

Constitution of the Michigan Argentine Tango Club

Preamble

- September 2001: Creation of the Michigan Argentine Tango Club.
- November 2006: An open call is made to invite all volunteer Club Members to create a Constitution Committee.
- December 20, 2006: the newly formed Michigan Argentine Tango Club Constitution Committee meets for the first time. The Constitution Committee members are Tracey Baetzel, Joe Dinda, Robert Karolyi, Aghapi Mordovanakis, Barbara Napier, Olivier Poudou (moderator), Anjali Purkayastha, Dan Roney, Aleric Soans, Stefanie Shapiro, Sandeep Tata (secretary), Eileen Trzcinski, Ramji Venkataramanan, and Heather Whitehead.
- February 28, 2007: The Constitution Committee submits the official draft of the Constitution to all Club Members for review.
- March 14, 2007: The Constitution Committee submits the final, edited version of the Constitution to all Club Members.
- March 21, 2007: Ratification of the Constitution by University of Michigan Student Club Members.

I. Name

The Name of the Club shall be Michigan Argentine Tango Club, which may also be referred to as the Club or MATC.

II. Purpose

The Club shall focus on educating its Members in all aspects of Argentine Tango. The Club shall offer (1) a comprehensive curriculum of Argentine Tango dance lessons; (2) a regular venue for social dancing of Argentine Tango; and (3), social dance events increasing the learning experience and the exposure of its Members to the local and nationwide Argentine Tango community.

The club shall organize regular Lessons, Practicas, Milongas, Workshops, Festivals and any other Club Events deemed appropriate to fulfill this purpose.

Additionally, the Club shall foster and encourage among its Members the development of knowledge and skills which will help maintain a satisfactory level of its activities, and its successful perpetuation. This shall include, but not be limited to, the development of (1) cultural knowledge of Argentine Tango; (2) musical knowledge; (3) teaching skills; (4) familiarity with the Argentine Tango scene at-large; and (5), leadership and management skills.

III. Definitions

- 'Club Events' or 'Club Activities' shall refer to any activities the Club engages in, including but not restricted to Classes, Practicas, Milongas ('regular Club Events'), Workshops, and Festivals ('exceptional Club Events'), and Meetings.
- 'Club Documents' shall refer to the official documents, spreadsheets, and databases that describe and document the Club's purpose, rules, management practices, management decisions, financial activities, membership and registration lists. The Club Documents shall be comprised of, but not restricted to current as well as past versions of (1) the Constitution; (2) Bylaws; (3) Code of Regulations; (4) Financial Reports and other relevant documents such as receipts and ledgers; (5) Board Meeting minutes; (6) Membership List and Registration List; (7) Schedule of Events.

IV. Membership, fees and dues

IV.1 Distinction between Club Members and Club Users

Club Members shall be individuals paying the Membership Dues defined in the Club Bylaws. Club Members shall enjoy Membership benefits such as voting rights, running for and serving in the Club's Executive Board, reduced fees for and priority access to Club Events, and serving in any volunteer position to help the management of the Club if appointed by the Executive Board or its representatives.

Club Users shall be individuals who are not Club Members and who contract with the Club by paying fees to take part in the Club Events. Club Users may be eligible to serve in any volunteer position to help the management of the Club if appointed by the Executive Board or its representatives.

IV.2 Preference

The Club Bylaws shall define Membership Dues and Club Event Fees that may establish preference for University of Michigan Students, and then University of Michigan Alumni, Faculty and Staff, over non-University of Michigan affiliates. The Club Bylaws may also define Club Event Fees that establish preference for Club Members over Club Users.

IV.3 Membership eligibility, establishment, duration and restrictions

Membership shall be established starting on the day of the payment of the Membership Dues defined in the Club Bylaws. All memberships expire on December 31st of the calendar year. Membership shall be open to anyone at anytime subject to the restrictions listed in (IV-3.a) and (IV-3.b).

IV.3-a Quotas

At any time, the Club Membership shall meet the following restrictions:

- There shall be a minimum of ten (10) University of Michigan Students in the Club Membership.
- A minimum of fifty (50) percent of the Club Membership shall be University of Michigan Students.
- A minimum of sixty-six (66) percent of the Club Membership shall be University of Michigan Students, Alumni, Faculty, or staff (active or emeritus).

The Registration Officer may temporarily postpone granting a Membership if this leads to a violation of the above restrictions; Membership may then be established at a later time, on a first-request, first served basis when a change in the Club Membership's numerical composition allows for the above restrictions to be respected.

IV.3-b Voting Rights

Those individuals who were granted Membership after the first of October (October 1st) of that calendar year may not vote in or run for elections that year.

V. Club Government

V.1 Executive Board

V.1-a Definition, role and responsibilities

The governing body of the Club shall be the Executive Board, also referred to as 'Board'.

The Board shall administer Club business and shall execute any appropriate action serving the Club's purpose. This includes, but is not restricted to (1) entering the Club into contracts; (2) paying the corresponding bills; (3) registering the Club with the Michigan Student Assembly every year; (4) ensuring the perpetuation of the

Club; (5) hiring professional services; (6) enforcing decorum; and (7), overseeing and guaranteeing the quality of the education and experience offered to the Club Members.

All Board Members shall be subject to the Board. The Board shall be subject to the Club and shall serve the sole and only interests of the Club. The Board shall be fully accountable to the Club and shall produce periodic reports of its activities to keep the Club fully informed. The Board shall make a summary report of its proceedings available to the Club Members.

The responsibilities of the Board shall include, but not be restricted to:

- Enacting, amending or modifying the Bylaws, and making them publicly available.
- Enacting, amending or modifying the Code of Regulations, and making them publicly available.
- Enacting and enforcing Executive Decisions regarding the management of Club Events.
- Approving the budget, as well as creating, updating and publishing accurate Financial Reports.
- Maintaining proper accounting of Membership and Registration.
- Keeping current, up-to-date versions of Club Documents, as well as all previous versions of these documents in a form that shall facilitate consultation and/or auditing by independent parties.
- Coordinating operational tasks and organization of Club Events among volunteers as seen fit.
- Keeping Club Members properly informed of Club Events, and all activities pertaining to the Club's activities, through all appropriate means of communication, such as verbal announcements, emails, website, and flyers.
- Keeping accurate records of all Club business transactions, contracts, contact information and Board Executive Decisions, and Board Meeting minutes.
- Actively encouraging Club Members and University of Michigan Student Club Members in particular, to develop

leadership skills as well as any other skills of interest for the Club, such as teaching classes, deejaying, organizing, etc.

V.1-b Composition

The Board shall be made of seven (7) Officers: there shall be five (5) Elected Officers, and two (2) Appointed Officers. All Board Members shall be Club Members. The five Elected Officer positions correspond to President, Vice-President, Treasurer, Registration Officer, and Director of Operations. The two Appointed Officer positions correspond to Secretary and Webmaster.

V.1-c Formation and term length

An Election shall be held to determine the Elected Officers, according to the Election Procedures delineated in this Constitution. The Elected Officers shall nominate the two Appointed Officers prior to the new Board taking office.

The Board shall hold office for one year, starting on January 1st. The Board may start holding office at a later date, depending on the validation of the Election Process as determined by the Election Committee, in which case the term length shall be less than one year so as to terminate on December 31st.

V.1-d Officers

V.1-d(i) Role and responsibilities of the Officers

The Board Officers shall represent and defend the sole interests of the Club and these interests only. The Board Officers shall abide by the principles that guide University of Michigan Student Organizations.

V.1-d(ii) President

The President shall be a University of Michigan Student.

The President needs to be a member of the Club for at least six (6) months prior to the Election. The President shall be responsible for calling and conducting Board Meetings and General Membership

Meetings, setting meeting agendas, calling votes on proposals when appropriate, and ensuring that the Club Members are fully apprised in writing of all the Board decisions, the Club's Bylaws, and the Club's Code of Regulations. The President will also be in charge of being the liaison between the board and the committees that organize festivals for the Club.

V.1-d(iii) Vice-President

The Vice-President shall assist the President with the President's responsibilities and shall preside in Meetings in the President's absence. The Vice-President shall be in charge of coordinating educational programs, volunteers, DJs, and teachers subject to approval of the board. The Vice-President shall also be responsible for the promotion and advertising of Club Events.

V.1-d(iv) Treasurer

The Treasurer shall be a University of Michigan Student.

The Treasurer needs to be a member of the Club for at least six (6) months prior to the Election. The Treasurer shall be responsible for all of the Club's financial accounting and budgeting, including but not restricted to, keeping track of the Club income and expenses, presenting regular financial summaries to the Board, and archiving the financial transactions occurring under his/her supervision while in office for possible independent auditing.

V.1-d(v) Secretary

The Secretary shall take minutes at all Board and General Membership Meetings, keep track of Board attendance, declare quorum, and maintain Club Documents up-to-date. The secretary shall be responsible for the proper archiving of all Club Documents. The Secretary shall also be in charge of marketing and public relations for the Club by way of producing pamphlets and posters, and by interacting with other student clubs to promote MATC.

V.1-d(vi) Registration Officer

The Registration Officer shall be a University of Michigan Student.

The Registration Officer shall be responsible for organizing the registration of new Members, keeping track of the attendance of Club Events by Club Users, and maintaining up-to-date and accurate Membership and Registration lists. The Registration Officer shall maintain a database of past and present Membership and Club Events registration.

V.1-d(vii) Webmaster

The Webmaster shall be a University of Michigan Student.

The Webmaster shall maintain a website that (1) describes regular and exceptional Club Events, (2) allows for the electronic registration of Club Members and Club users attending all Club Events, (3) presents open information about the Club Documents such as Constitution, Bylaws, Code of Regulations, (4) offers a forum where Club Members can communicate with each other about Argentine Tango and Club related topics; and (5) offers an anonymous feedback system where concerned Club Members or Club Users can address the Board directly regarding any Club-related issue.

V.1-d(viii) Director of Operations

The Director of Operations shall be responsible for the material planning and execution of the Club Regular and Exceptional Events, including, but not restricted to, facilities and equipment rental, logistics, transportation and equipment acquisition.

V.1-e Limitations

No Officer shall serve on the Board longer than two (2) consecutive years, irrespectively of the position they may have held on the Board.

V.1-f Election Procedures

V.1-f(i) Timeline

- The announcement of Election Day, Call for Candidatures and Call for the Formation of the Election Committee shall be made during the second week of October.
- All volunteer Club Members in good standing who wish to be part of the Election Committee shall make their name known to the Board by the end of the third week of October.
- All Candidatures shall be received by the Board by the end of the last week of October.
- The Election Committee shall make public the official list of eligible candidates within two weeks of the end of the Call for Candidatures.
- Election Day shall be held during the first week of December at a date of a regular Club Event where maximum attendance is expected.
- The newly elected Officers shall nominate the two Appointed Officers by the end of December. Announcements regarding the final composition of the Board shall be made public as soon as this process is completed.
- The new Board shall take office on January 1st or at a later date as determined by the Election Committee.

V.1-f(ii) Election Committee

Any Club Member in good standing may be part of the Election Committee, and may volunteer his/her name to the Board to be part of the Election Committee.

The Election Committee shall be comprised of a minimum of three (3) and a maximum of seven (7) volunteer Club Members chosen by the Board by random drawing from the list volunteers.

Candidates to the Election shall not be part of the Election Committee. Candidates to the Election may attend without voting rights the Election Committee meetings.

The Election Committee shall be responsible for ensuring that the Candidatures meet the requirements and restrictions listed in this Constitution, materially organizing the Election, creating the ballots, supervising the Election process and campaign, announcing the results, and announcing the date at which the new Board shall take office.

The Election Committee shall strive for successfully conducting the Elections so that the new Board can take office on January 1st. The Election Committee may however be responsible for selecting a later date should an exceptional situation arise during the Election process.

The Election Committee shall reject invalid Candidatures with a majority vote of two-third (2/3rd) of the Election Committee Members. The Election committee may reject a candidate if he/she does not meet the requirements for the position he/she is running for. The Election Committee shall make public its decisions regarding the approval or the rejection of Candidatures.

The Election Committee is dissolved upon successful completion of the Election Process.

V.1-f(iii) Candidatures

All candidates shall submit to the Election Committee an application for candidature which shall include their names and University of Michigan Student status. If candidates undertake any of the activities listed below, they shall disclose them to the Election Committee along with their application:

- For-profit instruction of tango such as private or public classes and workshops outside the Club.
- Organizing tango festivals or tango workshops outside the Club.
- Offering paid tango related services such as deejaying etc.

Additionally, the candidates shall also disclose any other activity not listed above that may potentially constitute a conflict of interest with the Club.

The Election Committee shall inform the membership about candidates with a potential conflict of interest by disclosing this information in all its communications to the membership. The list of activities shall be made available on the Club website. Additionally, Club flyers, handouts, campaign material, and election ballots shall indicate that these candidates have a potential conflict of interest.

If a candidate fails to disclose any activity with a potential conflict of interest as described above, the Election Committee, depending on the severity of the omission, may:

1. disqualify the candidate and not permit him/her to participate in the elections, or
2. update the candidate's list of activities with a potential for conflict of interest, permit the candidate to participate in the elections, and update all campaign material, the Club website etc to indicate this potential conflict of interest.

Elections shall be held only if all Elected Officer positions have candidates. A candidate shall run for only one Elected Officer position at a time.

V.1-f(iv) Validation of Election

The Election Committee shall announce that the Election is validated if the number of votes cast is equal or greater to twenty (20) percent of the Club Membership.

V.1-g Board Meetings

V.1-g(i) Frequency

Regular Executive Board Meetings shall be held at least once every eight (8) weeks.

V.1-g(ii) Notice

The Board officers shall be notified of Board Meetings at least two weeks in advance.

V.1-g(iii) Quorum

The Quorum for a Board Meeting shall be defined as five (5) officers present within the thirty (30) minutes of the official start of the Meeting. Board Meetings with fewer Board Members present than this Constitution requires for a quorum shall be adjourned without business being conducted.

V.1-g(iv) Attendance

Board Meetings shall be public and open to all Club Members, unless otherwise specified by the President. External persons and expert professionals may be invited occasionally to Board Meetings for advice on relevant matters in a purely consulting role. Presence of volunteers involved in the operational management of the Club shall be encouraged, to foster the development of valuable leadership skills.

V.1-g(v) Exceptional Board Meetings

Exceptional Board Meetings may be called at anytime if requested by any Board Member and supported by three (3) other Board Members.

V.1-g(vi) Decisions

The Board members are subject to the Board. All decisions are taken by a majority vote unless otherwise specified in the Constitution.

V.1-h Impeachment and Replacement of Officers

V.1-h(i) Impeachment

Any Board Officer may be removed from the Board at any time. Reasons for removal include, but are not limited to, violation of the Code of Regulations, Bylaws and this Constitution, failure to disclose a conflict of interest while submitting Candidature, failure to disclose any new activities with potential conflict of interest after assuming a

position on the Board, deriving unauthorized personal income or benefit from Club Activities, and any behavior deemed detrimental to the Club's interests.

Removal of a Board Officer shall require a vote of four (4) officers at a Board Meeting. The Board Officer being impeached may be allowed to present his/her defense at the Board's discretion, prior to the impeachment vote.

V.1-h(ii) Absences

If a Board Member is absent from three consecutive Board Meetings without good cause, an impeachment procedure shall be initiated at the following Board Meeting.

V.1-h(iii) Replacement of an Officer

Any vacant Officer position due to the resignation or the impeachment of a Board Officer shall be filled by direct nomination from the Board. The nominated Candidates shall meet the eligibility requirements associated to the vacant position (such as Student status or seniority).

V.1-h(iv) Membership notification

Any change in the composition of the Board shall be immediately notified to the Club Members. Disclosure of the reasons behind the change in Board composition shall be left to the Board's discretion.

V.2 Faculty Advisor

The newly elected Board shall choose a Faculty Advisor for the Club within one month of the Board taking office. The Faculty Advisor shall be a University of Michigan Faculty member. There shall be no limitations on the number of times a Faculty Advisor can serve the Club in this role.

V.3 SOAS representatives

The list of signers of the contract between the Club and the Student Organizations and Account Services Office shall be updated within one month of the new board taking office. The University of Michigan Student Board Officers and the Faculty Advisor shall be the sole SOAS contract signers.

V.4 General Membership Meetings

V.4-a Frequency

The Board shall call at least two General Membership Meetings per year. Decisions regarding additional General Membership Meetings shall be made by a simple majority vote of the Board.

Club Members shall be notified by the Board at least thirty (30) days in advance prior to the General Membership Meeting.

V.4-b Quorum

Quorum for a General Membership Meeting shall be twenty (20) percent of the Club Membership. Meetings with fewer Members than this Constitution requires shall be adjourned without business being conducted.

V.4-c Purpose

General Membership Meetings shall be open to all Club Members. They shall serve as forums for the Club Members to express feedback, ideas and concerns. They shall be held just after or before regular Club Events to ensure maximum participation.

Additionally, General Membership Meetings shall provide the venue to introduce, discuss and possibly ratify amendments to the Constitution. If requested by a Club Member present at a General Membership Meeting, an approval vote regarding the Bylaws enacted by the Board may also be sought.

V.4-d Reports

In General Membership Meetings, the treasurer will provide details of current accounts and have copies available to members who request it. In addition if any three (3) members of the Board desire to, they may call for a financial audit.

V.5-d Emergency General Membership Meetings

If at any time, a petition signed by at least twenty (20) percent of the Club Members calls for an Emergency General Membership Meeting (EGMM), the Board shall call such a meeting within two weeks of reception of the petition, and the Club Members shall be immediately notified of its date, as well as the reason - as stated on the petition - of the EGMM. Quorum for this EGMM shall be the same as for a regular General Membership Meeting.

Reasons for an Emergency General Membership Meeting shall include, but not be limited to inappropriate behavior of the Board or the Board Members, drafting of inappropriate or unconstitutional Bylaws by the Board, and failure of the Board to comply with its duties as enacted in the Constitution.

The business conducted at the Emergency General Membership Meeting shall exclusively focus on the items listed on the petition.

All decisions taken at a EGMM shall be made by a majority vote of fifty (50) percent of the Club Members present at the meeting. The Board shall comply at once with any of the decisions made at the EGMM, that may override decision previously taken by the Board.

V.5 Selection of volunteers for operational tasks

Any Club Member or Club User may volunteer his/her help for the daily operational management of the Club.

Any position that may be considered as a position representing officially the Club shall be filled by appointment from the Board. Such positions include, but are not limited to, teachers, deejays of Practicas or Milongas, organizers of festivals, workshops or similar

events; and any position requiring contacting individuals outside the Club with the intent of contracting their services on behalf of the Club.

VI. Finances and contracts

VI.1 Banking operations

The Student Organization and Accounts Services (SOAS) office shall be the sole and exclusive banking partner of the Club. The Club shall not seek financial services of any kind outside SOAS.

VI.2 Money handling

Monies collected at Club Events shall be deposited in the SOAS account (in person, or by using the drop-box facilities at the Michigan Union) within the proper time-frame mandated by the SOAS policies and procedures, and at most within three (3) days of their collection.

Any type of financial transaction occurring between the Club and an individual or a corporation (such as payment of fees, dues, reimbursement of Club-related personal expenses etc.) shall be recorded on duplicate receipts, which shall clearly indicate the nature and date of the transaction, the name of the beneficiary of the transaction as well as the name of the Club representative issuing the receipt. These receipts shall be properly archived for possible audit.

The collection of registration fees and membership dues shall be made under the simultaneous supervision of the Treasurer (who shall collect and deposit the corresponding monies immediately) and the Registration Officer (who shall analyze the registration receipts to update Registration and Membership Lists and provide an independent assessment of the amount of money that corresponds to the receipts).

VI.3 Contracts

A written contract shall be established between the Club and any individual or corporation providing paid, professional services, such

as teaching or deejaying at a festival. The contract shall mention the type of service being provided, the financial compensation offered for this service, as well as any other relevant information, such as statements from the contracted individuals regarding their legal ability to work in the USA.

Payment of professional services shall be exclusively made according to the Student Organization and Accounts Services (SOAS) guidelines and formal procedures.

VII. Bylaws, Rules and Code of Regulation

Club Members and Club Users shall abide by the published, written policies of the Club as collected in the Code of Regulations. Club Members and Club Users shall abide by the Rules of the Michigan Unions, which host most of the Club Events. The Board shall add, change, delete, publish, update, distribute and otherwise maintain the Code of Regulations and Bylaws. All additions, deletions and modifications to the Code of Regulations and the Bylaws shall be agreed to by the Board, made in writing, dated and published.

All who contract to the Club shall agree to the Code of Regulations, Bylaws, and this Constitution. Violators may be penalized. The nature of the penalty shall be determined by a majority vote of five (5) Board Members at a Board Meeting. Penalties shall include the Member or User being temporarily or permanently barred from Club Events, and revocation of Club Membership without refund of dues.

VIII. Amendments to the Constitution

Any Club Member may submit to the Board an amendment to the Constitution. If this amendment is sponsored by three (3) Board Members, this amendment shall be publicly discussed (and only discussed) at the first General Membership Meeting following the request. Then a ratification vote shall be sought during the second General Membership Meeting following the amendment request.

Amendments shall be ratified on the second General Membership Meeting following the request. A majority vote of two-thirds (2/3) of the Club Members present at the General Membership Meeting shall be required to ratify an amendment to the Constitution.