

CONSTITUTION

I. NAME OF ORGANIZATION

- A. The official name of the organization shall be The Society of Dance Arts (TSODA) at Truman State University.

II. PURPOSE OF ORGANIZATION

A. General Statement of Goals

1. To open for the university the doors of a more classical realm of dancing.

B. General Objectives

1. To provide a center for diverse forms of dance arts to be practiced, performed, learned, and enjoyed by the university community and local community alike.

III. MEMBERSHIP

A. Eligibility for Membership

1. Membership is open to Truman State University students, faculty, and staff only unless otherwise decided on a case-by-case basis (i.e. honorary member).

(See by-laws)

B. Criteria and Qualifications for Membership

1. Member candidates need to have an open-minded attitude and an acute interest in dance in order to join TSODA.
2. All levels of dance experience are welcome, from minimal ranging to professional, provided each dancer is willing to try new things.
3. There will be no auditions or tryouts required for membership, however, certain performance opportunities may require a selection process. (See by-laws)
4. Dues need to be paid upon joining TSODA (see finances below). Other expenses may include costuming and travel expenses, but will be agreed upon in advance by all participants. (See by-laws)

5. Members are asked to attend all business meetings unless they receive an excused absence (illness, family situation, another organizational meeting, out of town, etc.) from the secretary. Once a member has committed to a particular class, he/she is asked to come as often as possible to that class in order to stay current with choreography. (See by-laws)

C. Categories and Responsibilities of Membership

1. Participants are considered “student members”, “non-members”, “faculty/staff members”, or “officers”
 - a) Student members are those who have paid their monetary dues. However, other privileges, duties, and responsibilities may be included depending on the individual’s level of involvement in TSODA. These may include but are not limited to: attendance at meetings, classes, and rehearsals, careful review and response to pertinent e-mails, performances in recitals and other events, volunteering to teach/lead classes, contributions to the overall progress of TSODA, and willingness to respond to reasonable requests from officers. (See by-laws)
 - b) Non-members are participants who have *not* paid their monetary dues. However other privileges, duties and responsibilities may be included depending on the individual’s level of involvement in TSODA. These may include but are not limited to: showing an interest by attending some classes and/or meetings, signing up to be on the e-mail list, and helping the organization in other specific ways that may or may not include dancing. (See by-laws)
 - c) Faculty/staff members do *not* need to pay dues and do not have voting privileges. They will be asked to help publicize TSODA events, are welcome to perform with us or not, may choose to attend whatever classes they like, are encouraged to teach/lead classes, will be asked to help us find performance opportunities, and may be consulted for University matters that go beyond a general student understanding.
 - d) In addition to their specific duties outlined below, officers are expected to also fulfill all the roles of the student member category and may be asked occasionally to purchase items on behalf of TSODA, save their expense receipts, and get reimbursed at a later date by the treasurer.

D. Withdrawal or Removal of Members

1. If a member no longer wishes to be involved in TSODA, he/she may exit the organization at any time provided they inform the President. No reason or

excuse is necessary. Dues will not be refunded unless the leaving party requests it and the officers decide the reason for the request is appropriate.

2. Any concerned member of TSODA can register a complaint about another member with the rest of the group provided they offer evidence as to how that individual is not fulfilling his/her duties. At the next convenient meetings(s), it will be voted on and decided if disciplinary action is required against the individual in question. One-third of the organizational members present must vote in favor of disciplinary action. This may or may not include removal from TSODA. (See by-laws)
3. Members who have been removed from the organization cannot appeal the decision but may request reimbursement for their dues and may join TSODA again the following semester if so desired.

IV. ELECTIONS

A. Time and Period of Elections

1. Elections for officers will occur at the end of each academic year, usually in late April or early May.

B. Nomination Procedures

1. Nominations and self-nominations can be made by any current member of the organization at the meeting before elections are to be held and throughout the subsequent week. No one may be nominated who is not a “student member” or “officer” of TSODA. Nominees have a right to respectfully decline a nomination.
2. Nominators should briefly state why they believe the individual they are nominating would be a good candidate for that particular office.

C. Notifications and Posting of Elections

1. After a pre-set nomination deadline has passed, the next meeting will be set for elections (a week after the initial nomination meeting). All members will be notified through e-mail and during announcements of the nominees as well as the time, date, and location of elections.

D. Election Procedures

1. The faculty advisor and current executive board (excluding any members running for the particular position being voted upon) will oversee elections, tally votes, and announce the results. At the election meeting, each nominee will present a brief speech explaining his/her plans as that particular officer.

Members will then be allowed to ask the candidates any questions they may have. After that, the Presidential candidates will leave the room while votes are taken for President. The faculty advisor and current executive board (excluding any members running for President) will tally the votes and bring back those candidates. Once they return, the faculty advisor will announce the results and then ask the secretarial candidates to leave the room while votes are taken for secretary. This process will repeat for all office positions. Members should consider the candidate's class standing and previous experience in casting their votes.

2. A secret vote will be taken by a raising of hands with eyes closed. Those hands raised in favor of the candidate will be counted by the faculty advisor and current executive board (excluding any members running for the particular position being voted upon).
3. A candidate can only attain his/her position by earning more votes than any of the other candidates. If there is a tie in members, the organization will cast a second vote of the two individuals tied for the particular position.
4. Only members who have paid dues and are present at the current election meeting will be allowed to vote.

V. OFFICERS

A. Descriptions of Officers

1. The following officers will compose the executive board and thereby be the governing body of the organization:
 - a) President
 - b) Secretary
 - c) Treasurer
 - d) Publicity Chair
 - e) Production Manager
 - f) Historian
 - g) Fundraising Chair
 - h) Social Chair
 - i) Risk Manager

B. Duties and Responsibilities of Officers

1. The **President** will be an overall guide to the organization. He/she will provide direction and focus to the group, oversee events, participate in planning and organizing, respond to any issues that may arise, communicate with the faculty sponsor, make reservations for classes, collect mail and make announcements regarding it, fill out forms, and help TSODA maintain its overall constitutional goals. The President will make most of the plans and preparations for the group but will also be permitted to delegate other members to take on certain tasks.
2. The **secretary** will be in charge of all records and paperwork. He/she will collect e-mails and make announcements regarding it, correspond with other organizations or groups on behalf of TSODA, correspond with TSODA members through e-mail, take detailed notes at meetings, take attendance and inform members of attendance issues, and will assist in making certain flyers/posters and photocopies.
3. The **treasurer** will oversee the group's financial issues. He/she will maintain the TSODA bank account, budget expenses, create semester budget plans, collect dues and other moneys, help coordinate fundraisers, write checks and make reimbursement payments, correspond with FAC and other money-granting organizations, and keep the group informed of financial concerns.
4. The **publicity chair** will conduct all advertising and soliciting for the group. He/she will help make chalking/flyers/banners/posters to publicize TSODA's upcoming events, look for performance and service opportunities, contact other organizations who may wish to co-sponsor an activity with us, and keep in touch with on and off-campus contacts and friends.
5. The **production manager** will be in charge of all things related to the production of recital. This includes making stage reservations, corresponding with Baldwin Hall staff leading up to recital, correspond with choreographers and small groups in regards to recital needs, make all recital CDs, and being in charge of TSODA's costumes.
6. The **historian** will be in charge of collecting scrapbook and memorial material. He/she will take photographs at events, develop film, save flyers/banners/posters and any other media that advertises us, maintain a scrapbook of the year's events, and help work the tables at activity fairs and booths. He/she will also be responsible for arranging a video recording of main performances and for updating the group's website with all pertinent information.
7. The **fundraising chair** will be in charge of raising funds for TSODA. He/she will coordinate an event each semester, assist in publicizing the events,

get volunteers for the events, and communicate with those who are helping to coordinate the events.

8. The **social chair** will be in charge of social events within TSODA. He/she will make members feel welcomed at the beginning of the year, coordinate events throughout the year that members can attend, be in charge of keeping TSODA members up-to-date on dances and other performances on campus, and buy candy and snacks for meetings and recital.
9. The **risk manager** will be in charge of assessing and resolving any matters pertaining to potential risks within TSODA. Such risks include, but are not limited to, the financial safety of TSODA, the physical and emotional well-being of TSODA members, any issues that will question the integrity or reputation of TSODA, and the safety of the facilities being used by TSODA. Possible preventions or solutions for these risks may include, but are not limited to, having access to a basic first-aid kit, mediating a conflict between members, or addressing the organization of any incidents detrimental to TSODA as a whole. The role of risk manager will be the responsibility of the president unless it is deemed necessary to appoint an additional officer for the task.

C. Qualifications for Becoming an Officer

1. All officers must be Truman State University students and must have been a part of TSODA in the past. The President must have a junior or senior class status and must have previously fulfilled another executive board position.
2. If an officer feels he/she cannot fulfill all his/her duties alone, he/she may request that a co-chair be elected. (See by-laws)

D. Terms of Office

1. Officers will hold their positions for one academic year unless other arrangements are necessary. (See below and by-laws)
2. Officers assume their positions at the end of the spring semester, but do not become active leaders until the start of the fall semester. This begins their one academic year term. (See by-laws)

E. Procedures for Filling Vacated Offices

1. In the event that a current officer must resign, the executive board will be given the option to assume that officer's duties among themselves and divide them up appropriately. However, if the board feels it would better suit TSODA to have a new person fill that office, nominations and elections will be held at the next convenient meeting(s) following the same election process as underlined above.

F. Procedure for Removal of Officers

1. Any concerned member of TSODA can register a complaint about an officer with the rest of the group provided they offer evidence as to how that officer is not fulfilling his/her duties. At the next convenient meeting(s), it will be voted on and decided if disciplinary action is required against the officer in question. A majority (at least half) of the organizational members must vote in favor of disciplinary actions. This may or may not include removal from office. (See by-laws)
2. Once it is decided that disciplinary action is required, another vote will be held to determine if removal from office is appropriate.
3. Three-fourths of the organizational members present must vote in favor of removal from office in order for it to occur.

G. Appeal Policy

1. Officers who have been removed from office cannot appeal the decision but may still remain a member of TSODA (provided their behavior does not violate the requirements of general membership) and may run for office again at the next election.

VI. COMMITTEES

A. Standing Committees

1. The only permanent committee is the executive board. Its members are automatically given this committee role when they accept their offices.
2. The executive board will be the basic government for the organization in accordance with this constitution and each officer's individual responsibilities.

B. Temporary/Special Committees

1. If the executive board wishes to involve other members in governing TSODA, either because they are struggling to get all tasks accomplished or because the members are interested in deeper involvement, they may choose to form a temporary and/or special committee. Announcements and e-mail will present the need for a committee and open it up to any member interested. Committee positions will be filled through a volunteer process deemed appropriate by the executive board at that time.
2. Committees may be formed to help raise funds, publicize big events, make traveling arrangements, organize service projects, etc. The committee's

responsibilities will be discussed in detail beforehand so members know what they are agreeing to do.

3. These types of committees can be in place for as long as the executive board feels the need for them. Most likely a committee will only be formed during particularly busy times of the year or for important events that require a significant amount of planning

VII. MEETINGS

A. Types of Meetings

1. TSODA will have business meetings, class meetings, rehearsals, and performances. Information from these meetings and any other business will be discussed in e-mails so that absent members will have a chance to review all TSODA information.
2. Members are expected to attend all business meetings, as many class meetings each week that they can, all rehearsals, and all major performances (even if they are not performing). (See above attendance policy and by-laws below for more details.)

B. Time and Frequency of Meetings

1. Business meetings will be held once every two weeks on a day determined by the executive board in accordance with room reservations and members' preferences. Each class will meet at least once a week but may require further rehearsal times. Provided there are adequate room reservation times, there may be a different class each day of the week. Members are encouraged to attend as many of these as possible. Rehearsals and performances will vary according to need and availability. Performances will be announced well in advance, and rehearsals will be called by choreographers at times convenient for as many members as possible. (See by-laws)

C. Special Meetings

1. The President may call additional meetings as needed provided they are announced ahead of time through e-mail and announcements. All members are expected to attend such meetings.
2. These meetings will be called in order to discuss certain issues, make further plans, address problems or complications, etc.

D. Quorum (the minimum number of members required to be present at a meeting before it can validly proceed to transact business)

1. It is the member's responsibility to be present at business meetings, particularly ones in which voting will take place or decisions will be made. Therefore, there will be no quorum for TSODA. Voting and any other transactions will take place with the members present at that particular meeting. Certain business can possibly be conducted through e-mail following such meetings and thus give absent members a say-so in decision-making, but this is at the discretion of the executive board.
2. If the executive board sincerely believes that there are not enough members present at a meeting to transact business, they may choose to postpone such activities to a later date or conduct matters via e-mail.

E. Method of Conducting Meetings

1. Meetings will be run by the President or by the secretary in the President's absence. They will be fairly informal and operate more like an information session. Members can raise issues and other officers may speak about their activities and projects at any time.

VIII. FINANCES

A. Dues/Membership Fees

1. A member may decide to join for an entire academic year, or just for a semester. Performing members must pay membership fees for one semester of \$13 or membership fees for a year of \$20. Non-performing members must pay membership fees for one semester of \$10 or membership fees for a year of \$15. These amounts are subject to change through an amending process. (See below)
2. These membership fees are due once the participant decides to officially join the organization. For example, he/she may take a few classes and attend a few meetings before he/she must pay fees so there is time to decide if we are the right organization for him/her. Most members will join at the beginning of the semester and thus need to pay fees shortly after that, but some may join at later intervals and thus may pay whenever they decide to join. No one may continuously take classes who have not paid fees (unless they are faculty/staff or some sort of honorary member). Those with special financial needs may be able to make certain arrangements with the executive board. (See by-laws)
3. Additional fees may be charged to any member who fails to pay membership fees on time, has an unexcused absence from a meeting, or fails to participate in publicity. A \$3 fine will be issued in these instances.

4. The treasurer is responsible for collecting fees and keeping an accurate record of who has and has not paid their fees at a reasonable time.

B. Expenditures

1. The treasurer and the President are responsible for authorizing all expenditures and reimbursements. Both officers' names will appear on the checking account. However, the treasurer is the main authority on finances.
2. Members wishing to make a purchase on behalf of TSODA must make prior arrangements with the President and the treasurer. After the purchase is made, the member must turn in a register receipt to the treasurer marking only that which requires reimbursement. The treasurer will then write a check to that individual within an appropriate amount of time.

IX. ADVISOR

A. Selection of Advisor

1. An advisor is selected first through recommendations from other faculty/staff and/or members, and then elected using the same election process as above. Two advisors may be selected as co-sponsors if there is a tie or if one person does not wish to do the job alone. (See by-laws)

B. Qualifications

1. The advisor must be a Truman State University faculty/staff member and should have some sort of dance experience or intense interest. He/she should have a passion for the art and an appreciation of different styles.

C. Roles/Duties of the Advisor

1. The advisor should be enthusiastic, provide guidance and support for the organization, remind members of their constitutional responsibilities, address issues related to university policy, correspond with other faculty/staff and community members on behalf of TSODA, help publicize events, encourage growth and productivity, raise concerns when appropriate, monitor the conduct of the executive board, and most of all, enjoy being with young, energetic dancers.

D. Term

1. The advisor may serve as such for as long as he/she wishes to do so, unless serious concerns are brought before the executive board.

X. Risk Management

A. Risk Management Procedures

1. Facilitate a discussion of potential risks and safety issues at the beginning of each semester.
2. Promptly address any concerns of risk as they arise.
3. If the risk is beyond a student's ability to resolve, contact another executive officer, the faculty advisor, or the proper authorities for assistance.

B. Anti-Hazing

1. The Society of Dance Arts (TSODA) of Truman State University fully understands and will abide by the anti-hazing policy as set forth in the *Student Code of Conduct* of Truman State University 8.050.2. Expectations for Student Organization Contact Section 14: Abusive affiliation.

BY-LAWS

I. MEMBERSHIP

A. Honorary Membership

1. An individual who is not a Truman State University student, faculty, or staff member may still become a member of TSODA provided the executive board agrees to it. Certain conditions such as the payment of membership fees and other member responsibilities will then be decided upon by the executive board depending on the specific circumstances of the honorary member.

B. Auditions for Certain Performances

1. Choreographers may choose to design their piece for a certain level of student in mind. They may thus choose to arrange an appropriate selection process in order to pick the best dancers for the piece. Those selected dancers will then

be the only ones allowed to perform that particular piece. Others may be allowed to learn the dance during class times, but not perform it.

C. Other Expenses

1. Choreographers may ask their dancers to purchase certain costume attire and accessories that TSODA does not have the resources to finance. Such purchases will be as inexpensive as possible and will be discussed with all dancers performing that piece in order to make necessary compromises. Dancers not able to afford such extra costs may discuss other possibilities with the choreographer and/or executive board. We encourage the borrowing and sharing of costuming.
2. If TSODA does any traveling to perform, dancers will be expected to fund themselves (food, transportation, accommodations, etc.) within reason. Again, this will be discussed beforehand and special arrangements can be made if necessary.

D. Attendance (includes punctuality)

1. Members are required to attend general business meetings unless they have provided the executive board with an excuse to miss. If a member exceeds two excused absences or has an unexcused absence from the general meetings, that person is fined \$3. This is to ensure the entire group's participation and involvement in the organization.
2. Members are also required to help in each fundraising event put on by TSODA. Participation can include working at the fundraiser or helping with publicity.
3. Members are required to help with publicity for recital. The secretary will record which members fulfill their PR duties. Failure to help with fundraising or publicity may result in a \$3 fine.
4. By midterm, dancers should decide exactly which classes they can and want to regularly attend each week and inform the choreographers and executive board of their choices. They are then expected to come to those classes regularly, particularly to learn choreography. If they must be absent, choreographers would appreciate advance notice. It is the dancer's responsibility to learn from someone else what he/she missed outside of class on their own time.
5. Members performing in recital will not be allowed to miss more than three of each class during the semester, with no more than two consecutive absences. The member is expected to contact their choreographer in advance in the case that they will miss class, and offer to meet outside of class to keep themselves in the know about things they miss. Missing more than three classes can result

in the member not being allowed to perform in that recital dance. The member may come before the executive board and appeal such a decision if the circumstances of the absences could not be avoided.

E. Members vs. Non-members

1. Non-members may occasionally attend classes just for the sake of exercise and learning but they are not allowed to perform or participate in official TSODA business. They are allowed to remain on the e-mail list to receive information and are more than welcome to help TSODA out in publicity, fundraising, teaching classes, etc. Non-members are allowed to be a part of another dance organization on campus.
2. Student members may increase or lessen their participation according to what they wish to personally get out of and put into TSODA. For example, once they have paid their dues, they can participate in classes and performances as little or as much as they wish. HOWEVER, dancers who do not attend classes, meetings, and other events regularly run the risk of not being allowed to perform and be part of important decision-making processes. Members are allowed to be a part of another dance organization on campus.
3. Officers are expected to be present at all TSODA meetings and absences will be taken seriously (i.e. may require disciplinary action) unless prior arrangements have been made.

F. Disciplinary Action

1. The following are types of disciplinary actions that may be tried before there is a need to dismiss a member completely: removal of voting rights, restrictions from performances, and restrictions from teaching.

II. OFFICERS

A. Co-chairs

1. Officers may run along with another person as their co-officer if they do not wish to assume the position wholly by themselves. For example, there may be two publicity co-chairs whom will both divide equally the responsibilities associated with that office.
2. If an officer becomes bogged down with duties at some point in the course of his/her term, he/she may request that a co-chair be elected to help out. Nominations and elections will follow the same process as described above.

B. Terms of Office

1. If an officer knows ahead of time that he/she cannot serve for an entire academic year (i.e. because he/she will be studying abroad for a semester or graduating), the organization can decide to either hold another election for that office or to allow the runner-up from the initial election to assume the position once it is vacant.
2. Assuming office at the end of the spring semester provides planning time during the summer months and gives current, experienced members a chance to vote. Otherwise, new students in the fall will have to vote on people they hardly know.

C. Disciplinary Action

1. The following are types of disciplinary actions that may be tried before there is a need to dismiss an officer completely: removal of certain responsibilities and privileges associated with holding office, restrictions on decision-making, restrictions from conducting official TSODA business, restrictions from performances, and restrictions from teaching.
2. The officer in question will be given a chance to defend and/or explain him/herself before disciplinary action is taken. Members are expected to act courteous towards an officer in question. The disciplinary process should be discreet and just.

III. MEETINGS

A. Performance Attendance

1. Members who are not performing are still asked to attend TSODA performances if at all possible and support their fellow dancers.

B. Classes

1. Classes will vary from year to year but will hopefully include a wide range of styles anywhere from modern and ballet to jazz and tap. There may be up to ten classes a week ranging from beginner to advanced offered both by TSODA and/or the Rec Center but may also be as few as three depending on available teachers/leader. Some scheduled reservation times may be used for choreography, group practices, and rehearsals depending on upcoming events.

IV. FINANCES

A. Special Arrangements for Paying Dues

1. Members who cannot afford to pay dues can speak with the executive board about their concerns. The board may decide to allow the member to defer payment to a later date or not pay altogether and simply make up for the dues in another way (i.e. run special errands for TSODA, spend time typing something out, work at an activities fair booth, etc.)

V. ADVISOR

A. Co-sponsors

1. The advisor/sponsor may decide to appoint another faculty/staff member as a co-sponsor if he/she initially does not wish to assume the position wholly by him/herself, or if he/she later feels that he/she needs extra help.

VI. PERFORMANCES

A. Individual Member Responsibilities

1. If a dancer has missed a lot of classes and is not looking prepared and polished by the last rehearsal before a performance, the choreographer, along with the approval of the executive board, has the right to cut that dancer out of a particular dance piece.
2. Dancers are expected to be present and punctual at all dress rehearsals and performances and must come prepared and dressed as designated.

B. Group Responsibilities

1. A single dancer or a group of dancers (soloists, duets, trios, small groups, etc.) may choreograph pieces on their own outside of TSODA classes and perform them during TSODA events. However, if these dancers do not look prepared and polished by the last rehearsal before a performance, the executive board has the right to cut that piece out of the performance.
2. Such soloists or small groups are expected to find their own time, space, and musical equipment for practicing their piece. There will be some open studio time, however, that TSODA will offer to any such dancers wishing to practice.

C. Guest Performers

1. Certain performances such as TSODA recitals are open (by invitation only) to other dance groups on campus.

2. Such groups are expected to follow the same performance guidelines as TSODA dancers but may have their own creative liberties. These groups should not be invited back if they do not act professional in previous instances.

D. Limitation on Number of Pieces

1. Each dancer can perform no more than four pieces total in one performance. This includes all guest performances, solos, small groups, large group pieces, etc. This rule is to insure performance quality dancing in each piece, to help prevent injuries, and to avoid having to cut pieces or dancers.
2. For certain advanced level dancers, the executive board may decide to overlook this limit, particularly if the overall performance program would benefit from their increased participation.