***Constitution of Zuvaa Afro-Caribbean Dancers***

**Article 1- Name, Purpose, and Non-Discriminatory Policy of the Organizatio**n

**Section 1**: The name of this organization is Zuvaa Afro-Caribbean Dancers

**Section 2**: The purpose of Zuvaa Afro-Caribbean dancers is to bring light and expression to Afro-Caribbean culture and history on campus through the medium of dance.

**Section 3:** This organization and all affiliated members shall 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.

*As a student organization at The Ohio State University, Zuvaa Afro-Caribbean Dancers 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*](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*](http://titleIX.osu.edu) *or by contacting the Ohio State Title IX Coordinator at* *titleIX@osu.edu**.*

 **Article II- Membership: Qualifications and Categories of Membership**

**Section 1:** Anyone, regardless of their affiliation with the university is allowed to audition and join Zuvaa Afro-Caribbean Dancers, but as required by the Guidelines for Student Organizations, 90% of the membership of a student organization must include current Ohio State University students. Active members (students enrolled at The Ohio State University) and executive committee are able to make decisions regarding the membership of community and other non-student members of an organization. Community or other non-student members may be temporarily suspended with a majority vote of the Executive Committee.

**Section 2: Executive Positions**

**President:** The duty of the President is to oversee all activities of the team which includes but is not limited to: membership and participation, all choreographies created by Eboard members and general members, performances, collaborative events, fundraising events, team bondings and social outings, outstanding member recognition/ambassador selection, and etc. The president will preside over all E-board meetings and team practices, and schedule practice times and locations. They are responsible of resolving any issues within the team and assessing every member’s performance and attendance. In addition, they are responsible of maintaining a relationship with the advisor and communicating all new information with them. The president completes annual OSU trainings (required) at the beginning of the semester and must have been a member of Zuvaa for at least 1 year prior to holding this position.

**Vice President:** The duty of the vice-president is to aide the president and act as a right-hand-man per the president’s scope of duty and request. The vice president oversees all activities of the team and preside over meetings in absence of the president. They are responsible of briefing the team on new information before and after practices. They work closely with the president to make final executive decisions and assist the rest of the officers when needed.

**\*Note:** Choreography and music selection is not solely dictated by the president and the vice president. Members are encouraged to assist and collaborate with the president and vice president.

**Treasurer:** The duty of the treasurer is to organize, collect and maintain records of membership dues and funds received. They are responsible for Zuvaa's bank accounts, CashApp/Zelle/Venmo and other platforms. They submit operating and programming funds requests, fill out a vendor form, create an audit per every paid event and service, and organize fundraising events alongside the Events Coordinator. They also purchase the team's uniforms and other materials. The treasurer must attend and complete annual asynchronous training at the beginning of the semester (required) and seek guidance from previous treasurer, current president and vice-president.

**Secretary:** The duty of the secretary is to keep records of all Executive board meetings as well as member information and attendance in our Google drive. They are responsible of sending emails to all the students who auditioned whether they were accepted, denied, or waitlisted. The secretary is also responsible of regularly checking emails and inform the President of any requests before responding to them. Whoever maintains this position must make sure all important emails are followed up with a response and must take notes of all collaborative events with their dates/time/location. In addition, the secretary alongside with the President must maintain a relationship with the advisor.

**Marketing Chair (2):** The marketing chairs are responsible for maintaining the group’s social media presence on all platforms and come up with creative content creation ideas. They also work with Treasurer to help promote fundraising events and work with Events Coordinator to help promote events and workshops. In addition, they are responsible of recording all new choreographies taught in practices and post it to our YouTube channel (unlisted). They also record audition videos and save it in our Google Drive. They must understand that audition videos **CANNOT** at any point be released to any of the general members. They are responsible of making weekly flyers which will include information regarding practice time/location and all important announcements. Whoever holds this position must regularly check all DMs and inform the president/vice-president before responding to any requests.

**Events Coordinator**-The Events Coordinator is responsible for keeping an organized record of all Zuvaa’s performances and other collaborative events in our Google calendar. They will have to work with the Secretary to make sure they are up-to-date with updating the Google calendar. They are responsible for drafting creative events such as workshops and reach out to any organizations to collaborate. They also work with the Treasurer to organize fundraising events. They create polls in Group-Me to get a headcount of how many people are able to participate in a particular event and report it to the Executive board. Alongside with the rest of the E-board, they have to announce any upcoming events to the group during practices.

**DISCLAIMER**: Per the president’s request, all E-Board members must create at LEAST one choreography per semester for the team. (Can be individual and/or partner(s) choreographies)

\*Other executive positions may be created as needed but must have a specific purpose.

**Article III- Methods for member selection process**

*Section 1:* Everyone is welcome to audition for Zuvaa Afro-Caribbean Dancers. Auditions will be held at the beginning of each semester.

Section 2: Members seeking to hold an executive position must complete an application and elections will be held in the spring each year. The selection is determined by the executive board with a ruling of majority vote. Members who wish to run for president must have been on the team for at least year and have maintained exemplary attendance (>80%).

**Article IV- Methods for Removing Members and Executive Officers**

Section 1: In order to remove another member, the concerned member must notify the executive board and the member shall state their claims and the executive board shall make a decision regarding the other member's status on the team. No member shall be removed for personal reasons. A majority vote will be held by all members in the case of removing an executive member.