**SWING DANCE SOCIETY at BALL STATE**

**CONSTITUTION**

**Article I**

**Name and Purpose**

**Section 1**: The name of the organization shall be called the Swing Dance Society at Ball State (hereinafter called “SDSBS”). The SDSBS name has been officially changed from the former name, Ball State Swing Society (hereinafter called “BSSS”).

**Section 2**: The purpose of the SDSBS shall be to promote swing dancing through education, social activities, and music appreciation in the Ball State community.

**Article II**

**Meetings and Membership**

**Section 1**: The SDSBS shall hold weekly meetings during the academic year. These meetings shall contain various activities including, but not limited to, dance lessons, open dancing, special events, and meetings as necessary for the governance of the SDSBS.

**Subsection 1.1**: Regular Meetings will be held weekly unless a special event is occurring. Attendance restrictions of these meetings must comply with the Ball State University Office of Student Life (i.e. open to only Ball State students, faculty, and staff).

**Subsection 1.2**: Special event attendance is not restricted and consequently will be open to the public.

**Section 2**: Regular Membership is limited to Ball State students, staff, and faculty. Regular Membership permits individuals to attend all the SDSBS activities, including but not limited to Regular Meetings and special events.

**Subsection 2.1**: Voting Membership Status is attained upon the registered attendance of five (5) Regular Meetings in the academic school year and grants eligibility to vote in elections, for the propose the removal of officers, and propose constitutional amendments.

**Subsection 2.2**: Electable Membership Status is attained upon the registered attendance of ten (10) Regular Meetings in the academic school year and grants eligibility to run for an Executive Board position as outlined in Article VI.

**Section 3**: Membership shall not be based upon age, race, gender, religion, color, national origin, physical or mental disability, sexual orientation, or the like.

**Article III**

**Executive Board**

**Section 1**: The Executive Board of the SDSBS shall consist of the President, the Vice President, the Treasurer, the Secretary/Webmaster, the Public Relations Officer, and the Historian.

**Section 2**: The Executive Board will ensure that the SDSBS operates by the principles set forth in this Constitution.

**Article IV**

**Duties of the Executive Board**

**Section 1**: The President shall: be responsible for the planning and organization that ensures the continuance of the SDSBS, oversee meetings, be the official spokesperson of the organization, be in charge of communications with the faculty advisor(s), have final say over matters that do not require a vote, be able to file for the removal of officers in the SDSBS, have secondary responsibility for creating committees and assigning chairperson(s), have any other duties the collective board deems necessary for the governance of the SDSBS.

**Section 2**: The Vice President shall: perform the duties of the President in the event of an absence or vacancy, keep a master calendar of events for the year, be primarily responsible for creating committees and assigning committee chairperson(s), be the second official spokesperson of the organization, be able to file for the removal of officers in the SDSBS, run any annual event that the SDSBS sponsors, have any other duties the collective board deems necessary for the governance of the SDSBS.

**Section 3**: The Treasurer shall: be responsible for and maintain accurate records of all expenditures and income, oversee all organizational fund-raising and correspondences with donors, be responsible for the collection of yearly membership dues, propose possible changes in membership dues to the Executive Board, have the power to appoint a treasurer for each committee if needed, present a bi-monthly report of expenditures and incomes to the Executive Board, have any other duties the collective board deems necessary for the governance of the SDSBS.

**Section 4**: The Secretary/Webmaster shall: keep up-to-date membership and email records, regularly update the SDSBS social media accounts and Website, keep the constitution updated, keep a Record of Minutes of every regularly scheduled meeting, have any other duties the collective board deems necessary for the governance of the SDSBS.

**Subsection 4.1**: The Secretary/Webmaster may appoint a scribe to assist with duties. This scribe is adjunct and holds no vote within the SDSBS Executive Board.

**Subsection 4.2**: The aforementioned Record of Minutes shall include, but not be limited to containing: the dance moves taught in the Regular Meetings, the instructors teaching, announcements made, and who presided over the meeting. These minutes shall be made available to the SDSBS Regular Members via the SDSBS website.

**Section 5**: The Public Relations Officer shall: be responsible for all reservations or arrangements to be made for the continued meeting of the SDSBS and all of its special events, ask for and implement ideas for interesting and informational ways to spread the word about the SDSBS, have any other duties as the collective board deems necessary for the governance of the SDSBS.

**Section 6**: The Historian shall: document and keep the history of the SDSBS through pictures, scrapbooks, videos, or any other form of creative media deemed appropriate by the Executive Board, have any other duties as the collective board deems necessary for the governance of the SDSBS.

**Article V**

**Committees**

**Section 1**: With the approval of a two-thirds majority vote by the Executive Board, the President or Vice-President may create committees and appoint a committee chair to oversee each committee as deemed necessary for the governance of the SDSBS.

**Section 2**: Committees can be terminated at any time by the President or Vice-President with a two-thirds majority vote of approval by the Executive Board.

**Article VI**

**Elections**

**Section 1**: Elections shall be held after or during the first regularly scheduled meeting of April, and new officers shall assume the position of Elected Officials during the next regularly scheduled meeting. These Elected Officials are expected to learn their future duties as well as oversee the remaining weekly meetings and shall assume full governance responsibilities at the end of the academic year.

**Section 2**: All Regular Members with Electable Membership Status are welcome to run for election to the Executive Board. However, the office of the President can only be sought by those with Electable Membership Status and either will achieve Junior standing the following semester or have achieved Electable Membership Status for two academic years.

**Section 3**: Nominations for each office shall occur at a Regular Meeting, two weeks prior to general election. A member may not nominate himself or herself for office and all nominations must be seconded by someone other than the nominee.

**Section 4**: Speeches given by the Presidential and Vice Presidential nominees shall be limited to five minutes with a maximum of five questions. For other officers the time limit shall be three minutes with three questions.

**Section 5**: A deliberation time of three minutes will be given to the membership for each office.

**Section 6**: Officers shall be elected by a majority vote of Regular Members present with Voting Membership Status.

**Section 7**: The election shall be by secret ballot or a raise of hands.

**Section 8**: The elections shall be moderated by the Advisor(s) of the SDSBS or an available faculty member of Ball State University.

**Section 9**: In the event of a tie, the tie shall be broken by a recast of votes involving only the tied individuals. In a case where this does not break the tie, the Executive Board, less an Executive Board member nominee, has up to three minutes of deliberation to decide the election result.

**Section 10**: Campaigning for office shall contain no materials and/or diction with the intent of slandering or otherwise degrading other candidates. In the event of such, the Executive Board may vote to remove the candidate from the ballot.

**Subsection 10.1**: The Executive Board must have a unanimous decision, less the Executive Board member who may be the alleged violator, to remove the violating individual from the ballot.

**Subsection 10.2**: Upon a unanimous decision of the Executive Board to remove the violator from the ballot, the violator may choose to appeal the decision to the faculty advisor(s). Both sides will make their case before the faculty advisor per the advisor’s rules and the advisor will make the final decision as to whether the individual will be removed from the ballot.

**Article VII**

**Officer Impeachment, Resignation, and Vacancy Procedures**

**Section 1**: Any representative on the Executive Board may be impeached for failure to perform his or her prescribed duties properly or for violating this constitution.

**Section 2**: Any Regular Members with Voting Member Status may bring to the floor of a Regular Meeting a call for the impeachment of any representative on the Executive Board.

**Section 3**: Notification of the impeachment shall be given to the Executive Board, in writing, at least one week prior to the meeting at which the violations will be considered.

**Section 4**: An impeached officer will be given an opportunity to address the group prior to a vote. Upon a two-thirds secret ballot vote for removal, an officer shall be dismissed from his or her position.

**Section 5**: This position shall remain vacant until a new officer can be elected.

**Subsection 5.1**: For the office of President, the Vice-President will be the Interim President until the election.

**Subsection 5.2**: The Regular Meeting immediately following the removal of the officer will have the nominations for new candidates.

**Subsection 5.3**: The elections for the new officer will be held in the Regular Meeting immediately following the nominations (i.e. two (2) Regular Meetings after the removal of the officer).

**Subsection 5.4**: Election procedures will be conducted as outlined in Article VI.

**Section 6**: In the event of a resignation or vacancy of an Executive Board position, the remaining Executive Board members will absorb the duties of that office until a replacement can be voted upon. Announcement of the resignation or vacancy will be made at the next Regular Meeting, allowing members to declare candidacy and a special election will be held within the next two Regular Meetings (i.e. within two weeks of the meeting declaring candidacies) as decided by the Executive Board.

**Subsection 6.1**: The President, with majority approval of the remaining Executive Board, can appoint a temporary person to any vacant seat.

**Subsection 6.2**: Election procedures will be conducted as outlined in Article VI.

**Article VIII**

**Finances**

**Section 1**: Financial support of the SDSBS will include, but not be limited to, yearly membership dues requested of Regular Members.

**Section 2**: The yearly membership dues price shall be determined by no less than a 5/6 majority of the Executive Board shortly following spring elections.

**Section 3**: The SDSBS shall always operate with a positive balance (i.e., no debt).

**Subsection 1**: If the SDSBS does not have a positive balance, a two-thirds vote in favor of continued operation of the SDSBS from Regular Members with Voting Membership Status must be obtained for the current Executive Board to remain in office.

**Subsection 2**: If the SDSBS does not have a positive balance, the SDSBS will operate with a spending freeze. Committed expenditures, if possible, will be cancelled, and future spending will be suspended. Only spending approved by the entire Executive Board may occur.

**Section 4**: A two-thirds majority of the Executive Board must approve of organizational expenses totaling more than $25 during a single semester.

**Article IX**

**Amendments**

**Section 1**: Amendments to this constitution may be brought forth by any Regular Member with Voting Membership Status and must be presented at least one Regular Meeting before they are to be voted upon.

**Section 2**: Amendments are approved upon two-thirds vote of Regular Member with Voting Membership Status at a Regular Meeting.

**Section 3**: The Executive Board shall review this Constitution at least every two years.

**Article X**

**Effective Date**

**Section 1**: This Constitution was reviewed on 9/25/2018 by Laura Magner and will take effect on 9/25/2018.

**Section 2**: This Constitution shall supersede all previous constitutions of the former BSSS.