

*The Bylaws
of the
Ballroom Dance Association,
University of Wisconsin-Madison
March 24, 1994*

Article I: Name, Seat and Structure

- A. Name:** The name of the organization is the Ballroom Dance Association, University of Wisconsin-Madison (herein called the “Association” or “UWMBDA”).
- B. Seat:** The seat of UWMBDA shall be the address of the incumbent president unless otherwise directed by the executive board.
- C. Structure:** UWMBDA is an open membership organization managed by an executive board (EB) consisting of elected officers and directors, as specified under these bylaws.

Article II: Purposes and Goals

The primary function of the Association is to promote the appreciation and recognition of ballroom dancing as a positive and constructive form of recreation. In addition, UWMBDA intends to support students involved in ballroom dance programs at the University of Wisconsin-Madison and to provide a non-alcoholic social outlet for the students of the University.

In furtherance of its purposes and goals, UWMBDA’s activities shall, by way of example, include:

1. Organizing and fostering social ballroom events locally.
2. Organizing and fostering programs which assist in the expansion of amateur ballroom dancing and assist in the elevation of dancing skills among amateurs.
3. Organizing and fostering events at which the consumption of alcoholic beverages is not promoted.

Article III: Membership

- A. Eligibility:** Membership, officer positions, and participation in the Association shall at all times be open without discrimination on the basis of race, color, creed, religion, national origin, disability, ancestry, age, gender, sexual orientation, pregnancy, marital status, parental status, or veteran status.
- B. Membership dues:** Any eligible person will become a member of UWMBDA upon payment of dues for the current semester or year. The Executive Board shall have the right to confer honorary or special membership.
- C. Membership privileges:** Any member who is a student of the University of Wisconsin-Madison shall have the right to vote in any general or special election. All members (student or otherwise) shall be entitled to any other membership privileges determined by the Executive Board.

D. Conduct: Members shall abide by the rules and standards of UWMBDA and shall conduct themselves in a constructive, courteous and orderly manner. Members also have an obligation to keep UWMBDA informed of their current address for purposes of correspondence and notification.

E. Establishment of a Sexual Harassment Policy: Due to the physical nature of ballroom dancing and the fundamental structure of UWMBDA as a social club, dealing directly and quickly with issues of sexual harassment must be considered vital to the survival of UWMBDA.

1. Each UWMBDA EB must formulate a policy concerning sexual harassment, which will include, at a minimum: guidelines on what constitutes sexual harassment, how the EB will receive and investigate complaints, and how the EB will deal with offenders.
2. The EB will do everything in its power to ensure that every UWMBDA member receives a written copy of this policy and recommendations on how to prevent sexual harassment. It is strongly recommended that a version of this information be posted and/or made available at every UWMBDA dance.

F. Misconduct: Anyone can, at any time, submit a formal complaint to any member of the EB concerning any UWMBDA members, or occurrences at any UWMBDA function. The following procedure will then be conducted in response to the formal complaint:

1. The EB shall discuss the complaint, attempting to keep the complainant and alleged violator(s) anonymous. The EB shall determine whether further formal action is warranted based solely on the merits of the complaint.
2. If further formal action is recommended, the complainant must agree that their name may be revealed to the alleged violator during the formal complaint proceedings at the discretion of the EB but no later than step 5 below.
3. The EB shall notify the alleged violator(s) of the complaint, and the procedure for adjudication of the complaint.
4. The alleged violator(s) shall have three (3) days following notification in which to respond.
5. The EB shall meet to review the facts relevant to the complaint and determine if an investigatory committee is necessary. The EB or an appointed investigatory committee shall have ten (10) days following this meeting of the EB in which to prepare a report. The report, which shall be submitted to the alleged violator, complainant and the EB, shall include all facts relevant to the complaint (including the name of the complainant) and recommendations for how the EB should handle the complaint.
6. The alleged violator(s) shall have five (5) days after submission of the report within which to respond to the EB if the alleged violator(s) wish to contest either the findings or recommendations.
7. Failure by the alleged violator(s) to respond to the report shall be considered acceptance by the alleged violator(s) of the findings and recommendations. The EB shall, within ten (10) days following submission of the report, conduct a vote to determine whether disciplinary action is warranted and what the action will be. Disciplinary action may include, but is not limited to, loss of membership and exclusion from UWMBDA events.
8. Should the alleged violator(s) contest the report, the complainant and the alleged violator(s) shall be invited to appear at the next scheduled meeting of the EB where the matter shall be adjudicated. The EB will then vote to take whatever actions it deems appropriate to respond fairly to the complaint (possibly including further investigation).
9. During the period of investigation, the alleged violator(s) shall, unless otherwise specified by the EB as a result of *prima facie* evidence of a violation, maintain his/her membership.
10. In the event of loss of membership, the individual is not eligible to reapply for membership for one year following the loss of membership. After one year, the approval of the EB is necessary

to reinstate eligibility.

11. If deemed appropriate by the EB, names of the alleged violator(s) and complainant(s) may be omitted from the minutes.
12. If deemed appropriate by the EB, discussion of the formal complaint may be conducted in closed meetings, open only to the EB and individuals requested by the EB.

Article IV: Executive Board

- A. Members:** There shall be ten (10) delegates of the Executive Board. The nine voting delegates shall be the President, Vice-President, Secretary, Treasurer and the Directors of Membership, Public Relations, Dance Programming, Social Outings and Instruction. Only students of the University of Wisconsin-Madison are eligible to be voting members of the Executive Board. The non-voting member shall be the faculty advisor.
- B. Function:** The function of the EB shall be to manage the affairs of UWMBDA. In the furtherance of this goal, the EB shall:
1. Investigate, evaluate, and propose to the voting membership such changes in organizational structure, rules, etc. as shall be advisable.
 2. Provide a forum to identify problems, issues, and potential solutions and shall assist in developing options and alternatives for actions of the Association members.
 3. Interpret and enforce the existing enabling documents, bylaws, and rules of UWMBDA.
 4. Appoint committees and assign committee chairpersons.
 5. Set membership dues.
 6. Plan club events and set event and meeting dates.
 7. Decide all financial matters for the club.
- C. Meetings:** The EB shall meet periodically as needed when a meeting is called by the President or any three (3) voting delegates of the EB. Meetings of the EB shall be chaired by the President or, in the President's absence, by the Vice-President. Every effort shall be made to notify all voting delegates in advance of this meeting.
- D. Quorum and Action:** A majority of the voting delegates (i.e. at least five of the nine) of the EB shall constitute a quorum. However, any action of the EB shall require an assenting vote by a majority (i.e. at least five of the nine) of the voting member of the EB, regardless of how many of these members are present at the vote.
- E. Reporting:** Any member of the Association shall have access to the minutes of any EB meeting.
- F. Selection and Term:** Any student member of the Association is eligible for nomination to office. Members of the EB shall be elected at the end of the Fall and Spring semesters. The exact date of the elections will be determined by the EB. Each elected officer will serve for the following semester plus the preceding break. Specifically, officers elected in the Fall will take office the day after the Fall semester ends and will serve until the last day of the Spring semester. Officers elected in the Spring will take office the day after the Spring semester ends and will serve until the last day of the Fall semester. In the event a newly elected officer is not available to serve during the break, the outgoing officer in that position may remain in power until a later date to be determined by the newly elected officer. In no event shall the outgoing officer remain in office past the first day of classes of the following semester. If during the Spring elections it is determined that neither the newly elected officer nor the outgoing officer are able to serve for the summer, an officer will be elected to serve in that position for the summer. The exact dates of service will be determined by the

newly elected EB. If an office is not filled at an election, the remainder of the EB may appoint someone to that position who will serve in a non-voting capacity. New EB members who have been duly elected will be expected to inactively observe all meetings and functions pertinent to their respective offices until they take office.

G. Election Procedures: Elections shall be held at a General Election Meeting (GEM) consisting of not less than twenty percent (20%) of all voting (i.e. student) members. During the GEM, nominations and seconds may be accepted from any general member eligible to vote in the GEM. A nominee must receive a majority of the votes of the attending voting members to be elected to office. If no nominee receives a majority, the two nominees receiving the most votes will participate in a run-off election. All members eligible to vote in the GEM must be notified (if reasonably possible) of the GEM at least one (1) week prior to the date on which the GEM is to take place.

H. Removal and Vacancies: In the event that a EB member loses his/her general membership, forfeiture of the EB office shall be automatic upon affirmation by the EB of loss of membership. In the event an office is vacated, the EB shall select a replacement who will serve for the remainder of the semester in a non-voting capacity. Until a replacement is selected, the Vice- President shall assume the Officer's responsibilities and act as Interim Officer.

I. Proxies: Proxies may not be used for any purpose, at any time, relating to the EB.

J. Resignations: Any member of the EB may resign at any time. Resignations shall be submitted in writing to the EB and shall become effective without approval at the time specified therein; if no time is specified, then upon receipt.

Article V: Duties of the Executive Board Members and Appointees

A. Voting Members

1. President
 - a. Reminds officers of duties and delegates jobs.
 - b. Represents Association at the official level.
 - c. Registers Association as a student group.
 - d. Acts as spokesperson to student and University government.
 - e. Ensures compliance of the Association in following University of Wisconsin and governmental policies and regulations.
 - f. Serves as chair of the Executive Council.
2. Vice-President
 - a. Assists President in fulfillment of special duties.
 - b. Follows up on deadlines set by President.
 - c. Performs Presidential duties in President's absence.
 - d. Keeps, prepares, and updates Bylaws.
 - e. Is default chairman of special committees.
 - f. Prepares board meeting agenda.
 - g. Is responsible for the inventory of all the club's equipment.
 - h. Serves as interim officer for any EB position vacated during a semester until a replacement is appointed by the EB.
3. Secretary
 - a. Reserves room for scheduled board meetings.
 - b. Takes attendance.

- c. Takes minutes.
 - d. Types minutes and makes file copies.
 - e. Records and tallies election votes and decisions.
 - f. Writes thank you notes and correspondence.
 - g. Maintains the club files.
4. Treasurer
 - a. Makes financial reports.
 - b. Keeps accurate accounts of all money.
 - c. Works with council to develop budget.
 - d. Applies for any outside funding.
 - e. Distributes club funds as ordered by EB.
 5. Director of Public Relations
 - a. Organizes committee(s) that:
 - i. Designs and distributes posters and flyers.
 - ii. Writes press releases.
 - iii. Designs and prints tickets for events.
 - iv. Solicits publicity of the Association's events and purpose.
 - v. Maintains communication with University Ballroom Dance Programs.
 - b. Represents public relations committee(s) to EB.
 6. Director of Dance Programming
 - a. Organizes committees(s) that:
 - i. Plans dances (finds location, arranges music, makes arrangements with band, sets up on day of dance, organizes people to work door, arranges advertising and promotion through Public Relations Director, arranges for door/raffle prizes, etc.
 - ii. Follows up on information on possible future locations or support for dances.
 - b. Represents dance programming committee(s) to EB.
 7. Director of Social Outings
 - a. Organizes committee(s) that:
 - i. Plans Association outings (contacts representative of location, obtains any reservations or permits necessary, contacts interested members, organizes rides or overnight stays, sees event through completion).
 - ii. Plans the end of semester party/elections.
 - b. Represents social outings committee(s) to EB.
 8. Director of Membership
 - a. Organizes committee(s) that:
 - i. Collects all membership forms and dues.
 - ii. Compiles membership, supporter, and prospective member lists.
 - iii. Organizes membership drive (in conjunction with Social Programmers).
 - iv. Maintains contacts with UW ballroom dance classes.
 - v. Notifies new members of expectations and obligations.
 - b. Represents membership committee(s) to EB.
 - c. Is available at major events to encourage membership and support.
 9. Director of Instruction
 - a. Organizes committee(s) that:
 - i. Organizes dance classes for members.
 - ii. Organizes instruction at Series Dances.
 - iii. Organizes practice sessions.
 - iv. Maintains videotape library.
 - b. Represents instruction committee(s) to EB.

B. Non-voting Members

1. Faculty Advisor
 - a. Helps represent Association to University.
 - b. Advises board about University policy.

Article VI: UWMBDA Committees

- A. Creation of Committees:** The Executive Board may create committees for purposes and durations as are needed. Examples include the dance programming, PR, social outings and instruction committees. The chair of these committees shall be designated by the EB.
- B. Committee Functions:** It shall be the duty of each committee to competently perform the duties ascribed to each by their respective directors. These duties are outlined above under the descriptions of the duties of the various directors.
- C. Limitations:** Committees may not:
1. Incur debt on behalf of UWMBDA without the prior consent of a majority of the voting delegates of the EB.
 2. Circumvent or alter the rule, policies, or procedures as established by these bylaws or the Executive Board.
 3. Create rules, procedures, or policies for UWMBDA unless so directed by the EB.
 4. Exceed their prescribed duties or functions without the consent of a majority of the voting delegates of the EB.

Article VII: Financial Administration

- A. Fiscal Year:** The financial year of UWMBDA shall be September 1 through August 31.
- B. Dues:** Members shall receive full rights and benefits of membership upon receipt of their dues.
- C. Books and Records:** The books and records of UWMBDA shall be open to inspection by any general member and by other such persons as may be approved by the EB. Copies of UWMBDA records and bylaws shall be available for purchase by any interested member for a cost which covers the UWMBDA expenses for printing and mailing.
- D. Financial Authority:** Any voting member of the EB shall have the authority to approve non-budgeted club related expenditures of under fifty (50) dollars no more than once between meetings of the EB. Should this privilege be abused the EB has the right to revoke it. Expenditures of fifty (50) dollars or more require EB approval.

Article VIII: Indemnification

The Executive Board may opt to obtain insurance or otherwise indemnify the voting members of the EB against liabilities, suits, or other actions taken against them for situations arising which are directly related to their service to UWMBDA. There shall be, however, no indemnification of any person found guilty of committing unlawful acts and no indemnification which would be unlawful or contrary to public policy.

Article IX: Amendments

These Bylaws may be amended or repealed when BOTH of the following criteria are met. 1.) Fifty-one percent (51%) of the voting membership give an assenting vote, and 2.) The proposed changes receive an assenting vote by two-thirds (2/3) of the people who actually vote. Voting occurs according to the following procedure:

1. Changes are proposed to the membership.
2. A start date for voting is determined. This start date can be no earlier than 4 weeks after the first day of classes for the semester.
3. Only people who are voting members of UWMBDA before this start date are eligible to vote on the changes.
4. The changes pass if 2/3 of those eligible to vote at the start date vote for the changes by the end of the semester.
5. Members may vote ONLY by signing a voting record.

Amendments may be proposed by a 2/3 majority of the voting members of the EB, or by a petition by ten percent (10%) of the general members. In the event of such a petition, the amendments shall be presented, with or without recommendations, by the EB to the general membership and the voting period must commence no later than thirty (30) days after the petition is received by the EB.

Article X: Dissolution

In the event that the Association should be dissolved, the association shall apply any assets it may have toward the full payment of all debts. Any assets remaining after all debts are paid in full shall be donated to the University's ballroom dance programs.