

University of Toronto Swing Dance Club

Purpose

The purpose of this group is to promote Lindy Hop and other forms of swing dance, to help beginners who are learning to swing dance, and to organise social activities where dancers of all levels will be welcome.

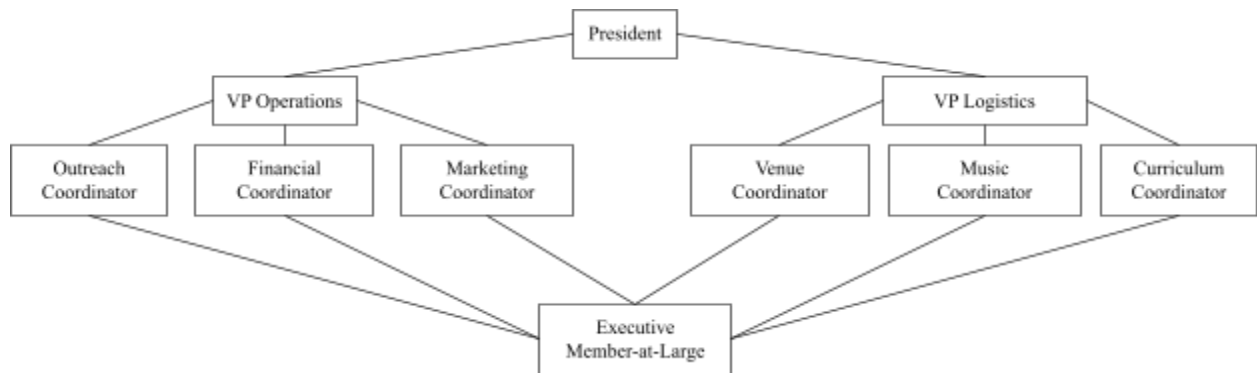
Membership

Registered U of T students may hold voting memberships, allowing them to nominate club executives, run in elections, vote in elections, and make constitutional amendments. Other members of the U of T community (e.g. staff, faculty and alumni) and individuals from outside the U of T are welcome for membership but do not hold the aforementioned voting rights. "Members" applies to those who attend at least one event and fill out the membership form during the academic year. "Passholders" applies to those who purchase a pass; dance passes expire at a time agreed upon at the time of purchase. Dance pass fees are to be determined based on the cost of renting venues and bands, and will be collected by members of the executive. Some events will be available to non-passholders, and may or may not require a fee. Non-passholders may be charged a higher price for events hosted by the club.

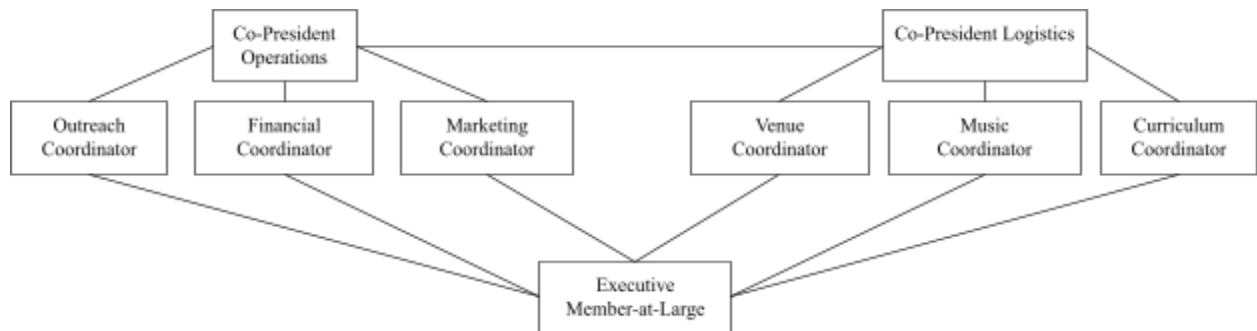
Dance passes and memberships may be revoked and/or entry denied if a member is repeatedly disruptive at club meetings, in cases of sexual harassment, or other exceptional circumstances. Protocol as outlined in the Responding to Disclosures of Inappropriate Behaviour and the Code of Conduct will be followed. The offender will be notified that a complaint has been made, and will have the opportunity to present their side to the executive. The matter will then be put to an executive vote, requiring a 2/3 majority of all executive members present to revoke membership. The offender will be notified in writing that their dance pass and/or membership has been revoked. If the offender wishes to appeal revocation of dance pass and/or membership, they must present the executive with a written appeal within two weeks of their notification of revocation. The appeal will then be presented to the general voting membership, and will require a 50%+1 majority of members for the motion to pass.

Executive

Executive Team Structure: President and Vice-Presidents



Alternate Executive Team Structure: Co-Presidents



President (1): General oversight of all club activities. Calls and presides over meetings. Takes notes at meetings and develops the agenda for meetings. Coordinates the efforts of the other executives. Encourages friendly relations between the club and outside swing dance organisations. Monitors the club email and responds to any inquiries. The President is a signing officer for the club.

VP Operations (1): Responsible for managing the resources of the club and oversees the administrative duties. Also performs duties of the President when the President is unavailable. The Outreach, Financial, and Marketing Coordinators report directly to the VP Operations. The VP Operations is a signing officer for the club.

VP Logistics (1): Responsible for any collaborative efforts between the club and outside organisations. Also performs duties of the President when the President is unavailable. The Venue, Music, and Curriculum Coordinators report directly to the VP Logistics. The VP Logistics is a signing officer for the club.

Co-Presidents (2) share the responsibilities of the President Role in addition to the responsibilities outlined in their corresponding Vice-President roles, if the alternate structure is chosen and elected. If there is no executive elected to a role, the Vice or Co- President responsible for that role will assume that position.

Outreach Coordinator (1): Is responsible for managing online advertising and reaching out to other clubs and services to further advertise. Is responsible for managing social media channels (Instagram and Facebook). Coordinates with the VP Operations.

Financial Coordinator (1): In charge of any bank accounts opened in the club's name. Determines fees for various events depending on costs and predicted attendance, and processes any necessary paperwork for the club. Coordinates with the VP Operations. The Financial Coordinator is a signing officer for the club.

Marketing Coordinator (1): Is responsible for managing social media channels (Discord and mailing list). Coordinates with the VP Operations.

Venue Coordinator (1): Locates and books venues on campus for weekly dances, as well as executive meetings and special events. Is responsible for overseeing set-up and clean-up after events. Coordinates with the VP Logistics.

Music Coordinator (1): Encourages friendly relations between the club and the Toronto music community and coordinates music at club events. This includes booking DJs and/or bands, and procuring necessary sound equipment. Coordinates with the VP Logistics.

Curriculum Coordinator (1): Oversees and creates the UT-Swing curriculum. Ensures that the curriculum is accessible and sensitive to different abilities. Facilitates the transfer of the curriculum to teachers. Facilitates the onboarding of volunteer teachers, DJs, and door shifters. Coordinates with the VP Logistics.

Executive Member-at-large (1): Assists other executives with their duties as necessary.

All executive members are responsible for assisting in other duties in relation to the operation of the club from time to time, and any member may request assistance from the rest of the executive if the need arises.

All executive roles are elected in April preceding their term, and serve in their roles until the next election period. Elections may be held during the school year to fill vacant positions.

Finances

The financial aspect of the club consists of charging membership fees, drop-in fees, and event fees. The club is exclusively not-for-profit, and all revenue generated will be used to cover basic operating costs and costs related to special events run by the club. Fees will be set to allow the club to recover these operating costs, and not higher. They may be adjusted by the executive to maintain appropriate cash-flow.

1) Revenue

At the conclusion of each event where fees are charged, a revenue sheet will be filled out. The following information pertaining to finances will be recorded:

- Float from the previous event
- Total amount in the cashbox at the end of the event
- Amount to be deposited into the bank account
- Executive member responsible for making the deposit
- Amount remaining in the cashbox for the next event's float.

The revenue sheet will be signed by at least two witnesses, including the person making the deposit, and then filed by the Secretary.

2) Expenses

- Executive members will personally pay for club expenses and keep their receipts. They will be reimbursed by cheque from the official U of T Swing Dance Club bank account.
- Cheques written by the club will require two signatures. Signing officers for the account will be the President, Treasurer, Vice President (Internal) and Vice President (External); with the option of adding additional signing members as necessary if any of the above will be unavailable for extended periods of time.
- Expenses over \$50 must be discussed and approved by a majority of the Executive.
- Expenses under \$50 can be approved verbally by the President or Treasurer
- All receipts will be filed by the Treasurer, who will also issue reimbursement cheques

Banking for the club will be handled by the Bank of Montreal Community Account. The account number is 8303-113.

Meetings

This club will meet on a weekly basis for a three hour period. The first hour will be devoted to familiarising beginners with the basic structure of swing dancing and open practice, and the remaining two will be for social dancing. Furthermore, the executive will meet on an as-needed basis to discuss special events such as dances. These

meetings will be attended primarily by the executive, but other members are welcome to attend. Any grievances concerning club practice may be presented to the executive at this time. Decisions made in these meetings will be made by consensus of all attending members if possible, and by an executive vote if not.

Elections

Elections will be conducted in April to determine the executive for the next year's club. Elections will be conducted as part of a weekly meeting. Full executive positions (i.e. with full voting rights) are open only to registered U of T students. One executive position can be held by a non-student, who will not have voting rights (e.g. cannot vote in executive decisions, general elections, etc.). The successful candidate for a given position is the candidate who received the most votes for that position, as determined by a secret ballot.

If a position is vacant, any voting member chosen by the executive may temporarily fulfil the duties associated with the position until the next election. If another club member comes forth to dispute the choice, an election will be held immediately. The executive may also choose to distribute among the rest of the executive the duties associated with the vacant position, until the next election. Any member temporarily fulfilling the duties associated with a position is not a voting member of the executive until such a time as they are voted in or acclaimed to that position.

In the case that an executive wishes to resign between elections, their position will be treated as a vacant position, following the procedures outlined above. If a member who is already a part of the executive runs and is elected, their position will be filled by another election and so on.

Amendments

Club members will have the opportunity to propose amendments to the constitution to the executive anytime. The executive will ensure that the proposed amendment is not in conflict with U of T regulations, and if it is not, the amendment will be presented to the club members in a secret ballot referendum at a weekly meeting. The option of holding the referendum immediately or in conjunction with the April elections is at the discretion of the executive. The amendment will be voted on by those with voting membership, requiring 60% approval to pass, and will come into effect immediately following its confirmation, unless otherwise stated in the amendment.

Impeachment

Any executive member may make a motion to impeach any other executive member. In order for the motion to pass, it must be supported by the number of current executive voting members minus two. If the motion to impeach passes, it will be put forth as a referendum to be voted on by members with voting membership. At the referendum itself the impeached executive may make a verbal or written defence to the membership before voting begins. If the referendum is approved by a simple majority the executive member is immediately impeached, their duties are revoked, and the procedures for treatment of a vacant position will be followed. The impeached executive member may run in the election to fill the vacant position.

Any club member may make a petition demanding the impeachment of any executive member. If 20% of those with voting membership sign the petition, it will immediately be put forth as a referendum as described above. Protocol as outlined in the Responding to Disclosures of Inappropriate Behaviour and the Code of Conduct will be followed.