**Argentine Tango Club at the Ohio State University**

**Constitution**

**PREAMBLE**

We believe that a group of college students and all other persons interested in the teaching and practice of Argentine Tango should organize for mutual benefit, thus, we hereby establish a student organization for the promotion of the tango community, which shall be known as Argentine Tango Club at the Ohio State University (or Tango at Ohio State).

**ARTICLE I**

**Mission**

**SECTION 1**

The mission of The club shall be:

1. To foster the study and exploration of dance at The Ohio State University and throughout Central Ohio;
2. To develop strong foundations through the practice of Argentine Tango and more exact knowledge and definition of the principles of dancing;
3. To improve the methods and techniques of dance by active member participation;
4. To develop better cultural understanding and appreciation of international dance;
5. To promote firm friendships, kind feelings, and good relations;
6. To provide leadership roles for all active members to pursue;
7. To actively recruit new members and grow the “Tango Community;”
8. To serve the community through participation in charitable organizations;
9. To keep permanent and public record of all organization information and actions;
10. To secure finances for the support of all activities;

**SECTION 2**

Non-Discrimination Policy

"This organization does not discriminate on the basis of 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 bases under the law, in its activities, programs, admission, and employment."

ARTICLE II

Membership

**SECTION 1**

Membership shall be open to all individuals with an interest in Argentine Tango who meet the qualifications for membership, as stated in Article 2, Section 2. The majority of the membership will consist of students of The Ohio State University.

**SECTION 2**

Prospective Membership

Any individual considered for membership shall become a Prospective Member of The club. The process for consideration as a Prospective Member is as follows:

* + - 1. To become a Prospective Member:
         1. Contact club student leadership to announce interest in writing
         2. Attend at minimum one lesson and sign attendance roster
         3. Express interest in Argentine Tango
         4. Sign up for mailing list
         5. Pay dues
      2. A Prospective Member must:
         1. Attend at minimum ten (10) lessons per academic year during prospective status.
         2. Attend at minimum two (2) events hosted by The club.
    1. These events can include:

Social Events

Executive Board Meetings

Special Milongas

Fundraisers

Charity Events

Other Events

* + 1. These events cannot include:

Club Lessons

Club Práctica

Weekly Milongas

1. Attend an orientation before becoming a regular active member

**SECTION 3**

Active Membership

Upon approval, any Prospective Member shall become an Active Member of the club. The process for approval to become an Active Member is as follows:

* + - 1. All Prospective Member requirements must be met
      2. To maintain Active Member status:
         1. Pay dues on time
         2. Attend eight (8) lessons per semester
         3. Attend at minimum one (1) other event

These events can include:

Social Events

Executive Board Meetings

Special Milongas

Fundraisers

Charity Events

Other Events

These events cannot include:

Club Lessons

Club Práctica

Weekly Milongas

**SECTION 4**

Inactive Membership

If an Active Member does not meet membership requirements during a given semester, then they will be placed under Inactive Member status until Active Member requirements are met. If a member remains in Inactive Member status for one (1) full calendar year, he or she must complete Prospective Member requirements to achieve Active Member status.

**SECTION 5**

Probation

Any member whose actions are deemed as detrimental to the organization will be subject to a hearing to be held in front of the executive board. Only Executive Board members may bring forth accusations upon said member and the final verdict will be determined through a voting process. Each officer position carries with it one (1) vote and the position of president holds two (2) votes. A count of five (5) votes must be achieved for a suspension of an irresponsible member from the organization. Said member may reapply for admission into the organization one (1) full calendar year after a guilty verdict is reached. Records of this suspension will be kept for future executive boards. Said member must sit before the executive board and provide convincing evidence that he/she is fit to rejoin the organization. The same voting structure that occurred in the dismissal suit will be applied. If voted back into the organization, and any additional detrimental conduct suits are brought against said member, he/she will be banned from all club relations during their undergraduate or graduate tenure at Ohio State.

ARTICLE III

Executive Board

**SECTION 1**

For educational and leadership development reasons, The club shall be student led, and student ran.

**SECTION 2**

The Executive Board Offices and the chain of command shall be the President, Vice President, Treasurer, Dance Officer, Social Events Officer, Marketing Officer, Fundraising Officer, and Philanthropy Officer.

**SECTION 3**

The Executive Board Officers shall be elected in the spring of each academic year to serve through the spring of the following academic year. The faculty advisor shall be chosen as provided in Article V.

**SECTION 4**

The Executive Board shall meet on a reoccurring basis to decide on any and all actions The club will take. The process for making decisions will be of parliamentary procedure as dictated by the President. To pass any action, there must be a call to vote by the President, then a majority vote among the Officers of the Executive Board, then final approval by the President. The Vice President, Treasurer, Marketing Officer, Social Events Officer, Fundraising Officer, and Philanthropy Officer each receive one (1) vote on a given decision. The President shall be a non-voting member except in the case of a tie, during which the President shall receive one (1) vote to break the tie. In the event of the absence of any Executive Board Officer during a call to vote, their vote shall be omitted from the decision. An Officer, if he or she chooses so, may abstain from voting during any call to vote. This procedure does not apply in any case in which there is consideration to change the Constitution of The club, a vote to expel an Officer, a vote to put a member on probation, or a vote to remove a member of The club - these voting procedures are described in detail in the other Articles of this Constitution.

**SECTION 5**

All Executive Board Officers shall be elected through the nominations and elections process. The nominations and election must be announced at minimum fourteen (14) days prior to the start of the election. The nominations and elections process is as follows:

1. Nominations Process
   1. Any Active Member can make nominations, to include self-nominations.
   2. Only Active Members may be nominated.
   3. A nominated Active Member must accept/deny his or her nomination for election.
      1. Nomination must be accepted at least 24 hours before elections begin to be on the ballot.
      2. Any nomination that is not accepted or denied at least 24 hours before elections begin will not be placed on the ballot.
   4. Nominations must be made in person or in writing to the Executive Board at minimum seven (7) days before the election begins.
   5. An Active Member can accept nomination for up to three (3) Officer positions.
2. Elections Process
   1. The election shall be a two-part system consisting of in-person secret ballots and absentee secret ballots.
   2. In-person Election Ballots
      1. The President and Vice President will collect one (1) ballot from each Active Member present at the election.
         1. The President will provide the Official Collection Hat and will be the keeper of the Collection Hat between election periods.
      2. The election will be held at the start of the second lesson of the selected Saturday lesson.
      3. To maintain confidentiality, ballots will be folded before being dropped into the Collection Hat.
      4. Ballots will be counted in a separate room from the members after all Active Members present at the election submit his or her ballot.
   3. Absentee Election Ballots
      1. The Executive Board will create an absentee balloting system to allow Active Members not present at the In-person election to have their votes counted.
      2. The absentee voting period will be three (3) days long, starting the first Sunday after the in-person election and ending on the Tuesday of that same week.
   4. Each Active Member receives one (1) vote total for each Officer position on the ballot.
   5. Ballot Counting
      1. The President, Vice President, and Advisor will count each Ballot the first Wednesday after the absentee ballot period ends and report the results to the entire organization that same day.
      2. The ballots will be counted in order of the chain of command
   6. A nominated Active Member shall win an election by popular vote (the Active Member with the most votes wins).
      1. A nominated member can only win one Officer position.
      2. If a nominated member wins a position, they are no longer considered during subsequent ballot counts for the remaining positions.
3. If in a special circumstance an Officer position of the Executive Board is unfulfilled, the presiding Officer of The club may call a special election, so long that the special election follows the nomination and election process as close as possible permitted by the special circumstance.
   1. Any deviation from the nomination and election process must be supported to a reasonable degree, so as to satisfy the Executive Board. Reasons must be explained to the Executive Board, if requested so by any Officer.

**SECTION 6**

All elected Officers are required to maintain a minimum GPA of 2.0 for undergraduate students or 3.0 for graduate students.

**SECTION 7**

Any board member or other elected officer who fails to fulfill the terms of office or to serve in the following capacity may be removed.

1. All officers require attendance to all Executive Board meetings.
2. 24-hour notice via email is required for last minute changes in plans that do not allow for attendance. An example could be a change in transportation accommodations that does not allow you to return to the campus area on time.
3. Notification of absence due to emergencies such as car failure made in less time than 24 hours will be accepted, yet noted for future consideration.
4. All other prior set engagements that will interfere with club Executive Board meetings will be made aware of to the President at time of arrangement of said engagements to allow for maximum time to complete responsibilities.
5. Employment obligations, course preparation and course schedule must not interfere with attendance to Executive Board meetings and will not be accepted as a valid reason for truancy.
6. Truancy from three (3) Executive Board meetings without notification will be brought before the Executive Board for an expulsion vote.
7. Responsibilities of all positions must be upheld throughout the entire term as an Officer of The club.
8. First and second offences of negligence of responsibilities will be discussed on private terms between the President and the Officer.
9. The third offence of negligence of responsibilities will be brought before the Officer in question during an Executive Board Meeting for assessment.
10. The fourth offence of negligence of responsibilities will be brought before the Executive Board for an expulsion vote.
11. Ad hoc assignments will be treated on equal terms with position responsibilities and must be accomplished on time. Failure to accomplish them will be noted and repeat negligence will be discussed on personal terms and may be brought before the officer board for assessment.
12. For expulsion votes brought before the Executive Board, each officer position carries with it one (1) vote and the position of President holds two (2) votes. A count of five (5) votes must be achieved for an expulsion of a negligent officer from the club Executive Board.

ARTICLE IV

Duties of the Executive Board

**SECTION 1**

The President’s duties shall be to preside over Executive Board meetings, schedule all executive functions, schedule lessons and events as necessary, file necessary paperwork to remain a student organization, set direction for The club by establishing goals, be an active participant in all activities performed by the chapter, and to mentor and ensure all Officers are performing their required duties. The President shall serve as the primary liaison to businesses, community groups, government, student organizations, and other affiliate groups of the university. The President shall work with the Vice President to ensure all records are complete and up to date, as well as to ensure all incoming communications are forwarded to the proper channels. Additionally, the President shall assist in any other Executive Board duties as necessary.

**SECTION 2**

The Vice President duties shall be to act as President in the absence of elected President, create and maintain the master calendar of The club, prepare meeting minutes and share with Executive Board, be responsible for regular communication to the organization, work with the President to ensure all records are complete and up to date, work with the President to ensure all incoming communications are forwarded to the proper channels, serve as records keeper, and assist in any other Executive Board duties as necessary.

**SECTION 3**

The Treasurer’s duties shall be to prepare annual budgets and oversee all transactions, collect dues from all members, perform operational and activity audits for the university, manage club banking accounts and financial documentation, prepare a complete accounting ledger of all club financial activity, submit budget analysis reports as requested by the Executive Board, and assist in any other Executive Board duties as necessary.

**SECTION 4**

The Dance Officer’s duties shall be to coordinate instructors to attend and teach the scheduled lessons, create lesson plans with the instructor, regiment lesson plan, record member opinions of lessons, evaluate quality of dance within the organization as a whole, ensure members are aware of etiquette with regard to Argentine Tango, and assist in any other Executive Board duties as necessary.

**SECTION 5**

The Social Events Officer’s duties shall be to handle membership recruitment including processing membership applications, contacting Prospective Members, updating the membership status list, keeping the membership status list current, and answering all questions concerning membership. The Social Events Officer shall also plan and host social events, specialty milongas, official social gatherings, workshops, recruitment events, and any other events within the scope of responsibility. Additionally, the Social Events Officer shall assist in any other Executive Board duties as necessary.

**SECTION 6**

The Marketing Officer’s duties shall be to prepare a promotional strategy for the club, plan and conduct marketing strategies for the first week of Autumn Semester of each academic year, produce and distribute media for the purposes of marketing events and recruitment, create value for the club through branding and advertising, instruct and guide the Executive Board on successful marketing techniques, ensuring the official website of the club and the official Facebook of the club are current, sending out a weekly email, and prepare press releases for local media, notify the media of any big events put on by the club, and assist in any other Executive Board duties as necessary.

**SECTION 7**

The Fundraising Officer’s duties shall be to plan and coordinate all fundraisers for the promotion and financial benefit of the club operations, initiate fundraising events, gather volunteers for fundraising, work with the Social Events Officer to create combined social and fundraising events, work with the Treasurer to allocate sufficient funds, coordinate the food and drinks provided at weekly events, actively seek opportunities to generate funds for the organization (drink and drowns, raffles, Schott cleanups, etc.), and assist in any other Executive Board duties as necessary.

**SECTION 8**

The Philanthropy Officer’s duties shall be to coordinate volunteer opportunities, gather volunteers for philanthropy projects and events, liaison with nonprofit organizations, promote community involvement through the club, and communicate the status of current philanthropy commitments to the organization, and assist in any other Executive Board duties as necessary.

ARTICLE V

Faculty Advisor

**SECTION 1**

In conjunction with and approved by The Ohio State University, the President shall appoint a faculty advisor who will assist the club.

**SECTION 2**

The advisor will serve for at least one (1) full school year, shall attend the Executive Board meetings of the club at minimum once per Semester, and shall advise the group on matters under consideration.

**SECTION 3**

The faculty advisor shall be responsible for approving required documentation as designated by university.

**SECTION 4**

Additional faculty members may be asked to join the appointed faculty advisor whenever tasks involved make it feasible to have additional faculty representation.

ARTICLE VI

Committees

**SECTION 1**

There shall be the following executive committee: The Executive Board.

**SECTION 2**

There shall be the following standing committees: The Executive Board, the Marketing Committee, the Fundraising Committee, the Philanthropy Committee, Social Events Committee.

**SECTION 3**

The Executive Board shall appoint any other committees as deemed necessary.

ARTICLE VII

Records

**SECTION 1**

The records of the club shall consist of a minute book, membership records, and financial records, as well as any other such records as deemed necessary.

ARTICLE VIII

Methods of Dissolution

**SECTION 1**

Under the circumstances that the club must cease operation, the liquid assets of the organizations shall be donated to the Department of Dance within The Ohio State University. Possession of material items, such as banner, logo clothing, and copies of resume books shall be transferred to the Department of Dance.

ARTICLE IX

Bylaws and Amendment

**SECTION 1**

The constitution, together with the bylaws, shall constitute the operating basis of the club.

**SECTION 2**

The constitution may be amended by unanimous consensus of the whole Executive Board and a majority vote of the members present during any meeting, with proper notification having been given to the entire membership.

**SECTION 3**

Bylaws may be added or amended during any Executive Board meeting by approval of either the President or Vice President combined with a majority vote of the members present, with proper notification having been given to the entire membership.

BYLAWS

**NUMBER 1**

The club membership dues shall be $40 for one year and $20 for one Semester. Members must pay an additional lesson fee in order to pay for the operations costs of regular lessons. Any revisions to the dues schedule shall be approved by vote of not less than six (6) out of nine (9) of the members of the Executive Board, and shall be communicated to the membership not less than 30 days before becoming effective. Dues shall be paid to the Treasurer, whose responsibility will be to hold club dues.

**NUMBER 2**

A copy of the constitution of the club shall be provided for each member of the Executive Board. The constitution will be reviewed annually to ensure that it is keeping with the needs and activities of the club.

**NUMBER 3**

The President shall consult with the Executive Board to determine the number, location, and times of meetings. Notice of all such meetings shall be posted or sent in writing to all members not less than three (3) days in advance of the date set for the meeting.

Date ratified by the club: \_\_\_\_\_\_\_ March 23rd, 2020\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Ratified by:

\_\_\_\_\_Mackenzie Jones\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed name of President

\_\_\_\_\_\_\_\_\_\_\_\_\_ Mackenzie Jones \_\_\_\_\_\_\_\_\_\_\_\_ March 23rd, 2020

Signature of President Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Rowan Mclachlan \_\_\_\_\_\_\_\_\_\_

Printed name of the Vice President

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Rowan Mclachlan \_\_\_\_\_\_\_\_\_\_ March 23rd, 2020

Signature of the Vice President Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Laura Neese \_\_\_\_\_\_\_\_\_\_

Printed name of the Treasurer

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Laura Neese \_\_\_\_\_\_\_\_\_ March 23rd, 2020

Signature of the Treasurer Date