**Constitution and Bylaws of DanceSport at The Ohio State University**

# Article I

## Name

1. The name of this organization is DanceSport at The Ohio State University. The organization will be referred to as “DanceSport at OSU” throughout this document.

## Purpose

1. The purpose of this organization is to teach, practice, and promote both competitive and social ballroom dancing at The Ohio State University (OSU).

## Nondiscrimination Policy

1. DanceSport at OSU 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.
2. As a student organization at The Ohio State University, Dancesport at OSU expects its members to conduct themselves in a manner that maintains an environment free from sexual misconduct. All members are responsible for adhering to University Policy 1.15, which can be found here: https://hr.osu.edu/public/documents/policy/policy115.pdf. If you or someone you know has been sexually harassed or assaulted, you may find the appropriate resources at http://titleIX.osu.edu or by contacting the Ohio State Title IX Coordinator at titleIX@osu.edu.

# Article II

## Membership

1. To be considered active, members must pay dues and be regularly involved in the club.
2. All dues must be paid before members will be permitted to compete at any competitions under the team name.
3. Members cannot accept money for personal gain while competing under the team name.
   1. If a person accepts money in this case, it is their responsibility to research the rules and regulations, to compete at their own risk, and to organize their own registration. They must compete independently of the team.
4. All members will abide by The Ohio State University Code of Student Conduct, as well as Dancesport at OSU’s Member Code of Conduct.

# Article III

## Executive Board

The Executive Board of DanceSport at OSU is charged with making organizational decisions, providing competent leadership to the organization, and enforcing the constitution.

The Executive Board will consist of six officers: Competition President, Social President, Competition Vice President, Social Vice President, Treasurer, and Secretary.

### Eligibility and Restrictions

* 1. To be eligible for a position on the Executive Board, members must:
     1. Be a student at The Ohio State University at both their time of election and throughout their entire term; and
     2. Be active and in good standing with the club, and have been active for at least two prior semesters;
  2. Otherwise eligible members:
     1. May not hold more than one position for the same term;
     2. May not hold office for more than 3 years;
     3. May not run for Competition or Social President without 1 year of previous experience as an Officer; and
     4. May not run for Competition President or Competition Vice President without competition experience.
  3. Waiving of requirements
     1. Should no eligible person with one year of experience as an Officer be available or willing to run for Competition or Social President, one year of experience as a Director may be accepted.
     2. Should no eligible persons be available or willing, all requirements with the exception of that outlined in Article III.1.a.i may be waived by a ⅔ majority vote of the current Executive Board.

### Terms

* 1. Officers will hold one-year terms from May 1st – April 30th.

### Duties of Individual Officers:

#### Competition President

* + 1. Acts as the official representative of the DanceSport at OSU in competition matters;
    2. Works with the Executive Board to achieve overall competition objectives;
    3. Networks and maintains favorable relationships with other collegiate ballroom teams;
    4. Acts as secondary trustee of DanceSport at OSU funds;
    5. Performs the Treasurer’s duties if they are unavailable, resign, or are impeached. In the case of resignation or impeachment, this will be until such a time as the Treasurer is replaced;
    6. Performs the Competition Vice President’s duties if they are unavailable, resign, or are impeached. In the case of resignation or impeachment, this will be until such a time as the Competition Vice President is replaced;
    7. May use the team debit card; and
    8. Acts as primary liaison to the RPAC.

#### Social President

* + 1. Acts as the official representative of Dancesport at OSU in social matters;
    2. Works with the Executive Board to achieve overall club objectives;
    3. Acts as liaison to the Faculty Advisor;
    4. May use the team debit card;
    5. Performs the Secretary’s duties if they are unavailable, resign, or are impeached. In the case of resignation or impeachment, this will be until such a time as the Secretary is replaced; and
    6. Performs the Social Vice President’s duties if they are unavailable, resign, or are impeached. In the case of resignation or impeachment, this will be until such a time as the Competition Vice President is replaced.

#### Competition Vice President

* + 1. Performs the Competition President’s duties if they are unavailable, resign, or are impeached;
    2. Acts as head of competitions;
    3. Consults the Presidents to choose team competitions for the year;
    4. Organizes registration, travel, and accommodations for all team competitions;
    5. Collects necessary information regarding competition logistics from members;
    6. Sets deadlines for submission of intent to attend team competitions;
    7. With the Competition President, verifies that members are eligible to compete;
    8. Attends all team competitions, unless absence is approved by the Competition President, in which case another Officer must be designated to fill role; and
    9. Coordinates the OSU DanceSport Classic.

#### Social Vice President

* + 1. Performs the Social President’s duties if they are unavailable, resigns, or is impeached;
    2. Strives to include members in all aspects of DanceSport at OSU;
    3. Consults the Presidents to choose social events for the year;
    4. Organizes travel and logistics for all social events;
    5. Collects necessary information regarding social logistics from members;
    6. Works with Treasurer to determine possible events and discounts;
    7. Oversees the Director of Socials and Service and the Director of Public Relations and Outreach when positions are filled.

#### Treasurer

* + 1. Ensures financial transactions are in compliance with the Competitive Sports Office;
    2. Completes Competitive Sports Office audits as required;
    3. Develops and presents yearly budget to Executive Board;
    4. Determines semester dues in collaboration with Executive Board;
    5. Collects semester dues from members;
    6. Collects competition fees from members of the DanceSport at OSU prior to each competition;
    7. Writes and signs checks for team payments;
    8. May use team debit card;
    9. May write funding requests on behalf of the DanceSport at OSU;
    10. Submits requests for Union Programming and Operating Funds;
    11. Will reimburse members for items approved by the Executive Board upon proof of purchase;
    12. Submits and documents check deposits within 30 days of receipt;
    13. Submits budget to RPAC;
    14. Manages and enforces the budget;
    15. Documents all expenditures and deposits;
    16. Manages the DanceSport at OSU Venmo account;
    17. Oversees the Director of Fundraising when the position is filled; and
    18. Is responsible for the cash box.

#### Secretary

* + 1. Takes Executive Board meeting attendance and meeting minutes;
    2. Keeps a current roster of DanceSport at OSU;
    3. Collects and maintains contact information for members of DanceSport at OSU;
    4. Informs Competition President of all members to be added to the email list for DanceSport at OSU;
    5. Maintains linktree or other platform for members to access online resources;
    6. Keeps the members of DanceSport at OSU informed of recent developments through oral announcements given at the end of every team class if the Presidents are not able to perform this function;
    7. Will be present at each class to take attendance, or has a suitable replacement in the case of an absence;
    8. Maintains a task list for the members of the Executive Board;
    9. Oversees the Director of Mentoring when the position is filled; and
    10. Ensures the public calendar is up-to-date.

### Joint Duties

#### Presidential Joint Duties:

* + 1. These duties are to be completed collaboratively by the Competition and Social Presidents, including;
       1. Maintain clear communication with the Executive Board and members of DanceSport at The Ohio State University;
       2. Act in compliance with the Competitive Sports Office of The Ohio State University Rec Sports, including submitting forms and club information in DoSportsEasy;
       3. Undergoes annual President’s training through the Sport Club Office;
       4. Secure home competition space;
       5. Hire or dismiss the professional team instructor(s) in accordance with Executive Board or member vote;
       6. Maintain ties with other collegiate ballroom organizations;
       7. Act as liaisons to professional team instructor(s);
       8. Oversee team operations and hold Executive Board members and Directors responsible for their duties;
       9. Schedule testing sessions, elections, and Executive Board meetings, and make room reservations.
       10. Keep the members of Buckeye Ballroom informed of recent developments through oral announcements given at the end of every team class
       11. Secure team practice space by submitting a request to the Competitive Sports Office in December;
       12. Communicate with the involved parties in the event of a violation of Dancesport at OSU Constitution, Bylaws, and policies and schedule related hearing if requested;
       13. Ensure that website content is accurate and report necessary updates to the Director of Public Relations and Outreach;
       14. Alternate in presiding over Executive Board meetings;
       15. Add to the email list all members of DanceSport at OSU Buckeye Ballroom;
       16. Oversees the Director of Merchandising when the position is filled; and
       17. Respond to emails and keep the members of DanceSport at OSU informed of recent developments.

#### Vice Presidential Joint Duties:

* + 1. These duties are to be completed collaboratively by the Competition and Social Vice Presidents, including;
       1. Organize a mock competition or similar preparatory event before the first competition of fall semester; and
       2. Plan Team Dinners for local competitions as necessary;

### Election of the Officers

* 1. Executive Board elections will be held in the spring semester of each year. The actual date of each election will be decided upon by the Presidents and announced at least two weeks prior to the election.

#### Candidates

* + 1. Candidates must notify the Social and Competition Presidents of their intention to run for office at least one week prior to elections.
    2. Candidates may run for up to two positions. If they are not selected for their first choice, they are eligible to win their second choice.
    3. Candidates must prepare a short speech to be presented at elections prior to voting.
    4. Candidates who are absent from elections may submit a video of their speech to the Presidents to be played prior to voting.
    5. All candidates may be required to answer questions from the general body on completion of their speech.

#### Voting

* + 1. All members of DanceSport at OSU are eligible to vote.
    2. Voting will be done by secret ballot.
    3. Voting will occur at a date, time, and place determined by the Presidents.
       1. Voting may occur online, in which case Candidates should still present speeches and members must still have the ability to question Candidates.
       2. If voting is in person, Candidate speeches should be filmed to be distributed to members requesting absentee ballots.
    4. Absentee ballots for in person voting will only be accepted for University excused absences, or at the Presidents’ discretion.
    5. Both online ballots and absentee ballots for in person voting must be submitted within 24 hours of elections.
    6. An unbiased third-party will count all votes, and in the case of online voting ensure that there are no technological issues or duplication of votes.
    7. If any member takes issue with the final count they may request a count validation performed by the Faculty Advisor. Such request and validation is to be done immediately after the contested vote.
    8. The member receiving the most votes will be offered the position.
    9. For an election to be valid, at least 50% of active members, hereafter referred to as a quorum, must have voted.
       1. In the case of less than 50% of active members voting, a runoff election will be held.
    10. Members must have the opportunity to abstain from voting for each position, in which case they will still be counted towards the quorum.
    11. In the case of a tie, there will be a runoff election for the contested position. Another round of speeches will be given by the Candidates, and members will be given another opportunity to question the Candidates.
        1. If there is a tie between two Candidates where one of the Candidates was elected for a different office, the other Candidate will receive the contested position.
        2. If after a runoff election there is still a tie, then the current Executive Board will vote on the contested position excluding any Officers who are running for that office. The candidate receiving a simple majority of votes will be offered the position.
    12. If only one Candidate is running for a position, voting will be done on a yes or no basis.
        1. If the majority of votes are in favor of the Candidate, they will receive the position.
        2. If the majority of votes are against the Candidate, a runoff election for the position in question will occur.
           1. All eligibility requirements except for those outlined in Article III.1.a.i will be waived.
           2. One week will be allowed for those now eligible to decide to run.
           3. One week after the original election, the runoff election will occur.
           4. New Candidates for this position must still make a speech, and members must have the ability to question them.
           5. The Candidate who originally ran uncontested may continue running.
           6. Whoever receives the most votes will be given the position.

### Limitations

* 1. The Executive Board may not:
     1. Assign partnerships for dancing.
     2. Place restrictions on levels and styles danced by members.
        1. The Executive Board is not responsible for any restrictions on levels and styles placed on competitors by competition rules. Members are responsible for following any rules set out by competitions.
        2. The Executive Board may assign dances for Team Match.
        3. Exceptions may be made for unsportsmanlike conduct.

### Executive Board Meetings

* 1. Executive Board meetings will be scheduled by the Presidents.
  2. Presidents will use reasonable efforts to select dates and times for meetings that permit attendance by all Officers whenever possible.
  3. Officers will receive at least one week notice prior to a meeting.
  4. Each Executive Board meeting is to be attended by the six Officers of the Executive Board.
  5. Should an Officer need to be absent from a meeting, they must inform the Presidents at least 24 hours before the meeting, if possible.

### Resignation, Impeachment, and Replacement of Officers

#### Resignation

* + 1. If any Officer or Director believes they are not able to successfully perform their duties, they may resign by notifying the Executive Board and do so without penalty.

#### Impeachment

* + 1. Any Officer may be impeached if they have:
       1. Failed to perform their duties effectively;
       2. Utilized the position to their personal advantage;
       3. Acted in a manner detrimental to the organization;
       4. Failed to honor voted decisions of the Executive Board or of the club at large;
       5. Failed to act in a professional manner;
       6. Represented The Ohio State University poorly; or
       7. Had two unexcused absences from Executive Board meetings.
    2. A motion of impeachment may be raised by any member of the Executive Board.
       1. A motion of impeachment raised by the Executive Board must be passed by a ⅔ majority vote of the Executive Board, not including the impeached person.
    3. A motion of impeachment is considered to have been raised by the general body if two formal complaints are made against a specific Officer by separate members of the club.
       1. A meeting open to all members will be called to discuss the issue.
       2. Notice will be given to the members that an impeachment meeting will be occurring at least one week before the meeting. There must be both an online notice and an oral notice, and an honest effort must be made to reach every member.
       3. The meeting will address the complaints made against the member, and discussion will be open to all members.
       4. A motion of impeachment raised by the general body must be passed by a ⅔ majority vote of the members (a quorum being present).
       5. Both the meeting and the voting may occur online. For online voting the form must remain open for at least 24 hours.
       6. Absentee ballots for in person voting on impeachment issues will only be accepted for University excused absences, or at the Presidents’ discretion, and must be submitted within 24 hours of the in person voting.
    4. If an Officer is impeached, they are permanently barred from holding office within DanceSport at OSU.

#### Replacement of Officers

* + 1. In the event of the resignation or impeachment of the Competition or Social President, their role will be assumed by their respective Vice President, and emergency elections will be held for the Vice President position.
    2. In the event of the resignation or impeachment of the Competition or Social Vice President, the Treasurer, or the Secretary, emergency elections will be held.
    3. If an emergency election is necessary, members will be notified of the need immediately, and all other procedures will be identical to that of a regular election.

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# Article IV

## Directors

The Directors of DanceSport at OSU are responsible for helping the Executive Board perform its duties.

There will be six established Director roles: the Director Public Relations and Outreach, the Director of Merchandising, the Director of Fundraising, the Director of Socials and Service, the Director of Mentoring, and the Director of Alumni Relations. Other temporary Directorships may be created as need dictates, and with ⅔ majority vote of the Executive Board. These Directorships must have a presiding Officer.

### Eligibility

* 1. The Candidate must have been a member of DanceSport at OSU for at least one semester.
  2. Members may not hold more than one position for the same term.
  3. Should no eligible person be available or willing, Director duties will be absorbed by the presiding Officers.

### Duties

* 1. Director of Socials and Service
     1. Assists the Social Vice President in planning and organizing social events; and
     2. Reports to the Social Vice President.
  2. Director of Fundraising
     1. Develops and oversees fundraising strategies/events;
     2. Works with the Director of Alumni Relations to facilitate the acquisition of donations from alumni; and
     3. Reports to the Treasurer.
  3. Director of Merchandising
     1. Organizes what clothing and additional goods will be purchased by the club;
     2. Oversees the design and purchasing of DanceSport at OSU merchandise;
     3. Facilitates group shoe orders if and when needed;
     4. Coordinates with the appropriate University Licensing groups as necessary; and
     5. Reports to the Presidents.
  4. Director of Public Relations and Outreach
     1. Works to increase team recognition;
     2. Ensures DanceSport at OSU members are positively representing the organization;
     3. Makes at least monthly updates to the website;
     4. Makes social media posts in compliance with Competitive Sports Office regulations;
     5. Actively engages the community through social media accounts; and
     6. Reports to the Social Vice President.
  5. Director of Mentoring
     1. Develops and facilitates mentoring program for club members;
     2. Maintains a directory of active mentors;
     3. Designs approval process for all mentors with guidance from the Team Coach and/or Presidents;
     4. Maintains a group chat for mentors and mentees to communicate; and
     5. Reports to the Secretary.
  6. Director of Alumni Relations
     1. Maintains and creates further contact with DanceSport at OSU alumni;
     2. Develops ways to maintain alumni engagement with DanceSport at OSU, including, but not limited to potential alumni reunions, mailing lists, and donation opportunities;
     3. Reports to the Social Vice President.

### Terms

* 1. Director positions can be filled at any time throughout the executive board term, and need not be filled at all.
  2. The Director terms will end on April 30th, regardless of date appointed.

### Selection

* 1. Candidates will submit an application to the Executive Board outlining their reasons for seeking appointment, and skills that may be of service.
  2. The Executive Board reviews applications and appoints applicants to positions of highest need and the best fitting to the applicant’s skills by a ⅔ majority vote.
  3. The presiding Officer over each Directorship may veto the appointment.
  4. Candidates will be informed of their appointment within 24 hours of the decision.
  5. The Executive Board reserves the right to accept or reject candidates. Should the Executive Board find no suitable candidate, the position will remain vacant and the Director duties will be absorbed by the presiding Officers.

### Dismissal and Resignation

* 1. The presiding Officer can dismiss a Director from their position at any time.
  2. The Executive Board can dismiss a Director from their position with a ⅔ majority vote of the Executive Board.
  3. Directors can reject or resign from their position with no penalty by notifying the Executive Board via email or other written communication.

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# Article V

## Faculty Advisor

The Faculty Advisor will act as chief liaison between The Ohio State University and the Executive Board of DanceSport at OSU.

### Eligibility

* 1. The Faculty Advisor must be a member of The Ohio State University faculty, administrative, or professional staff; and
  2. Must appreciate both competitive and social ballroom dancing.

### Term

* 1. The Faculty Advisor may serve for multiple academic years.

### Selection

* 1. The Faculty Advisor is selected ⅔ majority vote of the Executive Board.

### Dismissal

* 1. The Faculty Advisor may be dismissed by a ⅔ majority vote of the Executive Board.
  2. The current advisor may not be dismissed if a replacement advisor is not simultaneously voted into the position.
  3. The current advisor may be dismissed by a ⅔ majority vote of members (a quorum being present). Such a vote must be initiated by the Executive Board following two formal complaints about the advisor made by separate members. Only formal complaints made within the current academic year will be counted towards this purpose.

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# Article VI

## Coaches

The Coach(es) will serve as the professional instructor(s) of DanceSport at OSU. The Coach(es) will also work alongside the Executive Board to meet goals including but not limited to competitive success and team morale, and have a holistic approach to developing the team.

The Coach(es) will teach group lessons, abide by the curriculum agreed upon by the Executive Board, and offer constructive criticism and encouragement to members of DanceSport at OSU. All four styles must be taught in equal amounts.

### Eligibility

* 1. The Coach(es) must be (or have at one time been) competing professionally in the style they are teaching; and
  2. Must be interested in furthering the quality of dancing at DanceSport at OSU.

### Terms

* 1. The Coach(es) will serve a one academic year term.
  2. There is no limit for the number of terms the Coach(es) may serve.

### Selection

* 1. Coaching applications will be sent out by the Presidents during the spring of each year.
  2. Interested applicants will submit their application, and present themselves at an interview if asked.
  3. At least one President and one other Officer must be present at the interview.
  4. The incoming Executive Board will choose and hire the Coach(es) by majority vote, taking into consideration the suggestions and input of both the outgoing and incoming Officers.

### Dismissal

* 1. If the Coach(es) fail to perform their duties, the Presidents may dismiss them in accordance with a majority vote of the Executive Board.
  2. The Coach(es) may be dismissed by a ⅔ majority vote of members (a quorum being present). Such a vote must be initiated by the Executive Board following two formal complaints about the Coach(es) made by separate members. Only formal complaints made within the current academic year will be counted towards this purpose.

# Article VII

## Student Teachers

Student Teachers are charged with providing quality dance instruction at a beginner level. The Student Teachers must represent the team in a positive manner, in keeping with the overall goals of the team.

### Eligibility

* 1. Student Teachers must have been a member of DanceSport at OSU for at least 2 semesters;
  2. Must have passed the Bronze Level Test, or be approved at the discretion of the Team Coach; and
  3. Should no eligible person be available or willing, these requirements may be waived by a majority vote of the Executive Board.

### Terms

* 1. Student Teachers will serve a semester term.

### Selection

* 1. An application must be submitted to the Executive Board prior to the beginning of the semester or when applications are requested.
  2. Should more than one application be submitted, the student teacher will be decided by majority vote of the Executive Board, with input from the Team Coach as necessary.

### Dismissal

* 1. If a Student Teacher fails to perform their duties to the standards of the club, they may be dismissed by a majority vote of the Executive Board.
  2. Student Teachers may be dismissed by a ⅔ majority vote of members (a quorum being present). Such a vote must be initiated by the Executive Board following two formal complaints about a specific Student Teacher made by separate members. Only formal complaints made within the current academic semester will be counted towards this purpose.

# Article VIII

## Level Testing

For the purpose of learning efficiency, instructional classes will be separated by skill level. Level testing or instructor permission is required for members to enter into specifically leveled group classes.

### Scheduling

* 1. Level testing will happen at least once a semester, unless extenuating circumstances prevent level testing from taking place.
  2. Members must be given the option to request an individual level test with the Team Coach at any point in the semester.
  3. Testing dates will be decided upon by the Presidents, and will be announced at least two weeks in advance.
  4. No group make-ups will be arranged as members can request individual testing at any time.

### Eligibility

* 1. All members of DanceSport at OSU are eligible to test.

# Article IX

## Amendments to the Constitution

1. All active members are eligible to vote on changes to the Constitution.
2. Amendments to the Constitution may be proposed through a motion by an Officer at any Executive Board meeting.
3. A motion to amend the Constitution may be initiated by any member so long as it is seconded by any Officer.
4. Amendments must be presented in their finalized written form before voting can occur.
5. The finalized written form of the amendment must be made available to the entire club at least two weeks before voting occurs, with additional reasoning for the amendment.
6. An opportunity must be given to the members to discuss the amendment with other members and with the Executive Board at a Town Hall meeting.
7. A ⅔ majority of the members (a quorum being present) is required to pass an amendment.
8. Unless otherwise specified in the motion, approved amendments will go into immediate effect.

# Article X

## Bylaws

While the purpose of this Constitution is to outline the organizational structure of Dancesport at OSU, the Bylaws are meant to provide additional clarity in general function.

### Proposal

* 1. Bylaws may be proposed through a motion by an Officer at any Executive Board meeting.
  2. Bylaws may be proposed by any member so long as it is seconded by any Officer.

### Approval

* 1. All active members are eligible to vote on the creation of new or the amendment of established bylaws.
  2. The finalized written form of the bylaw must be made available to the entire club at least two weeks before voting occurs, with additional reasoning for the creation or amendment of a bylaw.
  3. An opportunity must be given for members to discuss the creation or amendment of the bylaw with other members and with the Executive Board. This does not have to be a Town Hall meeting.
  4. A simple majority of the members (a quorum being present) is required to create or amend a bylaw.
  5. Unless otherwise specified in the motion, approved bylaws will go into immediate effect.

# Article XI

## Policy and Procedure

Policy and Procedure are meant to aid the Executive Board in the running of the club.

### Proposal

* 1. The Executive Board may propose Policy and Procedure at will so long as it does not violate the Constitution or Bylaws of Dancesport at OSU.

### Approval

* 1. Policy and Procedure is approved by a simple majority vote of the Executive Board.
  2. Efforts must be made to inform members both orally and in writing of any new Policy and Procedure.
  3. A document of all current Policy and Procedure must be made available to the members.

### Appeals

* 1. Members may appeal any Policy or Procedure by making a Formal Complaint.
  2. Should two Formal Complaints be made about a Policy or Procedure, the Policy or Procedure will be presented before the general body.
  3. All active members are eligible to vote on appeals for Policy and Procedure.
  4. Policy and Procedure may be struck down by a simple majority vote of members (a quorum being present).

# Bylaws

# Article I

## Parliamentary Authority and Executive Board Responsibilities

1. The rules contained in *Robert’s Rules of Order* shall govern the organization in all cases to which they are applicable, and in which they are not inconsistent with the bylaws of this organization.
2. Should any disagreements arise over the meaning of the provisions in this document, temporary clarification will be decided by a majority vote of the Executive Board.
3. A minimum of one Executive Board member must be present at every DanceSport at OSU sponsored event.
4. The Executive Board must pass a budget created by the Treasurer with a simple majority vote before required by the RPAC.

# Article II

## Membership

### Active Membership

* 1. To fulfill the regular attendance requirement for active membership, members must average 1 hour of participation in club activities per week. These activities include lessons, socials, and mentoring other club members.

### Probation

* 1. A member may be put on probation by the Executive Board through the processes outlined in this document.
  2. Probation terms may include restriction from participating in any of the following club activities:
     1. Lessons,
     2. Socials,
     3. Competitions under DanceSport at OSU’s name; and
     4. Mentoring other club members under DanceSport at OSU’s name.
  3. The terms of probation will be outlined clearly by the Executive Board and communicated to the member in question in writing within one week of the decision. The terms will include:
     1. The designated start and end dates of probation; and
     2. The restrictions on club activities.
  4. Probation will last a length of time decided by the Executive Board that is no more than 14 weeks.
  5. Probationary members are not considered active members.

### Expulsion

* 1. A member may be expelled from the organization through the processes outlined in this document.
  2. Expulsion includes restriction from participating in all of the following club activities:
     1. Lessons,
     2. Socials,
     3. Competitions under Dancesport at OSU’s name; and
     4. Mentoring other club members under DanceSport at OSU’s name.
  3. Expulsion will not have an end date.

# Article III

## Member Code of Conduct

All members will abide by The Ohio State University Code of Student Conduct, and conduct themselves in a sportsmanlike and respectful manner when representing the Competition Club, engaging in club activities, or interacting with other club members.

### Prohibited behavior includes but is not limited to:

* 1. Disrespectful verbal or written communication;
  2. Failure to pay dues or reimburse the club for any expenses incurred on the participant’s behalf, unless an inability to pay is communicated to the Executive Board with sufficient notice and acceptable reason;
  3. Hostile behavior toward others;
  4. Refusal to abide by directives, policies, or rulings voted on and approved by the Executive Board in effect prior to the alleged behavior;
  5. Unsportsmanlike conduct at competitive events; and
  6. Harassment toward another dancer on the basis of the dancer’s ability, level, or role (lead/follow).

### Violation

* 1. If a member is found to be in violation of the Member Code of Conduct they will receive a strike.
  2. Members may be found in violation of the Member Code of Conduct by the Executive Board with a ⅔ majority vote.
  3. Members may be found in violation of the Member Code of Conduct by the general body if two formal complaints are made by separate members about the same incident.
  4. Members will be assigned a strike automatically after failure to pay dues. An additional strike will be incurred for every lesson attended without paying.
  5. If a member receives a strike, they must be informed within one week, and they must also be informed of their total strikes for that period.
     1. Members assigned a strike for failure to pay dues must also be notified of the policy regarding continued attendance.
  6. The Secretary shall be in charge of tracking strikes associated with each member.
  7. All strikes accrued will expire at the end of the academic year, on May 1st, with the exception of those incurred by failing to pay dues, which will expire when dues are paid.
  8. Any member who incurs three or more strikes is subject to probation and expulsion from the organization, in accordance with a ⅔ majority vote of the Executive Board.
     1. A member already on probation may be put on an additional probation with separate terms in the event of additional strikes being incurred. The original probation terms would still be in effect.
  9. Any member who has accrued a strike, or a member who has information relevant to the violation, may request, in writing, a formal hearing with the Executive Board to present any information pertaining to the assigning of a strike, the decision to put a member on probation, or the decision to remove a member from the club.
     1. The hearing must occur within two weeks of the request, and with one week notice to the hearing panel.
     2. The Executive Board, the member incurring the strike, and the member who requested the hearing must be present. The member incurring the strike may invite others to better argue their case as desired.
     3. The results of the hearing are decided by a majority vote of the hearing panel. The results are final, and no further challenge may occur.
     4. The hearing panel will be composed of five people. One must be the Faculty Advisor, one an alumni, and the final three general members. Each must consent to being part of the hearing panel, with full understanding of the responsibilities associated.
     5. The hearing panel is determined by a random draft of active members, where the person requesting the hearing, the member in question, and anyone directly involved in the situation is excluded.
     6. The member incurring the strike may request one redraft of the hearing panel. This redraft would exclude the previously drafted general members and alumni.
     7. Members may deny placement in the hearing panel at no penalty.

1. Instances of hazing or sexual harassment will be referred directly to the university for appropriate disciplinary action. While the university is deliberating the matter, the member will be suspended from club activities.
2. Members are defined as being in good standing with the club if they have a maximum of 1 strike.

# Article IV

## Formal Complaints

1. The Executive Board must provide a method for formal complaints to be made by members. This must be separate from any other methods of providing feedback given to members.
2. Formal complaints must be submitted in writing to the Executive Board.
3. Formal Complaints may not be made anonymously. The Executive Board must be aware of the identity of the member filing the complaint. Beyond the Executive Board, every effort will be made to protect the identity of both parties.
   1. If the complaint is made about a member of the Executive Board, then only one member of the Executive Board needs to know the identity of the member submitting the complaint.
4. The Executive Board must respond to the Formal Complaint within two weeks. The response is at the discretion of the Executive Board unless specifically outlined in the Constitution or Bylaws of Dancesport at OSU.

# Article V

## Alumni and Open Dancers

1. Dues
   1. Alumni and Open Dancers must pay dues in accordance with the level of instruction that they attend.
   2. Alumni and Open Dancers who do not attend any level of instruction are able to compete with the team without paying dues. They are welcome to make an optional donation.
2. Team Match
   1. Open Dancers may be considered for Team Match.
   2. Alumni may be considered for Team Match participation according to the rules set forth by each competition. The Competitive Vice President is responsible for informing all members of the competition’s rules.
   3. If the rules do not indicate that a dancer must be a current student of The Ohio State University to be in Team Match and if both membership and dues requirements are met, then an alumni may be considered for a place on a Team Match team.

# Article VI

## Level Testing

If the Team Coach is unable or unwilling to conduct level testing, the Executive Board will conduct testing as follows:

### Testing Panel

#### Eligibility

* + 1. They must have competed in the Open Category for at least 1 semester; and
    2. They must have a solid knowledge and appreciation of ALL 4 dance styles.
    3. Should no eligible person be available or willing, these requirements may be waived by the Executive Board and/or the Team Coach.

#### Selection

* + 1. The panel will be composed of 3 people—including 1 lead and 1 follow.
    2. Members of DanceSport at OSU who meet the requirements outlined in the Dancesport at OSU Bylaws Article VI.1.a may be asked to serve on the testing panel by the Executive Board.
    3. The level testing panel is chosen per level test.
    4. Panel members must be informed of their position as well as the level testing date/location at least 1 week in advance.
    5. Any member may refuse to serve on the testing panel.
    6. The final composition of the testing Panel is approved by a simple majority vote of the Executive Board.

#### Responsibilities

* + 1. In collaboration with the Presidents, panel members are responsible for developing a published rubric—detailing the expectations of the test, and the requirements for advancing to the next level.
       1. This rubric will be reviewed by the Executive Board, and approved by a simple majority vote of the Executive Board.
    2. Should a panel member need to be absent from a Level Test, they must inform the Presidents at least 1 week prior to the test. It will be the responsibility of the Presidents to find a suitable replacement.
    3. Panel members will provide testing persons with constructive feedback.

#### Dismissal

* + 1. Should a panel member fail to adhere to the judging requirements detailed in the rubric, they may be dismissed following a simple majority vote by the Executive Board.

### Testing

* 1. To pass, members level testing must receive a majority vote of the 3 panel members.
  2. Testing persons will receive their comments and results within 3 days of the test.