

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 will 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-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, but 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 semesterly dues as assessed by the MCB Treasurer.
- III. Fulfill all choreographic and performance obligations.
- IV. Participate and vote in all MCB elections.

Section 3. Attendance Requirements

- I. Members are expected to attend weekly meetings 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 has 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 semesterly membership dues at the beginning of each semester.
- II. To be granted membership, all prospective members must pay membership dues to the Treasurer.
 - 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 semester membership dues outlined in Article 2, Section 6 to 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 body meetings. An Executive Officer, while suspended, may not vote in general body meetings or Executive Board meetings; the officer 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 the 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 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 Officer may be removed through a majority vote of the Executive Officers 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

Additional leaders may be appointed. These leaders are unelected and therefore not members of the Executive Board. These leadership positions include:

- VIII. Treasurer Apprentice

Section 2. Terms of Office

Each member of the Executive Board will serve for a full academic year term. 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 plurality 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 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 will work with the Membership and Events Coordinator to find space for the auditions. They will work closely with the Ballet Master to organize the structure of the auditions. They will work 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.

VIII. Treasurer Apprentice

The Treasurer Apprentice will support the Treasurer in managing the funds and accounts of Momentum Contemporary Ballet during the spring semester preceding the election of a new treasurer. The Treasurer Apprentice is not an elected leader and is therefore not a member of the Executive Board. The Treasurer Apprentice will instead be chosen by the Treasurer through an application process during the fall semester, and this individual will then train under the Treasurer during the spring semester. Additional responsibilities may be added at the discretion of the President and Treasurer.

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 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 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. MCB members will nominate candidates for each elected executive board position.
- II. Nominations will open two weeks before spring break (as indicated by the University

Calendar) and will remain open for at least 10 days, according to the following procedure:

- a. Members may be nominated for multiple positions; members may nominate more than one individual.
- b. Self-nominations will be accepted.
- c. All nominees must accept their nomination(s).
- d. No member may run for more than 3 positions in the same election cycle.
- e. Members running for multiple positions will be considered first for their highest-ranked position, as listed in Article 5, Section 3, and then for any lower-ranked position(s).

Section 2. The Elections Process

- I. Members must have been a member for at least one semester to be eligible to run for an Executive Board position.
- II. All nominees may give a speech of up to one minute.
 - a. These speeches will be video-recorded and shared with members who are unable to attend the meeting.
- III. Individuals must present themselves with integrity during the election process.
- IV. Members of the Executive Board must be elected by a plurality vote of all members. Positions with a single candidate will be automatically assigned to that individual for one academic year term.

Section 3. Voting Process

- I. Elections will be conducted by secret ballot distributed to all members.
- II. Voting must proceed 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 candidate running for multiple positions is not elected to their highest-ranked position, they may run for subsequent position(s) in the order listed above.
- IV. The candidate with the most votes (plurality) will be elected to each position. If the leading candidate is already elected to a higher-ranked position, the position will go to the candidate with the second-most votes.

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 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 listed below, with a maximum weight of 4X:
 - i. Lead: 4X
 - ii. Soloist: 3X
 - iii. Demi Soloist/Featured: 2X
 - iv. Corps: 1X
 - v. Understudy: 0X
 - vi. 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

All MCB members are eligible to both choreograph and dance in MCB dance concerts provided they meet the following standards:

- I. All general body and Executive Board 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 choreographers submit a detailed plan and short video of proposed choreography.
 - c. All new choreographers must be paired with a mentor; the mentor must be a current MCB member who has choreographed in previous MCB showcases.
- II. Auditions will be organized by the Director of Recruitment and Auditions will take place no later than the fifth week of the semester.
- III. 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.