

POLICIES

Policy on issues dealing with fraud, theft or embezzlement

- 1) The Executive Board may choose to invite a legal representative from Student Legal Services while discussing issues dealing with fraud, theft or embezzlement at both Board Meetings and Exceptional Board Meetings.

Passed 11.18.07

Policy on Conflict-of-Interest

- 1) Any Board member that commences an activity with a potential conflict-of-interest with the Club, e.g., deejaying, teaching outside the Club etc. must inform the Board as soon as possible. The remainder of the Board will discuss this disclosure at the next Board Meeting.

Passed 11.18.07

BY-LAWS

Board Meetings

- 1) All meetings will be open to the public, unless a “closed session” or a portion of a meeting becomes a “closed session.” The change needs to be agreed to by at least four members of the Board prior to or during the course of the meeting.
- 2) All Board minutes, notices will be posted on the MATC website as soon as possible after any meetings and after approval by a two-thirds majority of the Board. Amendments to the minutes may be proposed and approved of by the Board at the subsequent Board meeting, the appropriate amendments will be posted.
- 3) If any Board member cannot attend a meeting, they may appoint a proxy from the Board for the sole purpose of making decisions at the meeting provided that quorum has been met.
- 4) The Board will have agenda items submitted and then voted upon and passed by a simple majority by the Board at the start of each meeting.
- 5) Board meetings will allow time for members of the public to present their comments and subsequent discussion for a maximum time period of three minutes per person during the time designated and allowed by the chairperson. The Chair may grant additional time as needed. Board meeting attendees, who are not Board members, need to be recognized by the Chairperson in order to speak during the designated comment time. In case of a large attendance at Executive Board meetings, for the sake of convenience, Club members will be given priority to speak over other attendees.
- 6) All contentions with the interpretation of the MATC Constitution that remain unresolved by the Board will be handled through the Student Activities and Leadership (SAL) Office.

- 7) The Executive Board may invite representatives of Student Legal Services to meetings at which issues with legal ramifications including but not limited to theft, embezzlement and sexual harassment, will be discussed.
- 8) No audio or visual electronic recording device of any kind is allowed at a Board Meeting unless advised by the Student Legal Services office.
- 9) Attendees causing disruption of the proceedings of a meeting may be asked to leave the meeting if at least four members of the Board agree to the motion. If the person refuses to leave, the Chair may call public safety.

Passed 11.14.07

Finances

- 1) The Club shall, at all times, endeavor to maintain the equivalent of the annual operating expense in reserve in its SOAS account for the next year. In this way, the ability of the Club to cover standing (i.e., ongoing) operating expenses, such as room rentals, would not be diminished if the Club were to experience a decrease in revenue.
- 2) For accounting purposes, the Director of Operations will report all room rental costs to the Treasurer at the end of each semester. Room rental costs for classes, milongas and special events must be itemized separately.
- 3) The Treasurer will give a financial report at the end of the year.

Passed 11.14.07

Instructors offering Private Lessons

Any tango instructor who wishes to be listed as an instructor of private lessons on the Club's website must adhere to the following restrictions:

- 1) Private lessons cannot be taught within a half hour before or during any Club event at a location where a Club event is being conducted.
- 2) The tango instructor must be either a Club Member or an active Club User."

Passed 11.18.07

2. Disclosure of Club Documents

2.1 "Open information about Club Documents" will be construed to mean that the following documents will be available on the website: Constitution, Bylaws, Code of Regulations, Code of Conduct, Club Policies, and the minutes from both Board Meetings and Exceptional Board Meetings. (See Article V.1-d(vii) of the MATC Constitution).

2.2 Information about Documents pertaining to Club members only, such as financial reports, shall be made accessible to Club members only as defined in the Constitution (see Article V.4-d of the MATC

Constitution entitled “Reports”). Club members obtaining these documents are expected to respect the privacy of the information provided in these documents.

2.3 Documents that require the protection of privacy of Club members and users, such as emails, email lists, and registration lists, shall not be disclosed to anyone except when requested by relevant University of Michigan offices or unless otherwise indicated by the Board (see 2.7 “Exceptions” below).

2.4 SOAS account statements and financial summary reports will not be disclosed unless petitioned by ten Club Members.

2.5 An external audit of all financial documents by the SAL Office or other relevant University of Michigan Institution shall be obtained by the Board at least once a year.

2.6 At the end of the term in office, Executive Board Members must return all forms of Club Documents to the Club.

2.7 The following exceptions will be made:

- a) Membership lists must be provided to the Election Committee.
- a) Registration lists may be given to volunteers during registration periods of club activities.
- b) Registration lists may be provided to University Personnel to ensure that Club Members and Users can gain entrance to Club Events.
- c) EOs and election Committees will be given information that is necessary to perform their duties.

Passed 11.21.07

CODE OF CONDUCT

As a Member and/or User of the Michigan Argentine Tango Club (MATC) as defined in the Club’s Constitution and Bylaws, I will:

1. Represent MATC with professionalism, dignity and pride, and be responsible for conducting myself with courtesy and appropriate behavior.
2. Conduct myself in a respectful manner, exhibit appropriate social dance conduct, and be a positive role model.
3. Seek training for my volunteer role by participating in meetings, self-study, or other training opportunities to help me work more effectively with appropriate audiences.
4. Display respect and courtesy for club members, users, other volunteers, program participants, visitors, clients and property.
5. Provide a safe environment by not harming others in any way, whether through discrimination, sexual harassment, physical force, verbal and/or mental abuse and harassment, neglect, or other harmful actions.
6. Respect the privacy of persons served by the organization.
7. Work cooperatively with the MATC Board and other club volunteers.
8. Respect and follow UM policies and guidelines for conduct at the events organized on University property.
9. Keep my personal opinions and actions separate from those made as a representative of this organization.
10. Avoid conduct that would jeopardize program effectiveness.
11. Promote and support the MATC in developing effective Argentine Tango dancing programs, milongas and other events.

As a MATC Member and/or User, I will not:

12. Use vulgar or inappropriate language in any of my communications with and on behalf of the Club.
13. Use or be under the influence of illegal drugs.
14. Consume or be under the influence of alcohol, drugs or consume tobacco at club events.
15. Discriminate on the basis of race, color, religion, sex, age, national origin, marital status or disability, and sexual orientation.
16. Conduct club financial transactions that have a negative impact on the organization including theft or embezzlement.
17. Indulge in the destruction of any MATC financial documents.

Passed 11.21.07

It will be construed that anyone who attends a Club event has tacitly agreed to abide by the Code of Conduct.

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