

Salsa Club
Lafayette College
CONSTITUTION

ARTICLE I: Name

The name of this organization shall be the Salsa Club, otherwise referred to as LC Salsa Club.

ARTICLE II: Purpose and Scope

Section 1: Purpose Statement

The purpose of this club shall be to promote student involvement in salsa dance through the teaching, practicing, and enjoyment of the art.

Section 2: Goals/Objectives

In pursuit of this general purpose, the Salsa Club will aim to:

- Teach
 - Members will be given ample opportunity to expand their salsa dancing skills through instructional rehearsals and practices.
 - The purpose of the practices shall be to encourage new and experienced members to learn to salsa dance and to expand their dance repertoire.
 - During these Instructional Sessions, members shall receive instruction from two sources:
 - Instructor
 - A professional salsa instructor shall lead all Instructional Sessions of the Salsa Club. The instructor will allow club members to expand their abilities by teaching members new techniques and steps each instructional meeting.
 - Members
 - All members will aid other members in learning whenever and however possible throughout all meetings of the Salsa Club.
- Practice
 - Members shall be given ample opportunity to practice salsa dancing throughout the semester in a fun, relaxed environment that encourages learning, enjoyment of the performing arts, and appreciation of other cultures.
 - A period of “Workshop” in which members are encouraged to reinforce what they have learned and practice what they already know will be offered to those who wish to participate.
 - Additional “Workshop” meetings shall be scheduled at the convenience and request of members of the Salsa Club.
- Enjoy

- The Salsa Club shall promote a relaxed, positive environment in which all members shall be encouraged to practice their salsa dancing without judgment or peer pressure.
- Members will be encouraged to invite new members to join the Salsa Club, at any skill level.

Section 3: Relationship & Policy Agreement

As a recognized Lafayette College student organization, the Salsa Club will have access to advising and resources through the Division of Student Life and the Lafayette College Student Government, however, the Salsa Club activities are not supervised by Lafayette College staff or Student Government Representatives. The members of the organization itself are responsible for following all College policies and state laws and for ensuring the safety, security, and appropriate and lawful behavior of the membership as well as any students involved in activities sponsored by the organization.

ARTICLE III: Membership

Section 1: Nondiscrimination

In keeping with Lafayette College's policy of nondiscrimination, membership in Salsa Club is open to all students of Lafayette College, regardless of race, color, national or ethnic origin, disability, religion, age, military or veteran status, sex, sexual orientation, gender identity or expression, marital or familial status, pregnancy, genetic information, or any other characteristic protected by law.

Section 2: Active Members

Active membership in the Salsa Club shall be limited to students who are currently enrolled at Lafayette College. A person is an active member by attending at least one monthly meetings, rehearsal, or event. Students who are studying abroad can reclaim their active membership on return to campus. Active members are eligible to vote and hold office. Other members of Lafayette College such as faculty, staff, and alumni may participate but only as non-voting associate or honorary members. With accordance to the Lafayette Recreation Services, all members must be registered on DSE via <https://recreation.lafayette.edu/join-a-sports-club/> website.

Section 3: Selection of New Members

To obtain active member status, prospective members can join after attending two consecutive organization meetings. There is no formal application or interview required. To maintain active membership, members must attend at least one meeting each month.

Section 4: Hazing

Lafayette College requires that no student participate in and that no student organization allow any of its prospective members, new members, members, or others to participate in any ceremony or practice that involves mental or physical exhaustion or abuse, or in any way interferes with the students' mental or physical ability to perform their work at Lafayette

College. These rites must not reflect unfavorably upon either the group or the College or be of a dangerous, rude, or demeaning nature. Hazing, whether it occurs on or off campus, is prohibited and will be subject to sanctioning through the conduct process.

Section 5: Voluntary Member Withdrawal

Any member can, at any time, voluntarily withdraw their membership from the organization.

Section 6: Non-Voluntary Member Withdrawal

The membership may request that an active member be removed if their conduct violates the College's Code of Conduct in a manner warranting disciplinary action from the College.

Additionally, violation of the Salsa Club Code of Conduct can result in dismissal from club activities indefinitely. If a member has broken the Salsa Club Code of Conduct, the first offence will be alerted via email from the executive board, the second offence will result in a meeting with Recreation Services staff present, and the third offence will result in dismissal. If a member is dismissed, they can appeal for active membership again in the following semester.

Section 7: Dues

If dues are necessary due to lack of funding from Lafayette Student Government, active members will be notified at the beginning of the semester, or at earliest notice. Reasonable accommodation will be made if an active member is unable to pay dues.

ARTICLE IV: Organizational Leadership

Section 1: Officers

The officers of the Salsa Club shall be the President, the Vice President, the Secretary, the Treasurer, the PR & Marketing Chair, and the Dance Captains, which will serve as the Executive Committee. The instructor is not considered part of the Executive Committee and is not a voting member of the organization.

Section 2: The President shall:

- A. Serves as the chief executive officer of the organization
- B. Serves as the primary contact and external liaison for the organization
- C. Presides over all organization meetings
- D. Supervises all organization activities

Section 3: The Vice-President shall:

- A. Serve as the primary safety leader/risk manager
- B. Assists the President with oversight of the organization
- C. Assumes the duties of the President in the event of the President's absence or removal from office
- D. Coordinates organizational recruitment and retainment efforts
- E. Serves as Parliamentarian

Section 4: The Secretary shall:

- A. Keeps a record of all members of the organization
- B. Keeps a record of all activities of the organization

- C. Creates and distributes agendas for each meeting of the organization
- D. Notifies all members of meetings (in the GroupMe or other form the club uses to communicate)
- E. Keeps and distributes minutes of each meeting of the organization
- F. Prepares the organization's calendar of events
- G. Handles all official correspondence of the organization

Section 5: The Treasurer shall:

- A. Keeps all financial records of the organization
- B. Collects organization dues
- C. Prepares and submits budget requests
- D. Is familiar with accounting procedures and policies

Section 6: The PR & Marketing Chair shall:

- A. Promotes club activities by posting on Social Media or through school advertising
- B. Communicates with other clubs and organizations on campus to facilitate co-sponsoring events

Section 7: The Dance Captain(s) shall:

- A. Serve as safety officers/risk managers at each rehearsal
- B. Pursue training according to what is required by Recreation Services

ARTICLE V: Advisor

Section 1: The Salsa Club will be advised by a Lafayette College faculty, staff, or a full-time employee.

Section 2: The organization is free to select any eligible employee to serve as the advisor to the organization. Upon selection, the advisor must be approved by the Director of Student Involvement.

Section 3: The Advisor shall:

- A. Provide guidance and support
- B. Advise the group on college policies and procedures and risk management
- C. Attend meetings and major functions of the Salsa Club

ARTICLE VI: Officer Terms and Election Procedures

Section 1: Term

The terms of all officers of the Salsa Club shall be one calendar year. Officers may serve multiple consecutive terms.

Section 2: Election Timeline

All officers shall be elected on or before Dec 31st of each year, with their term effective beginning Feb 1st. The period between Feb-Apr and the end of the semester, there will be

training sessions for the incoming board members, in particular the president-elect. If necessary, a representative from the Office of Recreation Services can be made available to audit the election process and count votes, upon request.

Section 3: Officer Criteria

All officers shall be elected from the active members. Any student seeking to hold office must have and maintain good academic and judicial standing. Officers are expected to attend salsa rehearsals regularly and attend bi-monthly planning meetings. Officers may be asked to become certified drivers, safety officers, or CPR certified.

Section 4: Election Process

- A. The President will announce that elections will be occurring and communicate the process and timeline to the active members.
- B. A quorum (simple majority) of active members must be present for all meetings where nominations or elections take place.
- C. Any member may nominate any active member for a position, including themselves. All nominations must be accepted by the nominee in order to be considered.
- D. Nominations will be closed by the President after all nominations are accepted for each office.
- E. In the event that only one individual accepts a nomination for a position, they will assume the position for the coming year. If two or more individuals accept the nomination, it will be put to a vote.
- F. Voting shall occur by a secret ballot distributed to each active member in attendance at the meeting. The ballots shall be tabulated by any officer not on the ballot and/or the Advisor. A majority is required to elect Executive Officers.
- G. In the event that in-person voting is not available, voting may occur over online services such as Google forms or Qualtrics.

Section 5: Officer Resignation

Any officer can, at any time, voluntarily resign from their position with proper notice given to the other officers and Advisor.

Any Coach/Instructor can, at any time, voluntarily resign from their position with proper notice given to the officers and Advisor.

Section 6: Officer and Coach/Instructor Impeachment

Officers can be impeached by the following process:

- A. The membership may request that an Executive Officer step down from their duties for failing to complete the duties of their office or if their conduct violates the College's Code of Conduct in a manner warranting disciplinary action from the College. The organization's Advisor should serve as a non-voting mediator for these proceedings. The impeachment hearing must occur while classes are in session. The Executive Officer should be given notice of concerns raised by the membership (verbal and written communication) at a regular meeting at which three-fourths (3/4) of the active

members are present.

- B. At the next regular meeting, three-fourths (3/4) of active members must be present in order for the impeachment hearing to begin. The moderator of the impeachment hearing will be the President unless they are being impeached, in which case it will be the Vice President. The moderator cannot be the Officer being impeached. Each side will be given the opportunity to present their case and the active members may ask questions.
- C. The membership upon hearing the case shall vote. A three-fourths (¾) affirmative vote of all present members is required to remove the Executive officer from office.

Coach/Instructor can be removed by the following process:

- A. The membership may request that Coach/Instructor step down from their duties for failing to complete the duties of their office or if their conduct violates the College's Code of Conduct in a manner warranting disciplinary action from the College. The Coach/Instructor should be given notice of concerns raised by the membership (verbal and written communication) at a regular meeting at which three-fourths (3/4) of the active members are present.
- B. At the next regular meeting, three-fourths (3/4) of active members must be present in order for the impeachment hearing to begin. The moderator of the impeachment hearing will be the President unless they are being impeached, in which case it will be the Vice President. The moderator cannot be the Officer being impeached. Each side will be given the opportunity to present their case and the active members may ask questions.
- C. The membership upon hearing the case shall vote. A three-fourths (¾) affirmative vote of all present members is required to remove the Executive officer from office.

Section 7: Officer Succession

Should the office of the President be vacant, the Vice President shall become the President and assume all responsibilities of that office. Should the office of any of the remaining officers become vacant, a special election will be held at the next meeting, following the process outlined in Article 6, Section 4.

ARTICLE VII: Meetings and Programs

Section 1: The first meeting of the fall semester shall be within two weeks after classes start.

Section 2: At least one business meeting should be held per month. A business meeting is defined as an official publicly advertised meeting with quorum present and minutes recorded.

Section 3: Quorum: A simple majority of the membership is required to conduct business (half plus one).

Section 4: Robert's Rules of Order shall govern meetings in all cases except when in conflict with this constitution and with general College regulations.

Section 5: At least one performance should be held per semester. This can be held in conjunction with other clubs/organizations and should showcase the progress of the semester.

ARTICLE VIII: Constitutional Amendments

Section 1: Amendments to the Constitution must be proposed in writing by an active member of the Salsa Club at any regular meeting at which two-thirds ($\frac{2}{3}$) of the active members are present.

Section 2: Proposed amendments shall be voted upon only after two regular meetings following the introduction of the proposal and discussion period.

Section 3: Proposed amendments will become effective following a three-fourths ($\frac{3}{4}$) affirmative vote of the active members.

Article IX: Risk Management

Section 1: Injuries

- A. Salsa Club requires the attendance of at least one registered Safety Officer at each rehearsal.
- B. To reduce the chance of injury all members are notified of the risks of participating in Salsa Club, in addition to the use of ample breaks for water and stretching.

Section 2: Finances

- A. In the event that funding from the college is not acquired funding for the group will be supplemented by member dues and fundraising.

Section : Hazing

- A. No Hazing will be tolerated by any members of the club. Participating in Hazing activities will result in dismissal from the club membership.

DOCUMENT HISTORY:

Created: February 17, 2023

Revised: March 8, 2023

Lafayette College Salsa Club Code of Conduct

Last Updated: March 2023

I, _____, agree to the following code of conduct, which is required for participation in Salsa Club activities, including but not limited to: rehearsals, practices, performances, Salsa Club sponsored social events, trips, or outings.

If the Code of Conduct is updated, members will be asked to sign it again.

The guidelines of the Code of Conduct are as follows:

Salsa Club is a safe place for all members of the Lafayette College community, to uphold this standard of safety and comfort for all members, the following rules and statements be abided by. The goal of this Code of Conduct is to ensure the behavior of any one individual or group of individuals does not disturb the enjoyment of another individual, nor detract from the relaxed and comfortable atmosphere of the club and its activities.

When you are a member of Salsa Club *you represent the organization inside and outside of Salsa Club events*. Failure to adhere to these guidelines will result in dismissal from the club according to Article 3 Section 6 of the Salsa Club Constitution. **Also see Article 3 Section 6 for the notification and hearing process.**

- Demonstrate respect for self and others.
 - Since Salsa Club activities are often co-ed, it is of utmost important that all members of Salsa Club respect each other's personal space and ability.
 - Respect others' boundaries while dancing, if uncomfortable contact happens on your part: acknowledge it, apologize, and adjust.
 - You are neither obligated nor entitled to dance with anyone, at any time.
- Behave in a responsible manner.
 - Reckless behaviors that impact the quality of Salsa Club services for members of the club are considered grounds for dismissal.
- Cooperate with members of recreation services, Salsa Club members, and instructors.
 - Use your words to ask people to dance.
 - If you are dancing with a less experienced dancer, adapt your partner's level.
- Be respectful and accountable for your actions.
 - Don't offer unsolicited criticism/advice on someone else's dancing, even during lessons, unless a movement hurts or makes you uncomfortable.
 - **Actions that disrupt regular club activities are grounds for dismissal.**
 - Violence or harassment of any kind, verbal or physical, is unacceptable.

By signing below, I acknowledge the above statements. Failure to sign this form will result in dismissal from the club. This form will remain on file with Recreation Services.

Printed Name: _____

Signature: _____

Date: _____