



# UNDER CONSTRUCTION DANCE TEAM

## Constitution

### **Article I - Name**

This organization is known as Under Construction Dance Team, otherwise known as U.C.

### **Article II - Purpose**

Under Construction is a dance team involved in arts and culture using various genres of dance. This organization was created to cater to our passion and perspective of dance. We represent the love for all types of dance and music as well as style and attitude on stage. Under Construction Dance Team encourages its members to become involved in both the campus community and capital district in sharing their knowledge of dance.

### **Article III - Membership**

Membership into Under Construction Dance Team is open to anyone, as long as they show dedication and a high interest in the betterment of the team. Members must be willing to participate in various events and activities and adhere to group rules.

### **Article IV - Government**

Under Construction is based on a federal system of government. It consists of traditional forms of government, which has positions of, President, Vice President, Treasurer, and Secretary, and additional role in the promotion of the team on all platforms of social media, Public Relations. These positions constitute the Executive Board also known as the E-Board. The Executive Board is responsible for addressing matters of the team to Student Association, as well as, responding to all inquiries about Under Construction. The duties of each officer are defined below:

President: The President is the highest administrative officer with the power to create or disband Under Construction Dance Team offices, appoint or remove offices, write rules, levy dues, and govern membership in the best interest of the purposes set herein. The President also presides at all meetings of the organization, calls special meetings of the organization, attends Student Association meetings, represents Under Construction Dance Team at organization official functions, maintains contact with both the liaison and advisor for that calendar year, and remains fair and impartial during Under Construction Dance Team decision making processes.

Vice President: The Vice President assists the president with matters regarding U.C. The Vice President responsibilities include overseeing other offices, serves as an ex-officio member of standing committees, coordinates organizational recruitment efforts, attends S.A. meetings, represents U.C. at official functions, appoints committee chair persons, coordinates the annual E-Board elections through Myinvolvement.org, and remains fair impartial during U.C. decision making processes.

Treasurer: The Treasurer is responsible for keeping all records of financial dealings as well as duties spelled out in the University at Albany Student Association handbook. The Treasurer's duties include paying any bills owed by this organization, collecting imposed dues, preparation of the annual budget which includes request for funds, is familiar with accounting procedures and polices, advising members on financial matters (i.e. vendors, ticket selling procedures, fundraising), coordinates fund raising drives, represents U.C. at organization official functions, and remains fair and impartial during U.C. decision making processes.

Secretary: The Secretary is responsible for all records. Secretarial duties include keeping a record of all U.C. members, keeping a record of all activities to date of said calendar year U.C. has been involved in, distribution of minutes via email weekly, obtains appropriate facilities for organization activities, notifies all members of meetings, prepares the calendar of events by month, handles all official correspondence of U.C. Dance Team, collects mail wherever it is to be received, assists the Vice President in coordinating annual elections, attends S.A. meetings, represents U.C. at all official functions, and remains fair and impartial during U.C. decision making processes.

Public Relations: The Public Relations Chair is responsible for the visibility of Under Construction Dance Team. The Public Relations chair is also responsible for contacting other organizations on campus for events that will be hosted, in charge of Under Construction Dance Team Facebook, Twitter, My Involvement Page, Instagram, and various other social networking pages.

## **Article V - Elections**

Elections for Under Construction Dance Team Executive Board will be held in April of each academic year at the discretion of the President but will be coordinated by the Vice President and Secretary. The President will notify all members of the election at least one month prior to the election date. Under Construction Dance Team must have quorum to vote. Ballots will be casts online with a given number of days as set by the coordinators. If an Executive Board member resigns from their position, a formal email of resignation is needed.

## **Article VI - Meetings**

Official meetings of the Executive Board will be held regularly each month. The President, providing that this schedule is acceptable to other officers, will determine the

time and place. These meetings are open to general members, but only officers have guaranteed say in matters of Under Construction Dance Team. Minutes must be recorded by a tape recorder, hand written, or typed by the Secretary. In addition general interest and mass meetings will be scheduled and advertised and will be held at available campus locations.

### **Article VII - Quorum**

Decisions regarding Under Construction Dance Team are to be made by the Executive Board with the President making the final decision. In the absence of the President, a decision must be made by mutual consensus of all remaining Executive Board members.