

CONSTITUTION OF THE QUEEN'S RECREATIONAL DANCE CLUB

PREAMBLE

The full name of the club is The Queen's Recreational Dance Club, and may be referred to as "The Club". The purpose of the club is to allow all Queen's students to either continue taking dance classes or begin taking dance classes for the first time. We provide this experience for all students no matter what their background. Queen's Dance Club creates a judgement free environment in which all club members feel welcome, accepted and comfortable learning and progressing at their own pace. This aligns with the club's mission to provide dancers of all levels an inclusive and welcoming learning space.

There are many benefits experienced by participants of Queen's Dance Club. We promote mental and physical health, inclusivity, and help students foster friendships with others who share similar interests to them.

ARTICLE I: UNIVERSITY COMPLIANCE

This organization shall comply with all Athletics & Recreation, University, local, provincial, and federal policies and procedures. These policies include, but are not limited to A&R Non-Academic Discipline Policy, Recreation Participant Guidelines for Behaviour, Queen's Student Code of Conduct, A&R Hazing Education, A&R Travel Policy, A&R Visual Identity Standards, and A&R Sport Model.

ARTICLE II: MEMBERSHIP

Section I: Eligibility to be a club member

- a. Membership for all clubs is limited to Queen's students, staff/faculty, alumni, or their spouses. All club members must hold an active ARC membership. Executive officers must be current Queen's students.
- b. To become a member, one must register and pay the club membership fee through the A&R website. If a class is full, students can choose to be added to a waitlist and will be contacted if a spot becomes available within the first two weeks of class. We will also reopen registration in for the winter term to allow for further participation.

Section II: Member Rights/ Inclusion

No member shall be excluded for any reason, included but not limited to race, national origin, religion, sex, gender identity, sexual orientation, age, marital status, citizenship, weight, disability, veteran status, or any other factors covered by law.

Section III: Club Fees

- a. Club fees amount to \$80 per every 1.25 hour class for the full year (17 classes) or \$40 per 1.25 hour class for one semester (fall or winter). Money will be collected upon registration in September for full-year or fall semester registration, and in January for winter semester registration.
- b. Participation is not permitted until one has registered for the club and paid the club fees. If charges are applied to a student's ARC account for club activity, unpaid

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balances will be transferred to their SOLUS account at the end of the academic year and will place a hold on their SOLUS account until paid in full.

- c. The club trial week will be September 16th-22nd, 2017. During this week, one can participate in club activities before registering and paying to be a club member. Membership fees are non-refundable unless deemed to be an extenuating circumstance. In this case, request for consideration for refunds should be directed to the club's executive team or Presidents. Students can receive full refunds (through A&R) until October 15th for the fall semester or full-year, and on a case-by-case basis for students who register for the winter semester only.
- d. The following people are exempt from paying the club membership fees:
 - a. Executive team members
 - b. Staff members (for up to 3 QDC classes)
- e. Executive members are entitled to one free article of club clothing.
- f. Club fees are used for:
 - o Facilities
 - o Staff and executive uniforms
 - o Resources and supplies for staff and executive meetings
 - o Club wide social events
 - o End of semester recitals
 - o Guest choreographer workshops
 - o Any existing club expenses that are not covered by club revenue

ARTICLE III: CLUB FINANCES & EQUIPMENT

Section I: Budget Management

- a. The budget is created and maintained by the finance director. This executive officer has a current CPIC and Contract on file with A&R. The budget projection is completed on an annual basis, updated monthly by A&R, and monitored consistently by the finance director.
- b. Reimbursement for out of pocket expenses for the club is limited to the Finance Director and Co-Presidents and will be processed using the Employee Reimbursement System (ERS). Out of pocket expenses require pre-approval from A&R and will be discouraged if possible.

Section II: Equipment

- a. The club owns a stereo system that is stored in the closet in Studio 3. All other club equipment is stored in a Club Storage room on LL2. Students must come equipped with their own dance gear for class (i.e.: shoes, athletic wear, etc.).

Section III: Dissolution

- a. If the club loses sanctioned status with A&R, remaining club funds will be released to the Co-Presidents. Before release, the Co-Presidents must indicate their intent for the remaining resources, and will require sign-off from the Finance Director and a general club member.

ARTICLE IV: CLUB EXECUTIVE LEADERSHIP

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Section I: Officer Positions

The executive members are elected on an annual basis to serve a term of one year, running from May 1st to April 30th of the following year.

- a. Presidents
 - i. Presiding over all club business
 - ii. Maintaining a strong and positive relationship with A&R through frequent communication
 - iii. Adhering to and informing other officers/club members of the club constitution and applicable policies and procedures
 - iv. Preparing club's calendar of events and requests for necessary facility space
 - v. Attending mandatory training sessions and workshops
 - vi. Oversee executive and staff
 - vii. Oversee year-end recital, registration and other activities
 - viii. Hire teachers
 - ix. Authorization of cheques
 - x. Deal with concerns / complaints of executive, staff and members
 - xi. Chair Staff and Executive meetings
 - xii. Choreograph closing number for year end show (in cooperation with staff)
 - xiii. Selection of extra numbers and aid in creation of program for recital
 - xiv. Organize staff social events in collaboration with Social Directors
 - xv. General administrative and organizational functions not delegated to executive or staff members
- b. Finance Director
 - i. Prepare annual budget projections and regular audits of A&R club account
 - ii. Ensure all club members have paid membership fees
 - iii. Submit quotes and invoices for payment as per A&R policy
 - iv. If applicable, prepare club grant funding requests
 - v. Attending mandatory training sessions and workshops
 - vi. Input in executive decisions
 - vii. Attendance at all staff and executive meetings and club events
 - viii. Aid with teacher hiring
 - ix. Aid in selection of extra numbers
- c. Safety Officer
 - i. If applicable, ensure that liability waivers are completed for all active members
 - ii. Notify A&R of any injuries occurring at club activities
- d. Service Directors
 - i. Input in executive decisions
 - ii. Attendance at all staff and executive meetings and club events
 - iii. Aid with teacher hiring
 - iv. Organize ticket sales for recital
 - v. Aid in selection of extra numbers and creation of program for recital
 - vi. Organize club clothing design, ordering and sales
 - vii. Organize Recital DVDs and merchandise
 - viii. Full participation in closing number for show
 - ix. Aid with all other necessary executive work
- e. Social Directors
 - i. Input in executive decisions
 - ii. Attendance at all staff and executive meetings and club events
 - iii. Aid with teacher hiring
 - iv. Aid in selection of extra numbers
 - v. Organize club social events
 - vi. Full participation in closing number for show
 - vii. Aid with all other necessary executive work
- f. Marketing Directors
 - i. Input in executive decisions
 - ii. Attendance at all staff and executive meetings and club events
 - iii. Aid with teacher hiring
 - iv. Aid in selection of extra numbers and creation of program for recital
 - v. Design promotional materials
 - vi. Website maintenance
 - vii. Organize recital photos
 - viii. Full participation in closing number for show
 - ix. Aid with all other necessary executive work
- g. Outreach Directors
 - i. Input in executive decisions
 - ii. Attendance at all staff and executive meetings and club events

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- iii. Aid with teacher hiring
- iv. Aid in selection of extra numbers
- v. Organize outreach programs and charity fundraising
- vi. Liaise with other clubs and organize on-campus workshops
- vii. Full participation in closing number for show
- viii. Aid with all other necessary executive work
- h. Operations Director
 - i. Input in executive decisions
 - ii. Attendance at all staff and executive meetings and club events
 - iii. Aid with teacher hiring
 - iv. Aid with registration
 - v. Aid in selection of extra numbers
 - vi. Create and maintain attendance sheets
 - vii. Take meeting minutes and prepare them for distribution
 - viii. Organize recital logistics
 - ix. Full participation in closing number for show
 - x. Aid with all other necessary executive work
- i. Sponsorship Directors
 - i. Input in executive decisions
 - ii. Attendance at all staff and executive meetings and club events
 - iii. Aid with teacher hiring
 - iv. Aid in selection of extra numbers
 - v. Collect in-kind donations from local businesses
 - vi. Full participation in closing number for show
 - vii. Aid with all other necessary executive work

Section II: Officer Nominations & Elections

- b. Officers are selected through an interview process conducted by the Co-Presidents Elect

Section III: Recall & Impeachment of Officers

- a. An officer can be removed from office if they are not fulfilling their responsibilities, violating the club constitution, or defying their employment contract. This decision will be made by the Co-Presidents and requires a majority vote from the club executives excluding the officer in question.
- b. If impeached, an officer is able to maintain general membership privileges.

Section IV: Vacancies in Office

- c. If an executive position becomes available, the position will be filled by an applicant from the executive hiring at the end of the previous academic year chosen by the Co-Presidents.

ARTICLE V: MEETINGS

Section I: Membership Meetings

- a. The club does not hold any formal meetings for general club members. Club members are encouraged to participate in optional social events like the Welcome Barbeque, Semi-Formal, Good-bye party, etc.

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Section II: Executive Meetings

- a. The club holds bi-weekly executive meetings in addition to monthly staff and executive meetings. These meetings are held in a boardroom on campus and are approximately 1 hour in length. All executive positions outlined in the constitution are expected to attend the executive meetings, and all staff members are required to attend the staff and executive meetings.

Section III: Agenda and Minutes

- a. General membership can propose topics for upcoming meetings by emailing the Operations Director (operations@queensdanceclub.com).
- b. Meeting agendas and minutes are available to the staff and executive team and will be shared via e-mail.

ARTICLE VI: CONSTITUTION APPROVAL & AMENDMENTS

Section I: Approval

- a. The constitution is updated each year by the incoming Co-Presidents and must receive unanimous approval from the incoming executive team.

Section II: Amendments

- a. Amendments to the constitution can be submitted by general club members, by submitting a written proposal to the Co-Presidents via email (presidents@queensdanceclub.com).
- b. Proposed amendments will be discussed and voted upon by the club executive. The amendment will be adopted if it receives a majority vote from the executive team. Once adopted, changes must be submitted to A&R for approval, and should the change be approved, will be communicated to all members. Changes will take effect immediately.

RATIFICATION

Marina Pei and Nicole Teplin, Co-Presidents of QDC, were both witness to the formation of this constitution.