

Momentum Contemporary Ballet

Momentum Contemporary Ballet Constitution

ARTICLE I. NAME OF ORGANIZATION

Momentum Contemporary Ballet

ARTICLE II. ORGANIZATION 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.

ARTICLE III. UNIVERSITY REGULATIONS

Section A. Harassment and Discrimination, including Sexual Misconduct

Momentum Contemporary Ballet agrees that it will not engage in sexual misconduct nor any harassment or discrimination 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 basis in accordance with the Student Organization Registration Guidelines.

Section B. Hazing

Momentum Contemporary Ballet agrees to maintain a zero-tolerance policy for hazing, in compliance with Ohio State University and Collin's Law. All members must conduct themselves in a manner that supports an environment free from hazing. Hazing includes any activity, regardless of consent, that causes or creates a substantial risk of physical, mental, or emotional harm or humiliation to any individual as part of membership or affiliation with the student organization. If found responsible for hazing, members and/or the organization may face disciplinary actions.

Section C. Bylaws

Momentum Contemporary Ballet retains the right to maintain separate bylaws to outline the day-to-day operations of the organization and to clarify policies and procedures otherwise not included in the previous articles. Bylaws and/or other guiding documents may not take precedence over the

requirements set forth by local, state, and federal laws, The Ohio State University's regulations, policies, and procedures, and the Council on Student Affairs (CSA) Student Organization Registration Guidelines. Organizations may make amendments and changes to the bylaws without consulting the Ohio Union & Student Activities department, and changes to bylaws do not require approval. All elements of organizational bylaws shall be consistent with the organization's currently approved constitution on file and CSA constitution requirements.

ARTICLE IV. MEMBERSHIP

Section A. Membership Eligibility and Timeline

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.

Membership Responsibilities include, but are not limited to the following:

- 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.
- Pay semesterly dues as assessed by the MCB Treasurer.
- Fulfill all choreographic and performance obligations.
- Participate and vote in all MCB elections.

Member's Voting Rights are outlined below:

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

Section B. Member Selection

- 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 XII.

- 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.”

Section C. Membership Timeline

Members are welcome to join year round, open applications during the school year. Membership is achieved through the requirements listed in Section B. of this amendment, and membership must be reinstated at the beginning of every academic semester.

Section D. 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.

Any Executive Officer 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.

ARTICLE V. ADVISOR

Section A. Advisor Duties and 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.

Section B. Advisor Term

The Advisor term lasts the entire school year.

Section C. Advisor Selection

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. The selection process of the advisor is to the choice of the executive board. If the advisor has already been a previous year's advisor, there is no need for a vote to have them continue their position. If a new advisor is needed, it will be put to a vote by the executive officers to decide.

Section D. Advisor Replacement

Replacement of an Advisor is to the discretion of the executive officers. If a vote succeeds to replace an Advisor, an interim or permanent new advisor will be appointed.

ARTICLE VI. ORGANIZATION LEADERSHIP

Section A. Officer Positions

Titles

MCB is governed by an elected Executive Board of multiple Executive Officers. This committee is overseen by the faculty advisor. 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

Duties of Leaders:

- 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.

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. 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 B. Officer Eligibility

To be eligible for officer elections, one must be a student of The Ohio State University, in good academic standing, has good attendance to events put on by MCB, and must have been an active member of momentum for at least one previous academic semester.

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.

Transition Meetings

Outgoing officers must schedule individual one-on-one meetings 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 C. Officer Selection Process

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 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. Voting will 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 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.

Section D. Officer Removal

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.

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 VII. ORGANIZATION DISSOLUTION

Section A. Dissolution Requirements

The dissolution requirements of this organization would be having less than 2 active members beside the executive board, or the absence of an advisor (with the knowledge that all possible advisors and options have been exhausted).

Section B. Dissolution Procedures, including Assets and Debts

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 VIII. CONSTITUTIONAL AMENDMENTS

Section A. Amendment Process

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.