

# **Momentum Contemporary Ballet Constitution**

## **Article 1. Name, Purpose, and Non-Discrimination Policy**

### *Section 1. Name*

The name of this organization is Momentum Contemporary Ballet. It may be referred to herein as Momentum or MCB.

### *Section 2. Purpose*

The purpose of this organization is:

- I. To make ballet and contemporary dance more accessible and inclusive by offering weekly classes that enable all students to begin and continue their dance journeys.
- II. To enable students to choreograph pieces for an end of the semester showcase.
- III. To enable students to perform in ballet and contemporary pieces each semester.
- IV. To promote member wellness by fostering an inclusive, safe space for all students

### *Section 3. 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 2. Qualifications and Categories of Membership**

### *Section 1. Qualifications for Membership*

Members must be students at The Ohio State University. Members can be full or part-time students in undergraduate or graduate programs. Classes are open to all members in good standing; however, members must audition to perform in the end-of-semester showcase.

### *Section 2. Membership Responsibilities*

- I. Attend and actively participate in weekly MCB meetings with no more than three unexcused absences each semester. Members must also attend rehearsals scheduled by their choreographers and provide at least two days' notice for any absences.
  - a. Failure to meet this standard may result in a member losing their place in a performance at their choreographer's discretion.
  - b. A member's fall semester attendance record will be considered in spring semester casting decisions. Spring attendance will not affect the

- next fall's casting.
- II. Pay annual dues as assessed by the MCB Treasurer.
  - III. Fulfill all choreographic and performance obligations.
  - IV. Participate and vote in all elections of MCB.

### *Section 3. Attendance Requirements*

- I. Members are expected to attend weekly meetings per semester and may have no more than three unexcused absences.
  - a. In circumstances such as a family emergency, illness, or class conflict, a member may petition the Membership and Events Coordinator to waive attendance requirements.
- II. Officers are expected to attend all events and meetings; however, exceptions may be made on a case-by-case basis provided the officer notifies the President.

### *Section 4. Good Standing*

Any member is said to be in good standing if they have a cumulative GPA of 2.0 or higher, is not classified as being in "academic difficulty" as defined by university policy, and have not violated:

- (1) this organization's constitution or by-laws.
- (2) the Code of Student Conduct or any university policy; or,
- (3) federal, state, or local law.

### *Section 5: Membership Dues*

- I. The Treasurer will determine annual membership dues at the beginning of each semester
- II. All prospective members must pay membership dues to the Treasurer to be granted membership.
  - A. In extraordinary circumstances, a member may petition the Treasurer to extend their payment deadline or waive the fee.

### *Section 6. Voting Rights*

A member is eligible to vote on any topic in general committee meetings, including amendments to this constitution and yearly executive board elections.

### *Section 7. Membership Requirements*

- I. All prospective and current members of MCB must be enrolled in an approved undergraduate or graduate degree program at The Ohio State University and must be in

good academic standing.

- II. All prospective members eligible to participate in a performance must attend the performance audition or audition make-up held at the start of each semester.
- III. All prospective members must pay the annual membership dues fee outlined in Article 2, Section 6 before they will be considered a full general body member of MCB.
- IV. A prospective member has the right to attend all official meetings, programming, and social events of MCB before becoming an official member. However, once a prospective member has attended three classes, they will then be considered a full member and must pay dues.
  - a. In extraordinary circumstances, a member may petition the Treasurer to extend their payment deadline or waive the fee.
  - b. Failure to pay dues without discussing their circumstances with the treasurer will result in the member being denied access to class and participation in performances.
- V. Upon the completion of the above criteria, students are considered due-paying members in good standing — henceforth referred to simply as “members.”

### **Article 3. Method for Suspending and Removing Members and Executive Officers**

#### *Section 1. Member and Executive Officer Suspension*

Any Executive Officer, as defined in Article 4 Section 1, or member of MCB is suspended from this organization if their cumulative GPA is less than 2.0. The suspension ends once their cumulative GPA is 2.0 or higher. While suspended, a member may not vote in general member meetings. An Executive Officer, while suspended, may not vote in general member meetings or during Executive Board meetings; they will also be relieved of all responsibilities and duties, which will be reassigned to other Executive Officers as determined by the President for the duration of this suspension.

#### *Section 2. Member Removal*

If a member engages in behavior that is detrimental to advancing the purpose of the organization; violates the organization’s constitution, or violates the Code of Student Conduct, University Policy, or Federal, State, or Local law, the member may be removed through a majority vote of the Executive Officers in consultation with the organization’s advisor.

#### *Section 3. Executive Officer Removal*

Any Executive Officer of the chapter may be removed from their position for cause. Cause for removal includes, but is not limited to, violation of the constitution, failure to perform duties, or any behavior detrimental to advancing the purpose of the organization, including violations of

the Student Code of Conduct, university policy, or federal, state, or local laws. The Executive Board may act for removal upon a majority vote of the Executive Board in consultation with the organization's advisor.

## **Article 4. Organization Leadership**

### *Section 1. Titles*

MCB is governed by an elected Executive Board of multiple Executive Officers. This committee is overseen by the faculty advisor defined in Article 6. The Executive Officer positions include:

- I. President
- II. Ballet Master (Secondary Leader)
- III. Treasurer
- IV. Membership and Events Coordinator
- V. Director of Marketing and Communications
- VI. Director of Recruitment and Auditions
- VII. Director of External Relations

### *Section 2. Terms of Office*

Each member of the Executive Board will serve for a full academic year. Executive officers are not limited to the number of terms served.

### *Section 3. Election of Executive Officers*

New or returning members of the Executive Board must be elected by a majority vote of all members. Positions with only one interested member are automatically granted to that member for one academic year.

### *Section 4. Duties of Leadership*

#### **I. President (Primary Leader)**

The President is responsible for planning and facilitating Executive Board and general body meetings. The President is also responsible for ensuring that MCB remains an active organization in good standing with the Ohio State University. The President is responsible for directing the executive board in making organizational decisions and facilitating communication between the executive board and the general body. Members must serve on the executive board for at least one academic year before running for President.

## II. Ballet Master (Secondary Leader)

The Ballet Master's primary role is to teach weekly ballet classes to all members and prospective members. If the Ballet Master is unable to teach, they are responsible for communicating with the President to request a replacement teacher. The Ballet Master will assist the President in carrying out their executive and administrative duties and serve as the chief executive of the organization if the President becomes permanently or temporarily unavailable. This includes presiding over meetings, coordinating events, and managing organizational communications. The Ballet Master may receive additional duties at the discretion and delegation of the President in coordination with the executive board. Members must serve on the executive board for at least one academic year before running for Ballet Master.

## III. Treasurer

The Treasurer is responsible for managing the funds and accounts of Momentum Contemporary Ballet. This person must create and manage a yearly budget, to be shared with the Executive Board, and track all expenditures and funds raised. The Treasurer will present detailed budget reports each month at an Executive Board meeting. The Treasurer also advises the executive board on how to allocate funds for various organizational activities. The Treasurer is responsible for the collection of dues, as outlined in Article 2, Section 6.

## IV. Membership and Events Coordinator

The Membership and Events Coordinator is responsible for reserving space for classes, performances, and other events. They are responsible for coordinating all event/meeting logistics with the executive board and are responsible for communicating logistics with the general body. They will ensure that general members and executive board members are in good standing and will enforce consequences when members do not abide by the absence policy outlined in Article 2, Section 4. They will support the Executive Board in organizing additional events at the President's discretion.

## V. Director of Marketing and Communications

The Director of Marketing and Communications is responsible for creating advertisements and managing social media outlets for MCB. They will work closely with the Membership and Events Coordinator to deliver information through emails, visual

graphics, and social media posts to inform general body members of MCB's events. Additional duties may be assigned to this role at the President's discretion.

#### VI. Director of Recruitment and Auditions

The Director of Recruitment and Auditions is responsible for organizing materials for student involvement fairs and hosting auditions for MCB's performances. They are expected to work closely with the Membership and Events Coordinator to find space for the auditions. They are expected to work closely with the Ballet Master to organize the structure of the auditions. They are expected to work closely with the Director(s) of Marketing and Communications to encourage and monitor general body members' activity in the organization. Additional responsibilities may be added at the discretion of the President.

#### VII. Director of External Relations

The Director of External Relations is responsible for organizing Momentum's interactions with other student and community organizations, including, but not limited to, service projects, community performances, and finding guest performers for our shows. They will also plan fundraisers in coordination with the treasurer; these include but are not limited to dine-and-donate events and raffles. Additional responsibilities may be added at the discretion of the President.

#### *Section 5. Executive Board Meetings*

The Executive Board must meet no less than once a month. The meeting will be organized by the President, and meeting minutes must be taken by one of the Executive Officers.

#### *Section 6. Creation of New Positions*

New Executive Board positions may be created to better serve the general body and facilitate the expansion of the organization. Any member may submit a new position to the Executive Board, and the position must be voted on by all general body members. A majority of members must approve the creation of the position. Upon the adoption, the Executive Board will add a description of the position to the constitution, and any member may declare their interest in the position. An election must be conducted under the standard electoral procedures at the earliest opportunity as determined by the Executive Board and advisor.

#### *Section 7. Transition Meetings*

Outgoing officers must schedule individual one-on-one meeting with their incoming counterparts.

These transition meetings must take place before the end of the spring semester, and outgoing officers must provide the incoming board members with all necessary information for their roles, including sharing all detailed transition documents.

### *Section 8. Interims*

If a member of the Executive Board must step down from their position, an interim officer must take their place for the remainder of the term. The following steps outline the interim nomination and election process:

- I. The Executive Board member announces that they are stepping down from their role.
- II. The Executive Board must nominate a member to take on the vacant position.
- III. The nominee must accept or decline this nomination. If the nominee declines, the Executive Board must continue to nominate others until one accepts their nomination.
  - a. The general body will vote to approve the nominee no later than one week after the nominee accepts the nomination.
  - b. Once the general body approves the nominee by a simple majority vote, the interim will immediately begin their position's duties.
- IV. If no nominees accept the position, the responsibilities of this role may be distributed amongst other board members at the President's discretion.

## **Article 5. Elections**

### *Section 1. Election Timeline*

- I. Nominations for elected positions will be taken from the membership of MCB.
- II. Nominations will open the week before spring break as dictated by the official University Calendar and will remain open until the election is held during the week after spring break, as dictated by the University Calendar. Election nominations will abide by these standards:
  - a. All nominees will be given a chance to accept or decline their nomination.
  - b. Nominees may decline a nomination at any point before the election begins.
  - c. Members may be nominated for multiple positions.
  - d. Self-nominations will be accepted.
  - e. Members may nominate more than one individual.
  - f. No member may run for more than 3 elected positions during the same general election cycle.
  - g. Members running for several positions must be on the ballot first for their highest listed position, as listed in Article 5, Section 3, and then for their lower position(s).

## *Section 2. The Elections Process*

- I. Individuals who wish to hold a position on the Executive Board must have been a member for at least one semester.
- II. All nominees for a position will be allowed to speak in front of the membership of MCB for no more than 1 minute.
  - a. These speeches will be video-recorded and shared with members who are unable to attend the election meeting.
- III. Individuals must present their qualifications with integrity during the election process.
- IV. Members of the Executive Board must be elected by a majority vote of all members. Positions with only one interested member are automatically granted to that member for one academic year.

## *Section 3. Voting Process*

- I. All elections must be taken by secret ballot which will be distributed to all dues paying members.
- II. The elections order must proceed with voting in the following order:
  - a. President
  - b. Ballet Master (Secondary Leader)
  - c. Treasurer
  - d. Membership and Events Coordinator
  - e. Director of Marketing and Communications
  - f. Director of Recruitment and Auditions
  - g. Director of External Relations
- III. If a member who is running for several positions does not get elected to their highest listed position, they may run for their other position(s) following the order listed above.
- IV. A simple majority (50% + 1) of the members present is required to elect an officer.
- V. If a simple majority (50% + 1) is not reached on the first ballot, a runoff election will be held between the candidates receiving the highest and second highest number of votes from the initial vote.

## **Article 6. Advisor**

### *Section 1: Qualification Criteria*

The Advisor of MCB must be a full-time member of the University faculty or Administrative & Professional staff and will preferably be affiliated with the OSU Department of Dance.

### *Section 2: Responsibilities*

The advisor is responsible for ensuring that the Executive Board upholds the rules and regulations of the organization, as stated in this Constitution. If a constitutional conflict arises, it is the advisor's responsibility to act as a mediator to aid the Executive Board and the General Body in resolving the issue. The Executive Board and the faculty advisor will meet at least once each semester.

## **Article 7. General Body Committees**

### *Section 1. Description*

Any member of the executive board may create a sub-committee to assist the officers with their delegated tasks. All members are eligible to serve on the committee; however, the size of the committee is at the discretion of the executive board. These committees are considered indefinitely active until the executive board acts to dissolve them. Upon the formation of a General Body Committee, a description of the duties and qualifications of committee members will be added to this section of the constitution.

## **Article 8. MCB Procedures**

### *Section 1. Auditions*

- I. Auditions will occur at the beginning of each semester and are hosted by the Director of Recruitment and Auditions.
- II. All dues paying members who audition will be cast in at least one piece.
  - a. The Executive Board will make all casting decisions with input from choreographers.
  - b. Casting will be weighted as follows, with a maximum weight of 6X:
    - i. Soloist: 3X
    - ii. Demi/Featured: 2X
    - iii. Corps: 1X
    - iv. Understudy: 0X
    - v. The maximum may be exceeded in extraordinary circumstances.
  - c. An understudy will be cast for each soloist role; understudies must attend a minimum of three scheduled rehearsals and/or meet with the choreographer separately at least three times to learn choreography.

### *Section 2. Choreography and Performances*

- I. All MCB members are eligible to both choreograph and dance in MCB dance concerts provided they meet the following standards:
- II. All general body members interested in choreographing a piece for an MCB dance

concert must be members in good standing as outlined in Article 2, Section 5. They must also register and apply with the Ballet Master to have the opportunity to choreograph; the application deadline and process will be determined by the Ballet Master.

- a. The Ballet Master will approve all choreographers.
  - b. The Ballet Master may request that contemporary choreographers submit a short video of and detailed plan for proposed choreography.
  - c. New members who want to choreograph must be paired with a mentor: a previous MCB choreographer who is a current member.
- III. All Executive Board Members interested in choreographing must follow the same procedure as general body members.
- IV. Auditions will be organized by the Director of Recruitment and Auditions will take place no later than the fifth week of the semester.
- V. All non-members interested in choreographing for MCB performances must meet the following standards:
- a. Have registered and applied with the Ballet Master to have the opportunity to choreograph; this deadline will be determined by the Ballet Master.
    - i. The Ballet Master will select and approve all choreographers through an interview process with the collaboration of at least three executive board members.
  - b. Share a portfolio with the Ballet Master and Executive Board.
  - c. Be approved by a majority vote of MCB executive board members.

### *Section 3. Studio Space*

Everyone involved during any MCB event or class and using studio or performance space must respect all rules previously set by the building, department, and/or owner of the space. If rules are broken, responsible actions and liabilities fall to the Executive Board of MCB, including, but not limited to, providing funds for damages, taking precautionary measures for the future, and reprimanding members.

## **Article 9. Amending this Constitution**

### *Section 1. Proposing an Amendment*

- I. Any member of Momentum Contemporary Ballet may propose an amendment to this Constitution.
- II. All proposed amendments must be submitted in writing to the Executive Officers and shared with the general body before the proposed amendment is voted on.

### *Section 2. Voting on an Amendment*

Amendments to this Constitution will be approved and adopted by a majority vote of all members.

### *Section 3. Enactment and Publication of Amendment*

- I. Any approved amendment will be adopted and considered valid immediately following the conclusion of the voting procedure. The text of the amendment will be added to this Constitution by the Ballet Master.
  - a. The President will publish this Constitution with the Office of Student Life
  - b. The Director of Marketing and Communications will deliver this Constitution in electronic correspondence to every member.

## **Article 10. Dissolution of Organization**

### *Section 1. Funds*

In case of the organization's dissolution, the funding assets will be donated to an organization whose mission aligns with the mission of the Momentum Contemporary Ballet. This organization will be identified and voted on by members of the Executive Board.

### *Section 2. Notification*

Upon the official dissolution of the organization, Student Activities staff must be contacted to remove the organization's information from the website.

## **Article 11. Enabling**

Upon its approval, this Constitution of Momentum Contemporary Ballet will be the Constitution of Momentum Contemporary Ballet and will replace and supersede any Constitution previously held by this organization.