

The Constitution of the University of Manitoba Swing Dance Club

UMSwing

2015-2016

Preamble

The U of M Swing Dance Club was founded in 2000 and continues to serve as a part of student life activities on the Fort Gary campus at the University of Manitoba. The club is a non-profit organization that offers a fun and interactive atmosphere for those interested in swing dancing. Aside from providing low cost dance instruction, the club also strives to organize social events for its members. Club members will have the opportunity to learn how to swing dance, make new friends and keep active.

1 Name

The 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.

2 Purpose

The purpose of the club is to:

- i. Nurture an active community of swing dancers at the University of Manitoba, open to both students as well as non-students.
- ii. Provide an encouraging atmosphere in which to learn swing dancing and socialize.
- iii. Provide affordable practice time for the swing dance community.
- iv. Expose the aforementioned community to swing dance within and beyond the city of Winnipeg.

3 Definition of Swing Dance

This club shall specialize in swing dancing. Swing dance, like latin or ballroom dancing, is a general term for a group of dances. Swing dance encompasses styles including, but not limited to: Jive, Lindy Hop, Charleston, East-Coast Swing, West-Coast Swing, Balboa and Solo Swing.

4 Membership

- i. A current UMSwing member is anyone who:
 - a. Owns one of the membership bundles in the current UMSwing year, or,
 - b. Has purchased a full block of lessons in the current UMSwing year, or,
 - c. Is a current member of the UMSwing Executive Committee.

- ii. An UMSwing Alumni member is anyone who:
 - a. Has been a current member within the last five (5) UMSwing years, or,
 - b. Is an instructor in the current UMSwing year, who has been a current member at any time.

- iii. UMSwing is open to students and non-students alike, however students currently attending the U of must make up at least two thirds of the group's current members at all times.

- iv. The student rate is applicable to any student attending a post-secondary education facility so long as they provide valid student identification.

- v. Current UMSwing Members have the rights to:
 - a. Cast a single vote in the UMSwing executive council elections.
 - b. Run for UMSwing if member is a University of Manitoba Student.
 - c. Cast a single vote on decisions proposed at a general meeting.

- vi. All UMSwing members must be 18 years of age, notwithstanding special permission.

5 Executive Committee and Governing Structure

- i. The Executive Committee shall consist of the following:
 - a. President
 - b. Vice-President Internal Affairs
 - c. Vice-President External Affairs
 - d. Secretary/Treasurer
 - e. Director of Publicity and Promotions

- ii. A unique individual must hold each Executive Committee position.

- iii. An Executive Member's term will run over the course of the UMSwing year immediately following their election.

- iv. An UMSwing year begins May 1st and ends April 30th of the following year.

- v. Each Executive Member must be a current student from the University of Manitoba and be either a current member or alumni member of UMSwing. In the case where an Executive Member discontinues

their schooling during the academic school year, they shall remain as an Executive Member until the end of their term.

vi. All decisions must be consistent with the purpose of UMSwing as outlined in Article II.

vii. Leadership and decisions will be provided by consensus of the Executive Committee, 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 Committee.

viii. For decisions to pass at least half of the Executive Committee must be present and, among them, a majority vote must be reached. Executive Members who are not present at the time of the decision have the option to either proxy their vote via another Executive Member, or declare their vote at an earlier time.

ix. If a majority of the Executive Committee believes 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 current member of the club may vote.

5.1 Dismissal of an Executive Member

i. An Executive Member is required to adhere to their duties at all times. This includes being a constant representative of UMSwing. Failure to uphold their duties or unfairly representing the club is grounds for dismissal.

ii. The accused Executive Member must first be consulted by the President (or another Executive Member, if the President is the accused) via their official UMSwing email address, and given an opportunity to explain, via email, his/her actions or lack of performing duties. The accused Executive Member is then given a reasonable amount of time to improve.

iii. If the accused Executive Member continues to neglect his/her duties, then the rest of the Executive Committee may vote to ask the accused to step down.

iv. If the accused refuses to step down, a general meeting may be called to vote to have the accused removed from his/her position. During the general meeting, the Executive Committee must provide:

- Documentation demonstrating that the accused failed to uphold his/her duties or conducted himself/herself in a manner which poorly represents the purpose of the club, and
- Proof of consultation with the accused, stating that a reasonable amount of time was given to improve.

v. An election must be called within one (1) week of the dismissal of an Executive Member, and the position voted for and filled within thirty (30) days after that. An exception may be made if the dismissal is within two (2) months of the end of the UMSwing year, at which point the election for the position will be included in the election for the following year.

6 Duties of the Executive Committee

i. The Executive Committee must:

a. Meet on a monthly basis at minimum

b. Provide leadership within the club in all areas of the club's activities, especially in the areas pertaining to his/her Executive Committee position.

c. Attend meetings notwithstanding compassionate reasons or with prior approval from the rest of the Executive Committee.

d. Participate in club activities as much as 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.

f. Aid and supervise in scheduled practice time.

- ii. The individual duties of each Executive Committee position are in accordance to Appendix A.
- iii. Each Executive Member has a voting right regarding all decision-making issues.

7 Financial Structure

- i. A budget detailing projected revenues and expenses shall be tabled at the beginning of each UMSwing term.
- ii. All membership dues shall be deposited into the Swing Dance Club U of M bank account.
- iii. Any payment from UMSwing that can be made by check shall be paid by this method from the UMSwing bank account.
- iv. All monies entering and leaving the club's account shall be recorded.
- v. All purchases made on behalf of UMSwing must be made with approval by either the Secretary/Treasurer or the President. All purchases of one hundred Canadian dollars (\$100.00 CAD) or higher also require a majority vote from the Executive Committee.
- vi. A financial report must be made available to all current club members upon request and must include:
 - a. Expected expenditures
 - b. Expected income
 - c. Current expenditures
 - d. Current income
 - e. Bank account balance
- vii. There must be two (2) co-signers for all withdrawals and checks made in the name of the U of M Swing Dance Club. Eligible signers are the President, Secretary/Treasurer, Vice-president Internal Affairs, Vice-president External Affairs, and Director of Publicity and Promotions, one of which must be the President or the Secretary/Treasurer.
- viii. UMSwing will be entirely responsible for the financial operations of UMSwing. Any financial liability or debt will be the responsibility of the Executive members of UMSwing and not the responsibility of Recreation Services.

8 Elections

8.1 Application for an Executive Committee position:

- i. Applicants must be a full time student at the University of Manitoba during their time of office, and must have been a current member of UMSwing within the past two (2) UMSwing years.
- ii. Applicants are expected to prepare a speech to be presented during at least one scheduled lesson.
- iii. Applicants may only run for one (1) position.
- iv. In the event that an applicant is running in an opposed position and there is a vacant position, the applicants have the opportunity to move their application to the vacant position before voting begins.
- v. The Executive Committee must accept applications for a minimum of two (2) weeks before holding the election.

8.2 Voting

- i. All current members as defined under Article IV are eligible to vote in UMSwing elections.
- ii. The Executive Committee must appoint a Returning Officer, who is responsible for:
 - a. Receiving ballots, and,
 - b. Counting the ballots at the conclusion of the election under the supervision of an Executive Member and another current member (both selected at random).
- iii. The Returning Officer:
 - a. Must be a current member
 - b. Must not be a current Executive Committee member
 - c. Must not be a candidate in the current UMSwing election
 - d. Must seal their ballot preceding the election, only to be used to settle a position for which there is a tie. The sealed ballot is stored in the ballot box.
- iv. Applicants must receive the highest number of votes for the position
- v. Current members must be given a minimum of two (2) weeks to cast their ballot.
- vi. The election must begin at least seven (7) days before the last UMSwing class.
- vii. The election must be completed by April 15th.
- viii. If, at the end of the election, there are empty positions, another election must be held before the end of each school semester in an attempt to fill them.

8.3 Handover

- i. Once the new Executive Committee has been selected, it shall undergo a handover period from April 15th to May 1st.
- ii. During the handover period the following must be completed:
 - a. Signing authority for the UMSwing bank account must be changed over to the new Executive Committee members.
 - b. The door code must be changed and the current office supervisor list voided.
 - c. The first UMSwing Executive Committee meeting shall be held with both new and current Executive Members.
 - d. The Web Administrator and Graphics Designer must update the UMSwing server with new Executive Committee information.
 - e. The Executive Committee must appoint a Web Administrator/Graphics Designer position for the upcoming UMSwing year. This person may be anybody qualified for the position, including an existing Executive Committee member. This position gains no additional benefits or responsibilities that other Executive Committee members may receive, other than those detailed in Appendix A.

9 Practice and Gatherings

- i. UMSwing shall offer a minimum of thirty (30) hours of instructed lessons per school term.
- ii. UMSwing must hold a minimum of four (4) gatherings per 12-month period (starting May 1st), not including lessons as defined in point i. These gatherings are not required to include elements of swing dancing, but must focus on the club's social commitment. Examples include, but are not limited to: bowling, karaoke, and potlucks.

iii. During the Fall and Winter terms, UMSwing must hold an “open house” as defined in the UMSwing Handbook, open to everyone regardless of membership. The event must be held within the first four (4) weeks of the semesters defined above, and must meet the minimum advertising requirements for meetings as specified by UMSU.

iv. At least one general meeting must be held each UMSwing year. This meeting should be an opportunity to discuss the current financial state of the club, any major upcoming purchases, any upcoming social or volunteer opportunities, and any proposed constitution changes. The meeting must be announced a minimum of thirty (30) days in advance

10 Amendments

i. Amendments may be proposed in writing by any member of the Executive Committee.

ii. Suggestions for constitution changes can be made by current members and must be submitted in writing through the Vice-President Internal.

iii. Proposed amendments may be discussed by the Executive Committee during their meetings, but a decision cannot be made until the next general meeting.

iv. All proposed amendments must be brought up in the next general meeting regardless of the Executive Committees decisions, notwithstanding if the proposed change violates the UMSU constitution or any municipal, provincial, national, or international laws.

v. A minimum of ten (10) current members, including a majority of the Executive Committee, must be in attendance to meet quorum requirements.

a. in the event that there are not enough active UMSwing members required to reach quorum the UMSwing executive council will be allowed to ammend the constituion

vi. Proposed amendments to the constitution will only take effect if a majority vote is reached by all current members in attendance at the next general meeting. UMSwing Executive Members are allowed to vote regardless of their attendance.

Appendices

A Roles and Duties

A.1 All Executive Committee Members

- Actions must continuously uphold the UMSwing constitution to the best of his/her abilities
- Acts as a representative of UMSwing at all times, both at UMSwing and non-UMSwing events
- Is an active co-signer of UMSwings financial account
- Monitors their official UMSwing email address on a regular basis

A.2 President

- Acts as the official spokesperson and figurehead of UMSwing, and is the primary representative:
 - At all UMSwing and non-UMSwing endorsed events
 - For all press-related contact
- Oversees planning of all UMSwing activities and events
- Provides leadership and advice to the rest of the executive committee
- Acts as chairperson of all meetings
- Creates, signs, and enforces all contracts and applications dealing with other parties
- Ensures that all executive work together to complete required tasks

A.3 Vice-President Internal Affairs

- Collects and responds to member feedback through the UMSwing email address and surveys done once per semester
- Coordinates the distribution of notices to members via the mailing list, website news page, and social media
- Acts as the ambassador of UMSwing members for all executive committee meetings
- Collaborates with the Director of Publicity and Promotions to organize all social events
- Organizes volunteers for events and classes whenever required

A.4 Vice-President External Affairs

- Primary contact for organizations and individuals outside of UMSwing with whom UMSwing may conduct business
- Reaches out to external organizations for possible promotional opportunities, sponsorships, grants, and alliances
- Ambassador to UMSU
- Coordinates with the Director of Publicity and Promotions
- Responsible for keeping UMSwings contact list of instructors and external organizations up-to-date

A.5 Secretary/Treasurer

- Responsible for the collection and integrity of all meeting minutes
- Manages all paperwork and digital documents relating to UMSwing
- Prepares a preliminary budget before the beginning of each term, and provides monthly financial reports at executive committee meetings, outlining any income or expenditures from the past month, as well as UMSwings income target for the semester
- Responsible for all deposits into the Swing Dance Club U of M bank account

- Records and approves all of UMSwings monetary transactions
- Responsible for the payment of all bills
- Responsible for the UMSwing mailbox key and checking the UMSwing mailbox on a regular basis
- Responsible for downloading and archiving all bank account e-statements

A.6 Director of Publicity and Promotions

- Collaborates with the Graphic/Web Designer to design all promotional materials (including, but not limited to, posters, signage, pamphlets, clothing, and promotional videos)
- Orchestrates the distribution of all promotional material across campus and the city
- Maintains list of promotional material distribution sites
- Oversees promotional events, such as Student Group Recruitment Week
- Collaborates with the Graphic/Web Designer to produce the layouts and designs for promotional material and products

A.7 Graphic/Web Designer

- Maintains the UMSwing website and its services.
- Is the primary administrator of all social media accounts (including, but not limited to, Facebook, Twitter, LinkedIn, Flickr, and YouTube)
- Is the primary administrator of all web services used (including, but not limited to, SurveyMonkey, DropBox, Google Calendar, and Google Mail)
- Provides access to all web services to the Executive Committee
- Acquires all media used for promotion and documentation such as pictures, videos, and logos.
- Collaborates with the Director of Publicity and Promotions to design all promotional materials (including, but not limited to, posters, signage, pamphlets, clothing, and promotional videos)
- Is the primary organizer of all UMSwing promotional product design