

# ZUVAA AFRO-CARIBBEAN DANCERS

## Student Organization Constitution

### ARTICLE I. NAME OF ORGANIZATION

Zuvaa Afro-Caribbean Dancers

### ARTICLE II. ORGANIZATION PURPOSE

The purpose of Zuvaa Afro-Caribbean dancers is to bring light and expression to Afro-Caribbean culture and history on campus through the medium of dance.

### ARTICLE III. UNIVERSITY REGULATIONS

#### **Section A. Harassment and Discrimination, including Sexual Misconduct**

Zuvaa Afro-Caribbean Dancers agrees that it will not engage in sexual misconduct nor any harassment or discrimination based on age, ancestry, color, disability, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, race, religion, sex, sexual orientation, protected veteran status or any other basis in accordance with the Student Organization Registration Guidelines.

#### **Section B. Hazing**

Zuvaa Afro-Caribbean Dancers agrees to maintain a zero-tolerance policy for hazing, in compliance with Ohio State University and Collins' Law. All members must conduct themselves in a manner that supports an environment free from hazing. Hazing includes any activity, regardless of consent, that causes or creates a substantial risk of physical, mental, or emotional harm or humiliation to any individual as part of membership or affiliation with the student organization. If found responsible for hazing, members and/or the organization may face disciplinary actions.

#### **Section C. Bylaws**

Zuvaa Afro-Caribbean Dancers retains the right to maintain separate bylaws to outline the day-to-day operations of the organization and to clarify policies and procedures otherwise not included in the previous articles. Bylaws and/or other guiding documents may not take precedence over the requirements set forth by local, state, and federal laws, The Ohio State University's regulations, policies, and procedures, and the Council on Student Affairs (CSA) Student Organization Registration Guidelines. Organizations may make amendments and changes to the bylaws without consulting the Ohio Union & Student Activities department, and changes to the bylaws do not require approval. All elements of organizational bylaws shall be consistent with the organization's currently approved constitution on file and CSA constitution requirements.

### ARTICLE IV. MEMBERSHIP

#### **Section A. Membership Eligibility**

Everyone is welcome to audition. Auditions are held at the beginning of each semester.

## **Section B. Member Selection**

The Executive Board holds auditions at the beginning of each semester. They learn a dance in a short amount of time, and they have 2 tries to perform the dance they learned. Through that audition process, it is determined whether they make the team. If they make it on the team, they receive an email. And they must pay dues, which are \$20. That goes towards outfits and team bonding activities.

Members seeking to hold an executive position must complete an application, and elections will be held in the spring of each year. The executive board determines the selection with a ruling of majority vote. Members who wish to run for president must have been on the team for at least a year and have maintained exemplary attendance.

## **Section C. Membership Timeline**

1-2 weeks into the fall and spring semester, auditions are held. Depending on how auditions go, it is determined by the Executive Board if you make it onto the team for the semester or school year.

## **Section D. Member Removal**

A member may be removed from the Organization for disorderly conduct, including but not limited to disrespectful behavior, disruption during events or practices, repeated unexcused absences, or failure to fulfill membership obligations. No member shall be removed for personal or discriminatory reasons.

1. Initiation of Removal
  - Any member or officer may submit a written concern regarding a member's conduct to the Executive Board.
  - The Executive Board will review the concern and determine whether sufficient grounds exist to proceed with a removal hearing.
2. Notification and hearing
  - The member in question shall be notified in writing of the alleged conduct and allowed to respond or present their perspective before any decision is made.
  - The advisor shall be consulted before final action to ensure fairness and compliance with university policy.
3. Decision and Voting
  - Following the discussion, the Executive Board will vote on the member's removal.
  - A 2/3 majority vote of the Executive Board is required to approve removal.
4. Post-Removal Actions
  - If removal is approved, the member will be dismissed from the Organization, removed from all group chats, and will no longer receive updates regarding practices, performances, or events.

## **ARTICLE V. ADVISOR**

### **Section A. Advisor Duties and Responsibilities**

The student organization advisor shall serve as a resource person providing advisory support to officers and members and may not vote or hold office in the organization.

### **Section B. Advisor Term**

The advisor can serve for as long as possible. For as long as their passion continues to burn for dance.

### **Section C. Advisor Selection**

The Advisor shall be selected based on their passion for dance as a form of expression and their commitment to promoting Afro dance across the African Diaspora.

1. Identification of Candidates
  - The Executive Board shall identify potential advisor candidates who meet the qualifications.
  - Candidates may be recommended by officers, members, or the current advisor (if applicable).
2. Selection Process
  - The Executive Board shall review candidates and conduct interviews or meetings as necessary.
  - Following review, the Executive Board shall vote to confirm the advisor. A 2/3 majority vote of the Executive Board is required for approval.
3. Confirmation
  - Once approved, the candidate must accept the role in writing. The advisor will serve in accordance with the responsibilities outlined in the Constitution.

### **Section D. Advisor Replacement**

In the event of an advisor's resignation, removal, or inability to serve:

1. Notification
  - The departing advisor must provide written notice to the Executive Board as soon as possible. The notice should include the effective date of departure and any recommendation for a successor, if applicable.
2. Interim Advisor
  - The Executive Board may appoint an interim advisor to serve until a permanent replacement is selected.
3. Replacement Process
  - The Executive Board shall follow the same process outlined in Section C for identifying, reviewing, and voting on a new advisor.
  - A 2/3 majority vote of the Executive Board is required to approve the new advisor.
4. Transition of Responsibilities
  - The departing advisor shall work with the Executive Board and the incoming advisor to ensure a smooth transition of all organizational responsibilities, records, and communications.

## **ARTICLE VI. ORGANIZATION LEADERSHIP**

### **Section A. Officer Positions**

**President:** The duty of the President is to oversee all activities of the team, which includes but is not limited to membership and participation, all choreographies created by Executive Board members and general members, performances, collaborative events, fundraising events, team bonding and social outings, outstanding member recognition/ambassador selection, etc. The president will preside over all E-board meetings and team practices, and schedule practice times and locations. They are responsible for resolving any issues within the team and assessing every member's performance and attendance. In addition, they are responsible for maintaining a relationship with the advisor and communicating all new information with them. The president completes annual OSU trainings (required) at the beginning of the semester and must have been a member of Zuva for at least 1 year prior to holding this position.

**Vice President:** The duty of the vice-president is to aid the president and act as a right-handman per the president's scope of duty and request. The vice president oversees all activities of the team and preside over meetings in absence of the president. They are responsible of briefing the team on new information before and after practices. They work closely with the president to make final executive decisions and assist the rest of the officers when needed.

**\*Note:** Choreography and music selection is not solely dictated by the president and the vice president. Members are encouraged to assist and collaborate with the president and vice president.

**Treasurer:** The duty of the treasurer is to organize, collect and maintain records of membership dues and funds received. They are responsible for Zuvaa's bank accounts,

CashApp/Zelle/Venmo and other platforms. They submit operating and programming funds requests, fill out a vendor form, create an audit per every paid event and service, and organize fundraising events alongside the Events Coordinator. They also purchase the team's uniforms and other materials. The treasurer must attend and complete annual asynchronous training at the beginning of the semester (required) and seek guidance from previous treasurer, current president and vice-president.

**Secretary:** The duty of the secretary is to keep records of all Executive board meetings as well as member information and attendance in our Google drive. They are responsible of sending emails to all the students who auditioned whether they were accepted, denied, or waitlisted. The secretary is also responsible of regularly checking emails and inform the President of any requests before responding to them. Whoever maintains this position must make sure all important emails are followed up with a response and must take notes of all collaborative events with their dates/time/location. In addition, the secretary alongside with the President must maintain a relationship with the advisor.

**Marketing Chair (2):** The marketing chairs are responsible for maintaining the group's social media presence on all platforms and come up with creative content creation ideas. They also work with Treasurer to help promote fundraising events and work with Events Coordinator to help promote events and workshops. In addition, they are responsible of recording all new choreographies taught in practices and post it to our YouTube channel (unlisted). They also record audition videos and save it in our Google Drive. They must understand that audition videos **CANNOT** at any point be released to any of the general members. They are responsible of making weekly flyers which will include information regarding practice time/location and all-important announcements. Whoever holds this position must regularly check all DMs and inform the president/vice-president before responding to any requests.

**Events Coordinator-**The Events Coordinator is responsible for keeping an organized record of all Zuvaa's performances and other collaborative events in our Google calendar. They will have to work with the Secretary to make sure they are up to date with updating the Google calendar. They are responsible for drafting creative events such as workshops and reaching out to any organizations to collaborate. They also work with the Treasurer to organize fundraising events. They create polls in GroupMe to get a headcount of how many people can participate in a particular event and report it to the Executive Board. Alongside the rest of the E-board, they must announce any upcoming events to the group during practices.

## **Section B. Officer Eligibility**

Someone who wants to be an officer for the team must have been a member for a year and maintain exemplary attendance.

## **Section C. Officer Selection Process**

Members seeking to hold an executive position must complete an application, and elections will be held in the spring each year. The executive board determines the selection with a ruling of majority vote. Members who wish to run for president must have been on the team for at least a year and have maintained exemplary attendance (>80%).

## **Section D. Officer Removal**

An officer may be removed for conduct detrimental to the Organization, violation of the Student Code of Conduct, neglect of officer duties, or repeated failure to fulfill responsibilities. No officer shall be removed for personal or arbitrary reasons.

1. **Initiation** – Any member may submit a written concern to the Executive Board. The Executive Board will review the concern and determine if removal proceedings are warranted.
2. **Notification** – The officer in question will be notified in writing and allowed to respond. The advisor shall be consulted.
3. **Decision** – The Executive Board will vote on removal. A **two-thirds (2/3) majority** is required for approval.
4. **Post-Removal** – If approved, the officer relinquishes all responsibilities and is removed from organizational communications.

## **ARTICLE VII. ORGANIZATION DISSOLUTION**

### **Section A. Dissolution Requirements**

The Organization may be dissolved if it is determined that the group can no longer be able to fulfill its mission or maintain active membership. A proposal for dissolution may be initiated by either:

1. 2/3 vote of the Executive Board or
2. A petition signed by at least 1/3 of the active membership.

### **Section B. Dissolution Procedures, including Assets and Debts**

1. **Responsibility**  
The Executive Board, in consultation with the Organization's advisor, shall be responsible for carrying out all actions required for dissolution, including settling debts, distributing assets, and submitting records.
2. **Debts**  
Before dissolution, all outstanding debts and liabilities of the Organization shall be resolved. Under no circumstances may debts be left to The Ohio State University or its entities.
3. **Assets**  
After all debts have been satisfied, any remaining assets shall be disposed of in the following order:
  - Transferred to a student organization with a similar mission, as approved by a majority vote of remaining members, or

- Donated to a nonprofit organization consistent with the mission of the Organization, as approved by a majority vote of remaining members, or
- Returned to the Office of Student Life for appropriate disposition if no suitable recipient is designated.

#### 4. **Records**

All organizational records, including financial, membership, and meeting minutes, shall be submitted to the Office of Student Life upon dissolution.

## **ARTICLE VIII. CONSTITUTIONAL AMENDMENTS**

### **Section A. Amendment Process**

#### Section 1. Proposal of Amendments

Amendments to this Constitution may be proposed by:

1. A 2/3 vote of the Executive Board.
2. A petition signed by at least 1/3 of the active membership.

#### Section 2. Notice of Amendments

All proposed amendments must be distributed in writing (email or other official communication) to the membership at least 2 weeks prior to the meeting at which the vote will take place.

#### Section 3. Approval of Amendments

Amendments require approval by 2/3 majority vote of active members present at a duly called meeting.

#### Section 4. Compliance

All amendments must remain in compliance with the rules and policies of The Ohio State University and the Office of Student Life. Any amendment conflicting with university policy will be considered null and void.