

## *The Constitution for Black Dance Workshop*

### ***Article I.***

#### **NAME OF THE ORGANIZATION:**

The name of the organization is Black Dance Workshop, abbreviated as BDW.

### ***Article II.***

#### **PURPOSE/MISSION STATEMENT:**

The purpose of Black Dance Workshop is to present the ethnicity of dance styles and techniques such as Jazz, African, Spiritual, Hip Hop, Modern, and Ballet from an AFRICAN AMERICAN perspective. Its educational component consists of workshops, guest lecturers, attending dance conferences, and interacting with other dance companies and college dance groups. Its performing component consists of performing for other campus and community events, and an end of the year full production. These professionals sharing their ideas, concepts, techniques, and styles with students will only enhance the dance perspective from year to year.

### ***Article III.***

#### **ACTIVITIES:**

BDW's activities include MANDATORY rehearsal time for the education and performance of Black dance which will take place at least TWICE a week for TWO hours at a time, especially in the fall semester. These rehearsals will include general practice of technique as well as practice for ensemble pieces and performances. BDW will also perform at various on-campus and community events as selected by a majority vote of the executive board. Other activities include two performances by members of BDW at the fall and spring end of the semester productions. Delegates will also be sent to at least one dance conference regarding the enhancement and education of Black dance, especially on the collegiate level.

### ***Article IV.***

#### **MEMBERSHIP:**

##### **A. REQUIREMENTS:**

The Black Dance Workshop is open to all UNDERGRADUATE, GRADUATE, and AFFILIATED people in the University of Pittsburgh community. There will be no discrimination based on technical dance ability or experience.

##### **B. PROCEDURES:**

BDW is open to NEW members at the start of each semester. There is no audition; however, to become a member, all interested parties must attend the practices following the announcement at the Black Action Society's (BAS) Indaba Ceremony in the first semester, and after an announcement made at the start of the second semester.

- a. ALL MEMBERS are advisors to the executive board regarding fiscal matters, practice space and times, dates of performances, types of performances, and costuming, but do not have voting power in these matters. ALL members who are university students may vote in elections for executive board positions.
- b. FULL MEMBERSHIP entitles dancers to practice, perform, use costumes, run and vote for executive board positions, and attend conferences. In order to perform with BDW, members may not have more than two (2) UNEXCUSED absences from their respective dance pieces. They must also pay annual full membership dues (an amount specified by the current executive board based on the needs of the organization for the fiscal year).
- c. AFFILIATED MEMBERS are individuals who do NOT pay dues, but still practice with BDW for educational purposes. They may dance in a MAXIMUM of two (2) dance pieces in the fall and spring productions. They may ONLY vote for executive board positions, but are not permitted to run for any.
- d. ASSOCIATED MEMBERS include faculty, staff, and community members. They have all rights of full members, granted they pay full membership dues annually. They do NOT have the right to run or vote for office positions.

If members are found to be inactive, they must appeal to the executive board regarding their status within BDW.

#### ***Article V.***

##### **EXECUTIVE BOARD MEMBERS:**

All officers of BDW must be VOTED into office by a majority vote of all eligible members.

The executive board will consist of a: president, vice president, business manager, secretary, costume coordinators (this position consists of two members), public relations coordinator, and performance committee (the committee is comprised of two to three members). The necessity of a financial chair will be dependent on the needs of the current or incoming executive board members; otherwise, the position's duties will be dispersed amongst the current officers. ***In order for BDW to qualify for recertification as a legitimate University of Pittsburgh student organization, the board must consist of a president, vice president, and business manager and have at least ten (10) committed members who are students or faculty at the university.***

##### **A. ELIGIBILITY FOR EXECUTIVE BOARD POSITIONS**

All interested members must have full membership and be in good standing. Dues must be paid in full before submitting a completed application which will be reviewed by the current executive board.

##### **B. DUTIES OF THE EXECUTIVE BOARD POSITIONS**

The executive board must meet once a week for organizational matters regarding the business of BDW. ***An executive board members may not be absent for more than two (2) of these meetings per semester.*** All board meetings are closed unless the president moves for them to be open to the public.

The executive board MUST attend rehearsals as necessary. Because not all executive board positions require performing or rehearsing, status as an executive board member will not be affected by rehearsal attendance; ***however, it is imperative that executive board members are present at a majority of rehearsals and performances, even if not participating.*** Executive board members are responsible for training their successor PERSONALLY or by leaving a DETAILED handbook or binder, which will serve as a duty reference manual. Executive board members hold their positions for one academic year starting with the first meeting of outgoing and incoming officers held at the close of spring semester. ***At least five (5) executive board members must vote in ALL matters,*** otherwise it is deemed an emergency in which the president will be allowed to decide a resolution. A majority vote decides ALL matters.

*Duties of President include:*

- Presiding over ALL executive board meetings
- Presiding over BDW rehearsals
- Serving as a delegate on behalf of BDW to the BAS Senate unless a proxy member is appointed and approved
- Setting goals for BDW for the year and delegating responsibilities to the executive board and members for the implementations of those goals
- Representing BDW whenever necessary
- Setting practice times for the advice of the executive board and general membership
- Performing any tasks that will benefit the organization's ability to function
- Communicating with executive board members on a regular basis regarding upcoming events and delegating responsibilities
- Deciding resolutions to emergency situations

*Duties of Vice President include:*

- Assuming all the roles of the president in the case of his or her absence
- Being a liaison between BDW and all invited guests for lecture or guest workshops
- Finalizing plans, in conjunction with the Business Manager, to perform at off-campus events and any other events outside of BDW's fall and spring shows
- Assisting the president with all duties necessary for the organization's ability to function

- Serving as a delegate on the BAS Senate unless a proxy member is appointed and approved

*Duties of Business Manager*

- Handling ALL the fiscal matters of BDW (including the collection and usage of dues, costume purchase reimbursement and allocation, any rental of venues, stage, space, and/or props)
- Finding and reserving space to accommodate the required rehearsals of BDW
- Finding and reserving space for the annual fall and spring productions
- Maintaining communication with the Student Government Board (SGB) Allocations liaison assigned to BDW
- Working in conjunction with the BDW faculty advisor and executive board to plan and locate funding for conferences
- Working with all members of the executive board and choreographers to accommodate matters of space and costumes

*Duties of Financial Chair include (this position is optional):*

- Creating ways to raise money for BDW
- Composing grants for companies to sponsor BDW financially
- Handling any other monetary issue that the Business Manager needs help with (but will NOT have access to BDW's account without the knowledge of the Business Manager)
- Working in conjunction with the BDW faculty advisor and executive board to plan and locate funding for conferences.

*Duties of Secretary include:*

- Working in conjunction with the Business Manager and faculty advisor on the planning of conferences and being the information keeper of all matters regarding the conference
- Working in conjunction with the Vice President in corresponding with outside groups and choreographers serving as a reference point for all regarded matters
- Being the liaison between the general public and executive board and vice versa
- Keeping and distributing minutes from all executive board meetings
- Keeping record of all membership contracts, information, and attendance sheets to be reported to the rest of the executive board for review
- Keeping track of the BDW practice and performance schedule
- Checking and replying to BDW emails
- Maintaining the BDW email distribution list
- Keeping a master list of all members, their schedules, their status within organization, clothing sizes, and attendance at all BDW activities

*Duties of Costume Coordinators include:*

- Keeping an inventory of all costumes belonging to BDW
- Distributing and collecting costumes from members before and after performances
- Working in conjunction with the Business Manager and choreographers in finding affordable costumes
- Locating storage space for costumes
- Keeping a list of all performing members and their sizes
- Being responsible for ordering any member gear, if BDW customized apparel is to be purchased and sold, and collaborating with the Business Manager in regards to payment resources

*Duties of Public Relations Coordinator include:*

- Designing flyers for all upcoming events
- Distributing flyers or information about BDW to dance members and university students
- Getting approval of flyers to be posted in university buildings
- Serving to help any other positions on the executive board when requested
- Maintaining relations between the executive board and members

*Duties of the Performance Committee include:*

- Leading practices and rehearsals at the appointment of the president or vice president
- Choreographing at least one (1) dance PER semester and to assist in any other group choreography
- Proposing which dances will be performed for the approval of the executive board by a majority vote
- Working in conjunction with choreographers, costume coordinators, and Business Manager to make suggestions for dances with regard to actual performance and costuming based on cost and effectiveness with type of dance

***Article VI.***

**ELECTIONS: POSITIONS, ELIGIBILITY, AND PROCEDURE:**

- A. The election process will start before the spring production.
- B. Full members in good standing will be allowed to vote. Eligible candidates for president, vice president, business manager, financial chair, secretary, public relations coordinator, performance committee, and costume coordinators must also be full members in good standing with BDW for at least one (1) full year.
- C. Applications will be given out at least three (3) weeks before the spring production and collected at least one (1) week before the production.
- D. Candidate can be nominated, but must accept the nominations within 48 hours and then pick up an application themselves.

- E. *A candidate can only run for two (2) positions at a time.*
- F. All completed applications will be turned into an executive board member or to the faculty advisor
- G. After thorough review of the applications, checking attendance records and activity within the organization, those eligible to run will be notified via email to prepare a brief speech for the general body.
- H. Voting will be done by secret ballot.
- I. The faculty advisor and an elections committee comprising of four (4) non-voting (affiliate or ineligible) parties will count the ballots and report the results to the executive board.
- J. A candidate must have majority of the vote to win election.
- K. The current president will break all ties.
- L. The new executive board **MUST** meet to review the constitution and recertify the organization before the close of the academic year.

### ***Article VII.***

#### **REMOVAL OF OFFICERS:**

- A. An appeal to remove an officer from office cannot be made directly from a general body member. An appeal must be brought forward from at least two (2) members of the executive board or the BDW advisor.
- B. If a member has reason to remove an officer, a complaint form must be filled out and brought to the BDW faculty advisor with the signature of at least ten (10) members of BDW and the faculty advisor.
- C. An open executive board meeting will be called where all discussion can be heard. All members except the accused executive board member will vote. Each executive board position must be represented equaling seven (7) (even though there may be more than seven (7) executive board members, due to the option of having more than one performance chair). The vote must be in favor or against with a vote of 5-1 either way to decide the removal of the officer.
- D. In the event that an officer is removed, incapable of completing the term, or resigns, applications will be open to anyone interested in running, and executive board will vote on a replacement. A majority vote will decide.
- E. In the event that a member of BDW suggested a removal, that member **CANNOT** run for the office that becomes open through the removal process.

### ***Article VIII.***

#### **THE BDW BUDGET:**

- A. The budget is the responsibility of the business manager.
- B. Dues collected from members are to be used to alleviate the costs of conference, guest dancers and choreographers, and include the cost of warm-up gear (usually a t-shirt that is the property of the members of BDW).
- C. BDW allocated funds will **NOT** be spent on anything that will **NOT** be the property of BDW after its use.

***Article IX.*****THE ADVISOR:**

The advisor will advise the executive board on decisions, periodically attend meetings, and play an integral role in the planning of conferences and shows, constitutional review, and the elections and training of new officers.

***Article X.*****AMENDMENTS:**

Amendments to this constitution can be made with a majority vote of at least five (5) officers and the review and approval of the advisor. The constitution can be amended at the end of each academic year.

***Article XI.*****RATIFICATION:**

After review and approval of the constitution by the executive board and advisor, an open meeting of the general body will be called and all eligible members have the choice to vote on the ratification of the constitution. Three-fourths vote by the voting body will be needed to ratify the constitution.