

Oriental Dance Troup at Ohio State Constitution

7th Edition

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Oriental Dance Troup at Ohio State is an official student organization at the Ohio State University. Our mission is to promote Chinese culture through performing and provide diversity to the American community. We initialize this By Law, in order to formalize team operation and enhance team management. It is also aimed at fostering positive team environment and promoting long-term sustainability of Oriental Dance Troupe at Ohio State.

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.

There are two major parts of this By Law.

- I. Dance Team Leading Group Structure
- II. Individual Performance Evaluation
- III. Team Properties

I. Team Leading Group

Advisor: Menghan Wu

- Responsible for supervising team management and public relations.

President

- Responsible for the implementation of By-Law and Team Evaluation.
- Responsible for overall team management
- Collecting different opinions, solving conflicts, **and making the final decisions.**
- Responsible for team performance arrangement, including contacting potential events, coordinating, and monitoring performance to ensure our successful team reputation or image.
- Responsible for team development and membership management.
- Responsible for all correspondence with university authorities.
- Responsible for fund raising issues (other than university fund application).
- Make coordination between Vice President, treasurer, and the assistants.

Vice President

- Responsible for Dance learning and practice, including supervising new dance choreography (she does not have to choreograph each piece but has to monitor the choreographers)

- Supervise the performance quality, including performer selection if more dancers are available.
- Responsible for new costume ordering and purchasing
- Co-responsible for collection of dancing costumes and accessories and keeping history sheets with individual signatures indication the transaction history of each piece.
- Cooperate with President for team performance arrangement

Treasurer

- Responsible for banking reconciliation and all other fiscal issues.
- Responsible for fund application from the university and correspondence with university authorities about the fiscal issues.
- Make a one-year budget at the beginning of the year and make financial summary for the team running at the end of the year.
- Make monthly report for budget and fund using to the leading group.
- Cooperate with Vice President for new costume ordering.

Assistant to President

- Responsible for team website updating and brochure designing or printing.
- Assist the President to build public relations and help coordination.
- Responsible for keeping monthly team property log and weekly activity log.
- Assist the President for fund raising matters.
- Other issues when president does need help.

Assistant to Vice President

- Co-responsible for collection of dancing costumes and accessories and keeping history sheets with individual signatures indication the transaction history of each piece.
- Responsible for CD copy or CD player or other musical technology.
- Assist the Vice President to supervise the dance choreography and quality and help costume ordering and purchasing.
- Responsible for practice coordination, room reservation.
- Other issues when Vice President does need help.

Election of Team Leadership

Time of Election:

- Nomination and Election will be conducted once a year.
- Nomination must be completed by the end of the first month of spring semester.
- Voting must be completed by the end of the spring semester each year.
- Should a member in the leading group have to leave in the middle of a year, nomination and voting should be done no later than a quarter after the position is vacant.

Eligibility:

- Eligible candidate must have become a member and joined team activities continuously for at least a year.
- Eligible candidate must have a plan to stay in the team for at least one year since the date of possible election to be a leader.

- Eligible candidate must not have violated any of the team's rules that will lead to a potential removal of membership.

Nomination:

- Nominated by members of the current leading group must be based on evaluation of the candidate and must come along with a support statement specifying the reason for nomination.
- Self Nomination must be submitted to the current leading group specifying the interested role in the leading group together with a statement of competence.
- Nomination must be completed by the end of the first month of spring semester.

Voting:

- Voting must be conducted with at least 2/3 of the members.
- Nominated candidates must present on the voting meeting and make a presentation to solicit votes.
- One vote per presented member.
- Voting is anonymous.
- Nominated candidates must get over half of the presented members' votes to be named as President, Vice President, or Treasurer.
- Nominated candidates must get over one third of the presented members' votes to be named as Assistant to President or Assistant to Vice President.
- Voting must be completed by the end of the spring semester each year.

Duration of Duty Term:

- Each member in the leading group should plan on conducting the leader duty for a year since the time of election.
- Members in the current leading group could stay in the leading group by going through the nomination and election process each year.
- Nomination of the current leading group member will be considered a self nomination.

Officer specific removal process:

- Identification of Grounds: Determine valid reasons for removal such as duty negligence or rule violations.
- Initiation of Formal Complaint: File a formal complaint or motion for removal by officers or members.
- Notification and Defense: Inform the officer about the complaint and allow them to present a defense.
- Communication of Decision: Once decided, communicate the outcome respectfully to the officer and the troupe.

II. Individual Performance Evaluation

To encourage contribution and participation, we conduct an evaluation each semester, which means twice a year plus a final evaluation at the end of the academic year. It also serves a proof of the validity of membership and eligibility for financial rewarding of every member in the organization.

There are three major parts of the evaluation: Participation, Contribution, and Team Evaluation. Specific explanation of the three parts is interpreted as follows:

A. Participation (evaluated each quarter, no accumulation to the next quarter)

Participation is referred to Practice Participation not performance participation. If you have participated one group practice, you have earned one score. Usually we practice once a week, so we will have 14 or more per semester, including break week and additional prior performance practice, not including final week (If we have more than 14

times group practice, we will just count 14 of them). 7 score is the floor. If you earn less than 7 scores, your final score for participation will be 0 for this semester. No score above 7 will be accumulated to the next. This rule is strict, because if you miss more than half the practices each semester, you will be far behind others, and the whole team will be dragged behind too. However, if you do have uncontrollable reasons and couldn't meet 7 practices for that semester, you need submit a petition to the dance team leader group. Your petition will be discussed and approved or not, depends on group decision.

B. Contribution (evaluated each quarter and accumulated to the final year score)

The 9 contribution duties are the key operation functions of China Oriental Folk Dance Team. They are:

- 1) Dance Choreography
- 2) Event Planning and Fund Raising
- 3) Costume Design and Purchase
- 4) Transporting Costume
- 5) CD Player Carrier and Check in
- 6) Dance CD Preparation
- 7) Making Fliers/Posters
- 8) Performance Video Taping
- 9) Team Property Storage

The scores associated with each function are determined based on the time and energy consuming. In addition, if you have been a member of the dance team for more than one year, 5 scores of Prior year service will be added to the final scores you have earned in the year. There is no minimum score you have to earn each semester, but 10 is the minimum score you have to earn for the whole year, otherwise your score of contribution will be 0 for this year. No scores will be accumulated to the next year.

The duties in the team leading group will not be counted as a contribution in the calculation of scores. Those duties are assumed to be done by the person who is under the title. However, in the end of the academic year, the leading group should have an evaluation of themselves by discussing how they fulfilled their duties during the year. The final evaluation will be done by the Advisor based on the whole group's opinion. Each member of the leading group will be awarded 4 scores of contribution evaluation if she has passed the final evaluation of their team duties.

Note:

1. If you have provided VCD or CD to the team, you could choose either reimburse the money or earn contribution credits, but you couldn't have both.
2. The financial funding credit is based on how much funding you have obtained. Usually, \$50.00 or below is 2 scores, \$51 to \$200 is 3 scores; \$201 to \$400 is 4 scores and \$401.00 and above are 5.
3. If more than one person shared the task, the score will be split equally among them unless additional information is given in how scores should be awarded.

C. Team Evaluation (Evaluated end of the year)

Team evaluation is to evaluate individual skills, individual efforts, and teamwork contribution. It is done by other members in the team except the member being

evaluated. The purpose of team evaluation is to improve each member and to ensure the team as a cooperative learning environment. No scores will be given. Instead, detailed verbal comments will be collected.

Individual skills refer to dancing skills that each individual has. The team should be a place where all members improve their dancing skills. This information shall be collected to help individuals see their skills from the perspective of the fellow dancers. This information will NOT be used when choosing performers.

Individual efforts refer to each individual's passion and hard work of dance practice, not from the perspective of performing arts, but from a perspective of her attitude and efforts.

Team playing is also an important part of team evaluation. We encourage our team members to appreciate each other and works together for the best interest of the whole organization, not for one's self-interest.

Name is not required on the evaluation. The forms will be collected and kept by President, but every one has the right to access the forms. It is recommended to type your evaluation of other members, so no further curiosity of who did this will be raised.

D. Final Evaluation for Validity of Membership and Eligibility for Financial Rewarding:

The final annual evaluation will be done by the beginning of Summer Semester/Term each year. However, we just count two semesters into the final annual evaluation. Every team member has the right to drop one semester's evaluation among the three, or every member has the right of not participating activities of China Oriental Folk Dance Team for one semester every year. For the best interest of the organization, it is recommended to share your plan of this year ahead of time, so that we could guarantee that each semester will have enough people to participate. Before at least one semester you leave the team, you must report your leaving plan such that the team leaders have enough time to seek for new members.

The validity of membership is based on your ability to meet the following three requirements.

1. You have earned 7 scores in Participation each semester for at least two semesters in the year.
2. You have earned 10 contribution scores in Contribution for the whole year.
3. Usually we don't use team evaluation to determine your membership, unless your team evaluation is very low, but we strongly encourage everyone not to ignore this evaluation.

E. Eligibility of a person who can perform in a specific event:

Especially when the number of candidate performers is beyond the requirement of the stage space, or beyond the number of set of costumes, this evaluation is necessary. An eligible performer must meet the following two requirements at the same time for participating in the performance.

- 1) She must attend the majority practices (10 or more) for the dance piece that would be shown in the event.
- 2) The committee members of this specific event select her to be one of the performers.

Note that the committee members consist of the choreographers of this dance, the person who is responsible for communicating with the host of the event (usually the president), and the vice president. The selection is based on each person's performance during the practice for that dance, which is to guarantee the quality of the group performance and therefore the reputation of the organization. For a given event, multiple dance pieces may be needed, and the above requirement is applied to each dance piece.

F. Removal of membership:

A member shall be dropped from the membership roles for the following:

- (a) Infractions or flagrant disregard of fundamental principles such as comradeship, safety, courtesy, and conservation.
- (b) Any action, which would reflect, dishonor and disgrace on the team.
- (c) Destructive or incorporative behavior that severely obstruct team operation.
- (d) To vote a member out of the team, a complaint must be lodged by a member or members at a regular team meeting. The member being voted on must be present. After hearing both sides of the complaint, the membership present will vote by written ballot with majority rule.

III. Team Properties

1. Costumes

Generally, the organization purchases the new costumes for performance use and basically 6 sets of each style of costumes are required. The leading group and the choreographers for the specific dance pieces, however, can determine how many sets of costumes with the desiring style are needed according to the specific situations.

If the costumes with specific style are not useful anymore, the leading group can discuss how to deal with those costumes. Either to sell to the members or anybody who is interested in, or to rent to other people who need, or to exchange for new costumes, etc. The rates can be determined by the discussion of the leading group. In addition, all sets of one style need to be processed at the same time so that the team is not left with at-odds number of sets. If a person with enough contribution leaves the team while the costumes are still in use, she can place a request for certain costume and might receive one when that style is no longer useful for the team. One person may place multiple requests, but the decision will be made by the leading group. Priorities will be given to those who actively designed and purchased the costume and those who performed with the costume initially and performed most times.

The style of each new costume is determined by the choreographers of that dance piece, and the person who takes in charge of the purchase issue of this costume and the vice president. Other group leaders can facilitate the procedure if necessary.

The restriction regarding the reimbursement of the costumes listed below is valid in case the costumes are paid by individual person (each member or member candidate).

If you have earned the validity of membership for the year, you are eligible for financial rewarding regarding reimbursing costumes. But there are three more

requirements if you want your costumes to be reimbursed. (1) You have been a formal member in the team for at least one year. (2) You have used this costume for team performance for at least three times. (3) This costume has been financed by the university. If you have met all the above requirements, please submit your request of reimbursement to the team Treasurer and your request will be discussed by the leading group.

2. Embezzlement of costumes and other team properties

Other team properties include CD player, costume accessories, hair accessories and any other items that the team purchased or reimbursed for. If a person refuses to return team properties, a single consultation session will be initiated by the President to solve the matter peacefully. If a person insists on not returning team properties without providing convincing reason judged by the leading group, certain actions will be taken. These actions might involve deduction of the financial reward and/or reporting to relevant law enforcement agent.