

# **Illini Swing Society Constitution**

## **Article I**

The name of the organization shall be Illini Swing Society. The Illini Swing Society is not an official agency or a part of the University of Illinois, and the University is not responsible for its acts and liabilities.

## **Article II: Purpose and Mission**

To promote the preservation, development and enjoyment of vernacular jazz dances such as, but not limited to, Lindy Hop, Balboa, and Charleston, in support of the social culture of traditional swing.

## **Article III: Membership and Eligibility Criteria**

Membership is open to anyone who attends one or more Illini Swing Society events within two academic calendar years, beginning in the fall semester and ending immediately before the fall semester occurring two years later (e.g., fall 2011-end of summer 2013). The Illini Swing Society reserves the right to refuse entry to events to those persons caught in illegal or unethical conduct involved with the Illini Swing Society.

## **Article IV: Officers**

Section A: The Illini Swing Society shall have a President, Treasurer, Lessons Chair, PR Chair and Events Chair. These officers and any other created positions comprise the Illini Swing Society Board.

Section B: The President, Treasurer, Lessons Chair, PR Chair, and Events Chair are voting positions. The Board may create or eliminate additional voting or non-voting positions by a two-thirds vote of voting members.

Section C: All officers must be members in good standing of the Illini Swing Society.

Section D: The term of office shall be from no later than thirty days post election to no later than thirty days following the subsequent election. The transition date is set by majority vote of the outgoing Board, or thirty days after the election if no earlier date is set.

Section F: Any officer may be removed from the Board by a two-thirds vote of voting members of the Board approving the removal. The officer considered for removal is permitted to cast a vote regarding that removal if that officer holds a voting position.

Section G: Any vacancy which may occur in an office shall be filled by a process passed by majority vote of the voting members of the Board. Suggested processes are appointment by majority vote of the Board or election.

#### **Article V: Duties of Officers Defined**

Each officer will have final decision in their area of responsibility, as defined in this article, and may delegate responsibilities as desired. Officers are expected to periodically report to the board on their plans and in their respective areas, and to ask for help when needed.

**President:** This is a voting position. The President is the primary contact with the RSO office, and coordinates the board to make sure that all responsibilities are being fulfilled. Tangible duties include, but are not limited to, being in charge of the DJ equipment, making sure the club gets properly registered as an RSO at the beginning of the year, and planning Quad Day and Activity Day.

**Vice President:** This is a voting position. Duties include, but are not limited to, setting the time, date and agenda for meetings, taking notes at Board meetings, planning and submitting space requests for weekly dances, planning annual volunteer dinner, organizing football fundraising, as well as coordinating and filling in as needed with the rest of the board's duties.

**Treasurer:** This is a voting position. The Treasurer handles the Illini Swing Society's money. Duties include but are not limited to tracking our financial situation, collecting money at lessons, paying teachers, reimbursing board members, and submitting SORF paperwork in a timely fashion.

**Events Chair:** This is a voting position. The Events Chair plans, organizes, and runs our special event dances throughout the year. Duties include, but are not limited to, reserving space, organizing volunteers, set up and tear down, hiring bands and/or DJs, coordinating with Lessons Chair to provide the free drop-in lessons, and working with PR chair to advertise for the special events.

**PR Chair:** This is a voting position. The PR Chair is in charge of all advertising for the club, including dances, lessons, and special events. Duties include, but are not limited to, designing and printing fliers, organizing volunteers to post or distribute fliers around campus and the Champaign-Urbana community, organizing "lindy bombs" on the quad or other hotspots, creating and maintaining Facebook events as needed, and helping with advertising for the two main workshops and other special events as needed.

**Webmaster:** This is a voting position. The Webmaster's duties include, but are not limited to, maintaining the Illini Swing Society's website, publicizing events online, managing email lists for the members-at-large and for the Board, periodically sending information about Illini Swing Society activities, and aiding the Treasurer in managing online payment options and accounts.

**Lessons Chair:** This is a voting position. The Lessons Chair is responsible for organizing and overseeing lesson sets and teachers. Duties include, but are not limited to, planning and running weekly lessons and lessons at events, recruiting and mentoring teachers, supervising class content, and organizing private and group lessons when requested. The Lessons Chair also oversees DJ selection for weekly dances.

**Workshop Chair:** This is a voting position. The Workshop Chair plans, organizes, and runs workshops for the Illini Swing Society. Traditionally there is one major workshop in the fall, and one in the spring. Duties for each workshop include, but are not limited to, choosing and contacting instructors, booking venues, scheduling the weekend, getting SORF funding, and overseeing bands and DJs, volunteers, housing, and the event budget.

**Travel Chair:** This is a voting position. The Travel chair organizes and promotes opportunities to dance outside of the local scene. Duties include, but are not limited to, finding events outside of Champaign-Urbana and sending information to members, organizing group discounts, coordinating travel plans (when practical), and building relationships to promote Illini Swing Society events outside of Champaign-Urbana.

#### **Article VI: Aggregate Board Actions**

Decisions made by board vote shall be considered binding only if at least 60% of board members holding voting positions are present when the vote is held.

Budget outlays must be approved by simple majority of the voting members of the Board.

Decisions required that are not part of the duties of a specific board position are made by simple majority vote of the voting members of the Board.

In the event that an even number of persons are voting, a tiebreaker shall be assigned by the top-most ranking member of the Board present. For purpose of breaking ties under this article, members shall be ranked in the following order: President, Treasurer, Lessons Chair, Events Chair, PR Chair, Vice President, Workshop Chair, Webmaster, Travel Chair.

## **Article VII: Meetings**

The Vice President shall be responsible for scheduling meetings and setting agenda. The Illini Swing Society should attempt to hold meetings every other week, but meetings can be planned according to the needs of the current Board and current Society.

It is recommended that the Board hold an open Board meeting no less than once every thirty days.

## **Article VIII: Election of Officers**

Section A: Election of officers is to occur a minimum of once per year.

Section B: Each member in good standing may vote. Good standing requires:

- The member must not be in debt to the Illini Swing Society
- The member must not have been ejected from events under Article III
- The member must have attended five Illini Swing Society events within a single year lasting from the beginning of one fall semester to the beginning of the proceeding fall semester.
  - Event is defined as any official Illini Swing Society sponsored event within one calendar day, such as, but not limited to, lessons, workshop sessions, dances, lindy bombs, Board meetings, etc.

Section C: A quorum will be the lesser of twenty five persons or seventy five percent of members in good standing of the organization. Such number must be present at the time of officer election.

Section D: **Election Chair:** this is a non-voting position.

Duties: to organize the election

Recommended Procedures for an Election:

- Informational meeting scheduled two weeks before elections to provide potential candidates with descriptions about the positions. Provide ample notice for this meeting.
- Potential candidates provide informational statements about their position goals/qualifications. It is recommended that this be done seven days in advance of the election.
- Informational statements should be made publicly available to members no later than three days pre-election.
- Ballots need to be compiled.

- Ballots should be printed and distributed at an event at least three weeks prior to spring reading day.
- Results should be made available to members and those elected to the Board no later than seven days post-election.

Recommendations for Election Chair Duties:

- Position appointed and confirmed by a majority vote of the Board, must be someone who is not running in current election, if any such person is available
- Set date for and organize informational meeting
- Collect and collate informational statements to be sent out to members
- Arrange for ballot to be created
- Appoint ballot counters (at least two)
- Send email to the new Board

Section E: Proxy voting is allowed by the following process:

The offer to proxy vote should be made when informational statements are shared. Anyone requiring a proxy ballot should contact the Election Chair, who should send them the ballot no later than the morning of the election. They must send their ballots back to the Election Chair prior to the event of the election. The Election Chair must add those ballots to those filled out at the event.

**Article IX: Amendments**

Amendments to the Constitution can be enacted by a three-quarters vote of the Board to amend.

Proposed amendments shall be distributed to the members-at-large, and shall be discussed at an open board meeting prior to any vote. The proposed amendment in its final form after the discussion at the open Board meeting shall be sent to members-at-large. A vote shall follow at least seven days after distribution of finalized proposed amendment.