

Lafayette College Ballet Club  
Lafayette College  
CONSTITUTION

**ARTICLE I: Name**

The name of this organization shall be the Lafayette College Ballet Club, also referred to as Laf Ballet.

**ARTICLE II: Purpose and Scope**

**Section 1: Purpose Statement**

The purpose of this club is to give opportunities for Lafayette College students to pursue their passion and interest in ballet, through ballet technique and body strengthening & stretching classes, ballet performances, and learning about ballet history and culture.

**Section 2: Goals/Objectives**

In pursuit of this general purpose, the Lafayette College Ballet Club will aim to:

- A. Learn and further develop ballet technique and dance skills
- B. Provide Ballet performance opportunities for students
- C. Promote appreciation of Ballet performance, history, and theory

**Section 3: Relationship & Policy Agreement**

As a recognized Lafayette College student organization, the Lafayette College Ballet Club will have access to advising and resources through the Division of Student Life and the Lafayette College Student Government, however, the Lafayette College Ballet 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 Lafayette College Ballet 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 Lafayette College Ballet Club shall be limited to students who are currently enrolled at Lafayette College.

- A. A person is an active member by attending at least one technique class/meeting each month.
- B. Students studying abroad can be active members if they engage in the club throughout the semester.

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. All club members must register on DSE via <https://recreation.lafayette.edu/join-a-sports-club/> website.

### **Section 3: Selection of New Members**

- A. Audition Process: There will be an informal audition at the beginning of each semester. The audition will be to examine the level of future members in order to plan technique classes and performance repertoires accordingly. Members who wish not to dance, but are interested in history or learning ballet from an academic perspective, will indicate so, and will not have to attend auditions.
- B. To obtain active member status, prospective members must attend at least 1 technique class and/or 1 meeting each semester.

### **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**

A member can be removed from the organization by

- A. 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. The Organization Advisor should serve as a non-voting mediator for these proceedings. The removal of an Executive Officer is described in Article 6, Section 6.
- B. The active member should be given notice of concerns raised by the membership (verbal and in writing) by the Executive Officers with the Advisor present.
- C. A second meeting should be held between the active member, Executive Officers, and Advisor to discuss the concerns and determine the outcome.

## **ARTICLE IV: Organizational Leadership**

### **Section 1: Officers**

The officers of the Lafayette College Ballet Club shall be the President, the Vice President, the Secretary, the Treasurer, the Performance Director, and the Outreach Director, which will serve as the Executive Committee. At least one of these officers must be trained in First-Aid.

### **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

- E. Notifies all members of meetings
- F. Coordinates semesterly performances

**Section 3:** The Vice-President shall:

- A. Assists the President with oversight of the organization
- B. Assumes the duties of the President in the event of the President's absence of office
- C. Coordinates organizational recruitment and retainment efforts
- D. Coordinates technique classes
- E. Develop and communicate an emergency action plan for your club for practice, competition, and travel
- F. Serves as the Primary Safety Officer

**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. Keeps and distributes minutes of each meeting of the organization
- E. Prepares the organization's calendar of events
- F. Handles all official correspondence of the organization
- G. Manages Social Media

**Section 5:** The Treasurer shall:

- A. Keeps all financial records of the organization
- B. Prepare and submit budget requests
- C. Is familiar with accounting procedures and policies

**Section 6:** The Performance Director shall:

- A. Assists the team in preparing for the performance.
- B. Will be the main contact for the stage / Williams Center for the Arts
- C. Coordinates costuming, lighting, music, and fundraising, etc, related to the performance

**Section 7:** Outreach Director shall:

- A. Assists the team in running the club's social media accounts
- B. Works with the Secretary to reach out to other organizations on campus

**ARTICLE V: Advisor**

**Section 1:** The Lafayette College Ballet 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 Lafayette College Ballet Club

## **ARTICLE VI: Officer Terms and Election Procedures**

### **Section 1: Term**

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

### **Section 2: Election Timeline**

All officers shall be elected on or before December 1st of each year, with their term effective beginning March 1st.

### **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. Students must have a GPA of at least 3.0. Prior leadership experience is preferred although not required. The President and Vice President must have prior training and strong understanding in ballet and the ability to instruct ballet classes as well as organize ballet performances.

### **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. There will be a meeting where the election/application process and the available position(s) is explained to the members.
- 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. Nominations are collected through an online survey sent to members. Nominations will be closed by the President after all nominations are accepted for each office.
- D. An online application will be sent to members, and all nominees must complete the application to be considered for a position.
- E. In the event that only one individual accepts a nomination for a position, they will assume the position for the coming year, unless questioned by a current Executive Officer. If two or more individuals accept the nomination, it will be put to a vote.
- F. Voting shall occur by a ballot distributed to each active member through an online survey. The ballots shall be tabulated by any officer not on the ballot and/or the Advisor. A majority is required to elect Executive Officers.

### **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.

### **Section 6: Officer Impeachment**

Officers can be impeached by

- 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 ( $\frac{3}{4}$ ) affirmative vote of all active 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 of the 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:** The Ballet Club will hold at least one performance per semester either independently or in collaboration with other organizations.

### **ARTICLE VIII: Constitutional Amendments**

**Section 1:** Amendments to the Constitution must be proposed in writing by an active member of the Lafayette College Ballet 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. Medical: A member who is trained to provide immediate care must stay with the victim. Direct a bystander to get the First Aid Kit, Oxygen, AED and/or call Public Safety for an ambulance.

- B. Personal Injury: Athlete removes themselves from practice or competition and is evaluated by trainer, coach, or safety officer. If it is a head injury, refer to SCAT symptoms on the back side of the incident report form. Fill out an incident report and send it to sportsclubs@lafayette.edu. If the injury is serious and/or involves the participant's head, the participant should see a doctor in the Bailey Health Center or Urgent Care within 24 hours of the occurrence.

### **Section 2: Finances**

Most transactions are performed with the Student Government Account. Additionally, all money in the sports club's student government account not spent by the end of the fiscal year will be returned to the general Student Government Account and no longer be available for the club's use. All private donations should be accepted by the Development Office so that donors are sent the proper thank you and tax receipts.

- A. To prevent any financial complications, the treasurer shall be in charge of keeping record of financial transactions and be in contact with the Student Government and the College.
- B. To mitigate the chances of compromising the College in the event of a financial audit, the club officer will regularly check the finances of the club and keep the rest of the officers aware of how the club is doing financially. The club officers will write all financial records in a document shared with the other officers so that they can all keep track of the club's funds and keep each other accountable when purchasing something for the club. The officers will also hold meetings to discuss the club, including possible future purchases, so that the club can have time to prepare the financial funds.

### **Section 3: Hazing**

If members of the Lafayette College Ballet Club act inappropriately outside of club functions then actions will be dealt with by the appropriate authority and the status of the club may be jeopardized.

- A. A student who has guests at the College is responsible for their conduct and will be held accountable for violations of any College rules or local laws by their guests.
- B. The organization is responsible for its actions. During club events/functions any inappropriate behavior could result in a loss of recognition as a sports club by Lafayette College.
- C. It is important to keep the rosters updated and accurate to prevent students who are not on the roster but are wearing the club name affecting the club's status and reputation.
- D. No player/coach/advisor shall:
  - Engage in physical or verbal abuse, threats, intimidation, harassment, coercion, and/or other conduct that threatens or endangers the health and safety of any person.
  - Participate in a contest for which they are ineligible.
  - Mistreat the faculty/staff, equipment, or supplies of Lafayette College.
  - Strike, attempt to strike, or otherwise physically abuse an official, opposing player, spectator, or coach. Smoking during, preceding, or following club practices, competitions, or other events are not permitted. This includes travel to and from practice, competition, or event sites.

### **DOCUMENT HISTORY:**

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