

Constitution of the Swing Society at the University at Urbana-Champaign

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Article I: Principles of the Swing Society

Section 1: Mission Statement

The Swing Society at The University of Illinois (“Swing Society”) is a Registered Student Organization (RSO) at the University of Illinois at Urbana-Champaign (“The University of Illinois”, “UIUC”). The purpose of the Swing Society is to promote the education and enjoyment of the various swing era dance styles within the community of Champaign, IL and Urbana, IL.

Article II: Membership

Section 1: Eligibility

Membership in the Swing Society is open to all regardless of sex, ethnic origin, religion, background, sexual orientation, or ability. This includes all students, faculty, and staff of the University of Illinois and all others.

A person is considered a member of the Swing Society if they have paid the membership dues of the Swing Society. In the event there are no membership dues, the attendance of and payment for an official Swing Society session of lessons, serving as a member of an official Swing Society committee, or regular attendance at Swing Society social dancing events will establish membership. It shall be the sole discretion of the Swing Society Board (“board”, “the board”) to determine regular attendance on membership period by membership period basis.

A membership period must be established by the Swing Society board. The membership must not end at any time except at the end of an academic semester and the membership period must not be longer than one full calendar year. There shall be no permanent memberships of the Swing Society.

Section 2: Duties and Privileges of Members

Members of the Swing Society (“members”) have the privilege of casting one vote for the Swing Society board at general elections. Moreover, members also have the privilege of casting one vote in all votes at general meetings when the member is in attendance. All member votes shall be counted as one vote, regardless of seniority or position on the board. Each member has the privilege to run for any office on the board.

Members also have the privilege of receiving all public physical and electronic communications of the Swing Society. This includes all public e-mail lists that the Swing Society maintains, all public websites the Swing Society maintains, and all other public communications maintained by the Swing Society.

The duties of a member in the Swing Society include, but are not restricted to, maintaining their membership status. It is expected of members to actively recruit new people to become members, attend regular Swing Society meetings, volunteer for Swing Society committees, and attend dances.

Section 3: Revoking Memberships

Membership in the Swing Society may be revoked at any time, for any reason by the sole discretion of the board. For a member to be revoked by the board, an official vote must be held at a general or board meeting and the vote must result in a super-majority of members supporting the revoking of the member's membership.

Any revoked member of the Swing Society loses all privileges and duties of a member, are banned from all Swing Society events and lessons, forfeit all membership dues or any other payments made to the Swing Society, and cannot reestablish membership except after a super-majority vote by the Swing Society board explicitly allowing the member to reestablish membership in the Swing Society.

Article III: The Swing Society Board

Section 1: Requirements of the Board

The board of the Swing Society shall, at all times, hold at least three elected officials: President, Vice-President, and Treasurer. At the sole discretion of the aforementioned board members, elections may be held for various other board positions.

All board members must be a student at The University of Illinois unless a super-majority vote of the board overrides such a requirement for a given board position for a given term with the exception that no action of the board may override the student requirement for the office of the President or Treasurer.

Each board member shall actively maintain a document outlining the full responsibilities of their position and the document should be published for all members to view and review. Any changes to the document must be approved by a majority vote of the board. As a measure of security, all account-specific information should be kept private to the officer tasked with maintaining the given account.

At all times while a board member is performing official duties on behalf of the Swing Society, the board member shall have on record with the Swing Society a signed copy of the current Swing Society constitution as amended. It is strictly prohibited for a board member to act on behalf of the Swing Society without such a signature on record.

Section 2: Titles and Responsibilities of Board Members

The President shall:

- maintain the registration of the Swing Society with The University of Illinois each year by ensuring all university-mandated requirements are fulfilled by September 15, or earlier as the university dictates, of each academic year.
- serve as the central authority over all other tasks performed by the board.
- be responsible for organizing and staffing university-designated events for advertising of the Swing Society.

The Vice-President shall:

- maintain any and all required documents pertaining to their position on the board with The University of Illinois and attend any university-mandated sessions.
- become President in the event that the President steps down from or is removed from the position of President.
- be responsible for planning, reserving space for, and chairing all officer and general meetings.

The Treasurer shall:

- maintain any and all required documents pertaining to their position on the board with The University of Illinois and attend any university-mandated sessions.
- be responsible for all financial matters of the Swing Society. These matters include, but are not limited to, maintaining an accounting system for all Swing Society funds, collecting any fees established by the board that are not related to an event organized by another member of the board, managing all funding requests to the university or university-sponsored organizations, maintaining the University bank account and any other private bank accounts, and reimbursing members for qualified expenditures.

The Secretary shall:

- maintain any and all required documents pertaining to their position on the board with The University of Illinois and attend any university-mandated sessions.
- be responsible for maintaining any regular communications of the swing society.
- be responsible for ensuring minutes are taken and published for every general and officer meeting.

The Special Events Chair (“Events Chair”) shall:

- be responsible for organizing and staffing all events falling outside the realm of responsibility of any other members currently on the board.

The Lesson Chair or Lesson Chairs shall:

- be responsible for maintaining a set of dance styles and associated moves taught at the official Swing Society lessons and a list of members who are approved to teach the aforementioned dance styles and moves.
- be responsible for organizing and staffing all official Swing Society lessons, private group lessons, or private lessons.
- be responsible for organizing and staffing all events where outside instructors are brought in to hold lessons at The University of Illinois. Furthermore, the Lesson Chair or Lesson Chairs shall ensure the all outside instructor needs are met from the time the instructors arrive to the time the instructors leave.

The Public Relations Chair (“PR Chair”) shall:

- be responsible for all advertising of the Swing Society.
- maintain a list of online websites and associated website accounts in the Swing Society’s name.
- be responsible for organizing and staffing all public swing demonstrations requested by outside organizations.

The Webmaster shall:

- maintain and keep updated all official Swing Society websites.
- be responsible for administering all official Swing Society electronic publications.
- be responsible for maintaining all active hosting agreements for all Swing Society electronic presences.
- be responsible for ensuring that all electronic funds are available to the treasurer.

The Exchange Chair shall:

- be responsible for organizing and staffing all exchanges held by the Swing Society.

Article IV: Election and Removal of Officers

Section 1: Election Procedures

To fulfill the board outlined in Article II, the Swing Society shall hold regular elections to elect the members of the board. The Swing Society elections (“elections”) shall be held at least once per academic year.

The residing officer board shall announce, with at least 14 days notice, the date and format of both the regular elections and any special elections. In the case of balloted elections, nominations of members to serve on the board should be submitted to the designated Elections Chair, a member of the board, of the Swing Society. The Elections Chair must accept nominations up until 96 hours before the time of the election. The Election Chair must then prepare a ballot for use at the Swing Society election. In the case of un-balloted elections, the Elections Chair shall take nominations up to and until the vote for each officer’s position is decided.

In both balloted and un-balloted elections, the Elections Chair is responsible for ensuring that any member of the Swing Society is able to submit a nomination, that every nomination submitted is placed up for election if the nomination meets the requirements of the position he or she is being nominated for, and that every member present at the elections, with the exception of the Election Chair who only casts a vote in the event of a tie in a two-candidate vote, receives exactly one, equally-weighted vote. In the event of an un-balloted election, at least two members must count the votes for each vote, neither of which can be a candidate for the vote in question. In the event that additional members other than the Election Chair participate in the counting of votes, all additional vote counters shall have the opportunity to vote in the same way as every other member.

In the event that at least three candidates are running for a position and no single candidate receives a majority vote for a position, a runoff election will be held between the two candidates that received the most votes. In the event of a tie during the runoff elections, the Election Chair will cast the deciding vote.

Section 2: Terms of Office

Upon being elected, the outgoing board and the new board must exchange all necessary information to keep smooth operation of the Swing Society. In every case except where The University of Illinois mandates otherwise, the new board must replace the outgoing board within one month of the election.

In the event that a member of the board is unable to serve until the next board is elected, that member shall submit their resignation to the board at least 14 days before the date of their resignation. Upon notification of a resignation, the board shall hold a special

election to elect a new board member in the position of the outgoing board position with the exception of the President, where the Vice President will take the position of the President and a the special election will vote for a new Vice President.

Section 3: Removal of a Member of the Board

At any time, any member may contact the President or Vice President with a motion to hold a vote to remove a member from the board. Upon reception of such a motion, the President or Vice President shall ensure that, at the next general meeting, it is announced that there will be a vote to remove the specific board member that will occur at the general meeting following the meeting in which the vote was announced.

At the general meeting that was declared to have the vote to remove a member of the board, the first order of business at the meeting must be to hold the vote. The member in question must not be in attendance at the meeting until the vote has been held. If the vote results in a super-majority supporting the removal of the board member, the board member will be notified and a special election will be placed to replace the removed officer in accordance with Section I and Section II of this Article.

Article V: Meetings

Section 1: General Meetings

General meetings shall, at the very least, be held in the months of September, October, November, January, February, March, and April, and general meetings shall not be held more often than once a week. General meetings are open to all members and are designed for organizing club activities, informing members of upcoming events and opportunities, and voting on matters requiring a vote.

Regular meetings must be announced in an official Swing Society publication at least seven days before the meeting is to take place. The meeting must occur within the greater university-area vicinity and be accessible to all members of the Swing Society.

Any member in attendance may propose a resolution at a general meeting or may e-mail the Vice President at least 96 hours before the meeting to have a resolution considered. All resolutions received by the Vice President or proposed at the meeting must be considered at the general meeting. At each general meeting, minutes shall be recorded and publicly published in final form within a week of the meeting.

Section 2: Board Meetings

Board meetings shall be held whenever deemed necessary by the Vice President or any other two members of the board. There shall be no limit on how frequently or infrequently these meetings shall occur. The meeting must occur within the greater university-area vicinity and be accessible to all members of the Swing Society.

At each board meeting, minutes shall be recorded and privately published to all members of the board in final form within a week of the meeting.

Section 3: Voting Mandates

During both general meetings and board meetings, a quorum shall be assumed until a quorum call is called by any member in attendance. A quorum, in both general meetings at board meetings, shall be defined as having at least half of the members of the board present.

No votes shall take place if the meeting does not have a quorum.

Article VI: Amendments

Section 1: Procedure

Amendments to this constitution shall be proposed by a Swing Society member at a general meeting. At the next general meeting following their proposal, a vote must be called for ratification of the proposed amendments. Amendments are ratified if a super-majority votes in favor of the amendment.

Upon being amended, the board shall modify the original constitution by adding the amendments into Article VI, Section 2 and shall maintain an effective constitution by editing the text of the constitution to reflect the mandate of the amendment.

Section 2: Amendments