

Constitution of Swing Ann Arbor

We, the members of Swing Ann Arbor, from our passion for and love of Swing Dancing and our desire to support and perpetuate an active swing dance community for University of Michigan students as well as the general public, do establish this Constitution.

Article I - Name

The official name of the organization shall be Swing Ann Arbor. The organization is also at times referred to as Swing AA, Swing A2, and SAA.

Article II - Purpose

Swing Ann Arbor is established to promote an open and welcoming social swing dance community for University of Michigan students and the general public. We do this by organizing, supporting, and running lessons, dances, workshops, and other special events.

Swing Ann Arbor is open to anyone regardless of race, sex, color, religion, creed, national origin or ancestry, age, marital status, sexual orientation, disability, or Vietnam-era or other veteran status.

Swing Ann Arbor is committed to comply with all applicable rules and regulations required of it by the University of Michigan, the Michigan Student Assembly (MSA), and the Student Organization Account Service (SOAS).

Article III - Membership

Membership in Swing Ann Arbor shall be available each semester to all. There are two types of membership in the organization distinguished as "UM student" membership and "community" membership.

Section A: UM Student Members

A UM student becomes a member by paying any required membership dues and/or fulfilling other requirements as specified in the By-Laws. There must be at least 10 UM student members in the organization.

Section B: Community Members

Individuals who are not UM students may become "community" members by paying any required membership dues and fulfilling any participation, volunteer or other requirements as specified in the By-Laws. The number of community members may not exceed the number of UM student members.

Article IV - Organization Government

Section A: The Executive Board

The governing body of Swing Ann Arbor shall be its Executive Board. The Executive Board is constituted of the elected Officers. It shall execute Swing Ann Arbor's goals, appropriate spending, appropriate monies, enter into contracts, administer the organization's business, and otherwise perpetuate and serve the interests of Swing Ann Arbor. The Executive Board is empowered to appoint special assistants, hereafter called "Directors", as required to organize and run the activities and events of the organization. The Executive Board may also designate and assign special committees on an as needed basis. At Board Meetings, each Officer has one vote. No person may hold more than one elected position.

Section B: Officers

Officers are elected by the members of Swing Ann Arbor. Officers serve for a term of one year. Community members who are elected may not hold a position on the Executive Board for more than three contiguous years. All candidates seeking office must be Swing Ann Arbor members.

President -

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The President must be a University of Michigan student who is enrolled for the upcoming Fall Semester with intention to enroll for the following Winter Semester.

The President will be responsible for calling, securing a location for, compiling the agenda for, and chairing the Board and Membership meetings. The President will be in charge of calling votes on proposals when appropriate, ensuring the membership is informed in writing of Board decisions, and overseeing the organization's activities. The President is responsible for assuring Swing Ann Arbor is registered with MSA every year. The President is also responsible for delegating or fulfilling the duties of absent board members.

Vice-President -

The Vice-President must be a University of Michigan student who is enrolled for the upcoming Fall Semester with intention to enroll for the following Winter Semester.

The Vice-President will assist the President with the operations of the organization. In the President's absence, they will preside over meetings. The Vice-President is also charged with keeping an accurate and running roster of the membership of Swing Ann Arbor. The Vice-President shall be able to verify who does and does not qualify as a SAA member per the requirements specified in this Constitution.

Treasurer -

The Treasurer must be a University of Michigan student who is enrolled for the upcoming Fall Semester with intention to enroll for the following Winter Semester.

The Treasurer is charged with keeping track of the organization's finances and delivering regular financial summaries. They are responsible for depositing and dispersing money from the organization's account. In accordance with these duties, they must be an authorized signer for the organization's SOAS account.

Secretary -

The Secretary is charged with keeping and organizing any of the organization's documents. They are responsible for taking meeting minutes and publishing them to the membership as appropriate.

Event Coordinator -

The Event Coordinator is charged with supervising and assuring the smooth operations of any events or activities that Swing Ann Arbor sponsors or hosts. They will work with other Board Members to assure the operation of such events conform with this Constitution and its By-Laws, and any pertinent Rules and Regulations this organization operates under in such activities.

Publicity Coordinator -

Previously known as the "Publicity Director", an appointed position, this shall be an elected position beginning with the next elections in the spring of 2007. The Publicity Coordinator must be a University of Michigan student who is enrolled for the upcoming Fall Semester with intention to enroll for the following Winter Semester.

The Publicity Coordinator is in charge of supervising the promotion of the organization and its activities on campus, to the wider dance community, and to the local community at large. These channels include on-campus opportunities such as flyer advertising, Festifall, and Event calendars, but also off-campus opportunities such as Community event calendars on newspapers, radio and TV stations, and appropriate email lists and message boards.

Volunteer Coordinator -

Previously known as the "Volunteer Director", an appointed position, this shall be an elected position beginning with the next elections in the spring of 2007. The Volunteer Coordinator is charged with soliciting and assuring adequate volunteer membership to take care of the operations of the organization's activities. To this end they are responsible for maintaining an up-to-date contact roster of Swing Ann Arbor's volunteers and a record of participation.

Section C: Directors

The Directors will be appointed by the Officers. The Officers will meet following their election to select and appoint the Directors. Directors will serve for a term of one year. Directors must be Swing Ann Arbor members.

Curriculum Director -

The Curriculum Director is charged with developing the dance style syllabus and finding instructors for the organization's various activities and presenting them to the Executive Board for consideration and approval. Curriculum Director is a skilled position requiring the appropriate level of knowledge and experience to perform these duties.

Music Director -

The Music Director is charged with selecting, purchasing, and maintaining any of the organization's sound equipment in conformity with the organization's approved financial expenditures. In addition, they are responsible for supervising the handling of music for the organization's activities, including the guidance and selection of DJs. Music Director is a skilled position requiring the appropriate level of knowledge and experience to perform these duties.

Facilities Director -

The Facilities Director is charged with finding and procuring appropriate spaces for the organization's activities and for requesting appropriate set-up as well as environmental conditions.

Web Site Director -

The Web Site Director is charged with maintaining a professional and functional web site and updating the content as directed by members of the board. Web Site Director is a skilled position requiring the appropriate level of knowledge and experience to perform these duties.

Article V - Operations

Section A: Meetings

Open meetings should occur every month to discuss relevant business with the membership of the organization and to foster participation of UM students, as well as the community, in Swing Ann Arbor's activities. Except where otherwise specified, votes taken at open meetings will pass by a simple majority of those in attendance, unless there is a greater number of Community Members than UM Student Members, in which case non-officer Community Members will not be allowed to vote.

Board meetings will be called as needed. All regularly scheduled meetings shall be announced at least one week prior to their convening. Special meetings can be convened for urgent matters. Additionally, the Executive Board may discuss personnel matters or other highly sensitive issues in closed, private meetings as needed. Normal business decisions will be decided by a vote of the (seven) elected officers of the Executive Board and require a simple majority to pass. Email or absentee voting is permitted.

Section B: Elections

The election of Officers will occur at the regular open meeting in April. Nominations for office will occur at the open meeting in March preceding the elections. Any member may nominate any qualifying member of Swing Ann Arbor for office, including themselves. The Secretary will publish the slate of officers at least one week prior to the meeting where elections will take place. Candidates may submit a brief biography and statement to be included with the published slate. Absentee voting will be permitted in advance of the elections for members unable to attend the election meeting.

Officers will be elected in the order of President, Vice-President, Treasurer, Secretary, Event Coordinator, Publicity Coordinator, and Volunteer Coordinator. If a candidate is nominated for more than one office, they will fill the first office for which they are elected in this listed order and will be removed as a candidate for subsequent offices. If this results in no candidates for an office, replacement nominations can be taken from the floor prior to voting. The usual waiting period will not apply for these nominations.

Officers will be elected in April and will officially take office on May 1. During the interim time between elections and taking office, the newly elected officers are empowered to appoint the Directors for the upcoming year. During the interim of election or appointment, the outgoing executive board and directors are responsible for communicating with the incoming executive board and directors and working with them to assure a smooth transition of duties and operational activities.

Section C: Director Appointments

Within a week of their election, the incoming officers must meet for the purpose of selecting the Directors for the upcoming year.

Any Swing Ann Arbor member may submit their name and complete an application for consideration for a Director position. Officers can add to this list of candidates or may apply and be considered for a position. The incoming Officers will vote for each Director, which must be approved by no less than a 50% majority of all of the incoming Officers. Where appropriate, the incoming Officers should vote on an alternate for Director positions.

Selected nominees will be offered the Director position. If the nominee refuses, then the position will be offered to any alternates, or the incoming Officers must reconvene to select a new nominee.

Article VI - Finance

Swing Ann Arbor will finance its activities through donations, membership dues and fees. All monies will be handled in accordance to the regulations required by the University of Michigan, MSA, and SOAS. A financial statement shall be published annually.

Article VII - Resignation, Impeachment, and Replacement

Section A: Resignation

An Officer or Director may resign their position by presenting written notice to the Executive Board. If at all possible, they should give two weeks notice of resignation. In that two-week period, they will maintain claim on their position and may continue fulfilling its duties.

Section B: Impeachment

Officers can be impeached for failing to maintain their membership, failing to fulfill the duties of their position, and/or acting in a way that is contrary to the goals of or demeaning the organization of Swing Ann Arbor. Directors may be removed from office by a simple majority vote of the Executive Board.

Any Swing Ann Arbor member may bring forth a motion for impeachment during an open meeting. A vote for impeachment will then be called. A simple majority of members present is sufficient to impeach a member of the Executive Board. If a board member is impeached, the accused Officer must then be informed of the motion for dismissal a minimum of one week prior to holding a vote on that motion. The accused Board Member must be given ample opportunity to speak in his or her own defense at the meeting where the motion for dismissal will be voted on. A vote for dismissal will be put to the entire membership to take place at a later meeting as determined by the Executive Board. Dismissal requires a two-thirds majority of the entire membership. Absentee voting will be allowed.

Section C: Replacement

If an Officer needs to be replaced, nominations will be taken at a future open meeting during the academic year, September through April. The slate will be published to the membership and voted on. If an existing officer is seeking to fill the vacant office, nominations will be taken for potential replacements for that office as well, but voting will not proceed if that Officer is elected to the new office. Such replacement elections will proceed in the order stated under the section titled "Elections" of this Constitution.

If a Director needs to be replaced, the elected officers of the Executive Board will meet to appoint a replacement for the open position at the first possible opportunity.

Article VIII - Amendments

Section A: Constitution

Amendments to this Constitution may be proposed in writing by any Swing Ann Arbor member. Amendments shall first be considered by the Executive Board. Upon approval by at least five of seven Officers or $\frac{3}{4}$ of the elected officers, the amendment shall be voted on by the Membership. The Amendment is ratified once a two-thirds majority of the Membership agrees to it.

Section B: By-Laws

The By-laws document of the Swing Ann Arbor Constitution exists to facilitate the operation of the organization by the Executive Board. The By-Laws are the general operating procedures of Swing Ann Arbor and shall not contradict the constitution.

The Executive Committee shall enact By-laws as follows: a new bylaw, the modification of an existing bylaw, or the removal of a by-law may be proposed to the Executive Board by any member of the organization. The Board shall discuss the proposed bylaw (or change to a by-law). The Board shall vote on the by-law; a (simple) majority must approve the by-law to pass. If the by-law passes, it shall take effect immediately.