives (rounded up to the nearest whole) must be present for a decision to stand. If it is felt that a matter requires further input in order to reach a fair decision, a general meeting with all club members may be called, in which any member of the club may vote.

Article VI: Duties of the Executive Team

- i. All Executive members must:
 - a. Provide leadership within the club in all areas of the club's activities, especially in the areas pertaining to his/her executive position.
 - b. Meet on a monthly basis (or as frequently as required).
 - c. Attend all meetings relating to their responsibilities and vote on all related issues.
 - d. Participate in club activities as much as reasonably possible.

- e. Act responsibly and respectfully regarding the mission of the club during all UMSwing events and in all situations in which one is representing UMSwing.
- ii. Each Executive member has a voting right regarding all decision-making issues. The individual duties of each Executive position are according to Appendix A.
- iii. If an executive member is absent from more than 50% of the meetings, the executive team has the right to vote that member out of his/her position. Should this happen, a nomination and election process for this position must follow and be completed within one month of the member's dismissal.

Article VII: Financial Structure

- i. A budget detailing projected revenues and expenses shall be tabled at the beginning of each academic calendar year.
- ii. All membership moneys shall be deposited into the UMSwing account. Any payment that can be made by cheque shall be paid by this method from the account.
- iii. All moneys entering and leaving the club's account shall be recorded.
- iv. Purchases made on behalf of UMSwing will be reimbursed with executive approval.
- v. An ongoing budget/inventory must be kept by the Secretary/Treasurer and made available to all club members.
- vi. There must be a minimum of two co-signers for all withdrawals and cheques made in the name of the U of M Swing Dance Club. The eligible signers within the club will include all executive excluding the Graphic/Web Designer
- vii. One of the two co-signers must be the President or the Secretary/Treasurer.

Article VIII: Elections

- i. All Executive Council members are elected by UMSwing members with the exception of the Graphic/Web Designer, who is chosen by the Executive Council following the election based on credentials. All applicants to this position must fulfil requirements as stated in Appendix B.
- ii. The Executive Council shall be chosen by members of UMSwing by the last lesson of the Winter term or the term-end event, whichever is later. This shall take place by the process of nomination and election.
- iii. Elections will take place during the week of the last dance lesson of the Winter term. Voting will be held in a general meeting by secret ballot. Ballots are to be counted by the Secretary/Treasurer and overlooked by two additional club members, both chosen at random.
- iv. Nominations (applications) will be accepted from December until the last day of March. A nomination (application) form as found in Appendix C shall be completed by all nominees and nominators (applicants). Those nominated will be informed of the responsibilities of the corresponding executive position(s) (see Appendix A). They will have the freedom to submit and remove their name from the ballot up to and including the 7th day before the election.
- v. Nominees (Applicants) are allowed to run for a maximum of two positions.
 - a. Nominees (Applicants) are expected to fill out two application forms if this is the case.

- b. In the event that he/she is elected for both, he/she must choose one or the other.
- c. The position that he/she declines will be given to the first runner-up.
- vi. A confidence vote by the departing Executive Council will be made for each new incumbent Executive Member. If in the case that they find one candidate unqualified, the first runner up will replace them.
- vii. Official changeover will occur on May 1st of each year. As the club may want to remain active over the summer months, responsibilities of the new executive council are to begin as of May 1st, and this should be considered by each member prior to election. However, it is understandable that it is not always possible for an executive member to be available throughout the summer. Thus, he/she may be temporarily excused from the post during this time without further penalties, although it will be at the expense of the club's level of activity throughout the summer.

Article IX: Gatherings

- i. The U of M Swing Dance Club shall gather to swing dance weekly as possible, but must meet a minimum of four times per year.
- ii. One gathering, one at the beginning of each term, shall be specified as an “open house” meeting, open to everyone, regardless of membership. This gathering must meet minimum advertising requirements for meetings as specified by UMSU.

Article X: Amendments

- i. Amendments may be proposed in writing by any member of the Executive Council. Such amendments to the constitution will only take effect if a majority vote is reached by the Executive Council.

Appendix A: UMSwing Executive Duties

President:

- Provides direction regarding the development and realization of UMSwing's vision.
- Acts as the “official spokesperson”, whose comments and opinions directly reflect those of UMSwing.
- As head representative, must act responsibly and in accordance with the mission and purpose of UMSwing as stated in the constitution.
- Oversees planning of all UMSwing activities and events, and provides leadership.
- Acts as chairperson of executive meetings.
- Creates, signs, and enforces all contracts and applications dealing with other parties.
- Is an active co-signer of the club's financial account.

Vice-President – Internal Affairs

- Collects and responds to member feedback.
- Informs members of upcoming events and schedule changes via announcements, email, or phone.
- Acts as ambassador of UMSwing members to the executive.
- Aids in organizing class and social event schedule.
- In charge of volunteers that may be required from time to time.
- Is an active co-signer of the club's financial account.

Vice-President – External Affairs

- Contacts outside parties about possible promotional opportunities, sponsorships, and alliances.
- Recruits new members for the club through advertising or other methods.
- Acts as an ambassador to UMSU and other outside parties that UMSwing may deal with.
- Keep contact lists up to date on a semi-regular basis.
- Is an active co-signer of the club's financial account.

Secretary/Treasurer

- Manages all paperwork and digital documents relating to UMSwing.
- Responsible for the availability of all required documents.
- Collaborates with other executives to table an agenda and take meeting minutes.
- Prepares a preliminary budget by the beginning of each term.

- Records and approves all monetary transactions.
- Responsible for the payment of all bills.
- Checks UMSwing mailbox regularly for invoices, account balances, and mail distribution.
- Is an active co-signer of the club's financial account.

Graphic/Web Designer

- Designs, posts, and maintains UMSwing.ca
- Acquires all images used for promotion and documentation such as pictures, videos, logos, etc.
- Designs all aspects of promotional materials (pamphlets, signs, posters, etc.)
- In charge of UMSwing product design
- Makes all digital documents available on UMSwing's server.

Appendix B: Graphic/Web Designer Application

As well as this completed form, applicants will:

- Need to show knowledge of graphic design applications such as Photoshop and Illustrator.
- Provide to UMSwing **two** examples of previously designed pamphlet, poster, logo, or website.

Candidate Information:

Name: _____

Student Number: _____ Phone Number: _____

E-mail Address: _____

Summer Address: _____

Address during Studies: _____

Previous experience: _____

Please submit this form along with relevant material to an UMSwing executive or drop off the form to the club office (172 Helen Glass) ***no later than March 16, 2010***.

Appendix C1: Executive Nomination Form

Please circle one position:

President

Vice-President – Internal Affairs

Vice-President – External Affairs

Secretary/Treasurer

Candidate Information:

Name: _____

Student Number: _____ Phone Number: _____

E-mail Address: _____

Summer Address: _____

Address during Studies: _____

Signature of Nominee: _____

Nominator: _____

References (3 required): _____

Please submit this form along with relevant material to an UMSwing executive or drop off the form to the club office (172 Helen Glass) *no later than March 16, 2010.*

Appendix C2: Executive Application Form

Please circle one position:

President

Vice-President – Internal Affairs

Vice-President – External Affairs

Secretary/Treasurer

Candidate Information:

Name: _____

Student Number: _____ Phone Number: _____

E-mail Address: _____

Summer Address: _____

Address during Studies: _____

Signature of Nominee: _____

Please submit this form along with relevant material to an UMSwing executive or drop off the form to the club office (172 Helen Glass) ***no later than March 16, 2010***.

Applicants should be familiar with the Constitution, especially Appendix A which lists individual duties.

Elections will be held from March 28th to April 7th at the UMSwing office and at the lessons. Results will be declared on the last day of class or the term-end event, whichever is later.