

**CONSTITUTION AND BYLAWS
OF
MOTT BALLROOMERS CLUB (SEPTEMBER 16, 2010)**

ARTICLE I – NAME

The name of this organization shall be Mott Ballroomers Club

ARTICLE II – PURPOSE/MISSION STATEMENT

PURPOSE

The purpose of this organization is to promote diverse, cultural relationships, build self esteem, wellness, and fitness through music and dance.

MISSION STATEMENT

The mission of this organization is to create a medium of contact through dance that will bring together multicultural students at Mott Community College and provide artistic, educational, recreational, cultural, and social programs for them.

ARTICLE III – MEMBERSHIP

Section 1 – The membership of this organization must consist of students currently enrolled in classes at Mott Community College and students of the university extension centers if they are carrying at least 6 credit hrs at Mott. (*see 2005-2006 “Eligibility For Student Clubs/Organization” attached.)

Section 2 – Eligibility requirements: All students on good standing with Mott Community College or extensions and not on academic or social probation are eligible for membership.

Section 3 – Membership in this organization is open to all students meeting the above criteria, irrespective of race, creed, color, gender, class, age, nationality, disability, marital status, religion, veteran status, or sexual orientation.

Section 4 – Honorary membership may be bestowed to person/persons in recognition of noteworthy achievement or to sponsors or significant donors if voted on and approved by the body. An Honorary Member shall have all privileges of membership except those of voting and holding elective office.

ARTICLE IV – OFFICERS

Section 1 – The officers shall be President, Vice President, Secretary, Assistant Secretary, Treasurer and Editor who is appointed by the advisor. The advisor may appoint these positions if turnover of membership is such that this is necessary.

***Board elect position**: A first year student must have one of the officers’ positions listed above.

***Past President Position:** A past president position should be held whenever that Past president is available. If the past president is holding another office, then that would be acceptable.

- A. The president shall serve as spokesman and interpreter of the work and philosophy of the organization to the college and community; shall preside at all meetings of the organization and at meetings of CLEF Committee. The President shall serve as ex-official member of all committees, except the Nominating Committee; have power to appoint such committees as may be necessary; cast the deciding vote when necessary; and oversee that plan orientation of new members; shall be responsible for the organization meeting all portions of the “Annual Procedures And Timeline” as listed per Article XI.
- B. The Vice President, who shall, in the absence of the President, be vested with the powers of the President and shall perform the President’s duties. The Vice President shall serve as Membership Committee Chairperson and shall complete the first semester and second semester Activity Reports which must be reviewed by the President and Advisor prior to being submitted to CLEF Committee.
- C. The Secretary, shall be responsible for all correspondence and shall notify members of meetings and activities. The secretary shall record and keep minutes of each monthly meeting and issue a report on that meeting; preserve all books, records, and documents pertaining to this office; maintain and keep up-to-date attendance records.
- D. The Treasurer shall collect all funds and deposit them with the campus Cashiers Office in the name of our organization; attend meetings called by the Executive Director, Office of Student Life concerning finances; See that expenditures are within the organization’s budget; prepare all required financial reports; report on a monthly basis; obtain all required forms from the Office of Student Life to make necessary deposits and transactions: leave copy of all transactions with the Cashiers Office and with the Office of Student Life.
- E. The Editor shall see that the campus and community is made aware of the activities of our organization; responsible for articles to be used in the campus News Letter; responsible for promotions and publicity.
- F. The Assistant Secretary duties will be to assist the Secretary and Treasurer in their jobs. This person may represent any of the three in their absence.

Section 2 – Qualifications for office

- A. President – Mott student with organizational and leadership ability, poise, dignity and articulate speech.
- B. Vice President – Mott student with the same as those of the President
- C. Secretary – Mott student with necessary skills to record, organize, and edit.
- D. Treasurer – Mott student who can handle organizational funds and demonstrate ability to keep accurate records.
- E. Editor – Mott student, good writer with creative ability. (Position optional)
- F. Assistant Secretary – Same as Secretary and Treasurer. (Position optional)

Section 3 – Provisions for removal of a member or officer – Automatic removal from the club will take place on proven cases of member theft, fighting, sexual harassment. Any infractions or major violations

of club policy or major conduct violation will be reviewed by the entire organization. If a question of removal exists, the body will vote on that removal with 2/3 vote required to remove.

Section 4 – The Secretary and Treasurer will make monthly reports.

ARTICLE V – Elections

Section 1 – Elections of officers will take place in April of each year, and elected and appointed officers will begin serving from September 2, of that year to September 1, of the following year. The Nominating Committee will inform members of the upcoming election meeting in February by letters and by fliers to be placed on the information board in the Prael Center.

Section 2 – If any office except the President becomes vacant during the year, that office may be filled by appointment by the President. If the office of President shall become vacant, the Vice President shall call a special election meeting and the Nominating Committee shall conduct the election. Since the Vice President will be acting in position of President, the Vice President will only vote in case of a tie vote.

Section 3 – Voting shall be by secret ballot. Winner must have majority vote (at least 50% + 1).

ARTICLE VI – MEETINGS

Section 1 – Regular meetings of this organization can be held weekly, bimonthly, or monthly. The Secretary shall post a meeting notice flier in a designated spot on the information board in the Prael Center. Letters and mailings will also be used. If meeting notification is given at prior meeting, those members present may not be mailed a notification.

Section 2 – A quorum of 6 voting members are required to be present in order to conduct the meeting in terms of voting on agenda items, however, if there is not a quorum, the meeting can still be conducted. If agenda items must be addressed without a quorum, voting members not in attendance may be called for a voice vote.

Section 3 – Practice sessions – A location must be secured and approved for practices and all paperwork pertaining to securing that location must be filed (see advisor).

ARTICLE VII – ADVISORS

Section 1 – One faculty advisor is required for the organization to function. The advisor shall be an ex-officio member with no voting privileges. An assistant advisor who is a Mott employee may be appointed by the advisor. The advisor has Supreme power in guiding the group as a whole and can determine which matters are subject to vote by the body. Any action by the body must be approved by the advisor. Any written or printed material that must be distributed must have approval of the advisor. The advisor must then gain approval from Student Life Director. Any material placed on bulletin boards must have stamp of approval from Student Life Director.

Section 2 – Duties and Responsibilities of the advisor – Duties listed below plus all shown in 2002-2003 Office of Student Life Handbook plus any that may be forthcoming in a revision of this handbook:

- Offer guidance by reviewing goals, objectives, and progress of the organization
- Act as a resource person for the organization
- Provide continuity from year to year

- Offer experience and/or expertise in a particular area related to the group's purpose
- Translate college policy for the organization when issues arise
- Support, motivate, and encourage the organization's leaders and members as they take risks and face challenges
- Develop and refine leadership skills with the organization's members

ARTICLE VIII – COMMITTEES

Section 1 – The organization may have the following committees:

- (A) Membership
- (B) Nominating
- (C) Finance (Chaired by the Treasurer and including the President)
- (D) Publicity (chaired by the Editor)
- (E) Social Committee.

Committees will be formed as needed since they will depend on number of active members.

- A. Membership Committee will have a membership drive each semester (Fall and Winter only).
- B. Nominating Committee will be formed in February and conduct elections of officers in April
- C. Finance Committee will review financial records and bring them up-to-date both during Fall and Winter semesters just prior to submission of semester Activity Report to CLEF Committee.
- D. Publicity Committee will function at the pleasure of the Editor with responsibility for publicity, promotions, displays and other functions listed under the Editor's responsibility.
- E. Social Committee will be responsible for all events of a social nature including fund raising.

Section 2 – Selection of committee members – The President will make committee appointments and determine size of committees. The number of members on the Finance Committee will be six.

ARTICLE IX – DUES AND FEES

Section 1 – Dues for the organization are \$24.00/yr., good from October 1, of current year to Sept 30, of the following year. Students joining during the Fall semester (September – December) may pay the full amount or pay on three monthly installments of \$8.00 in October, \$8.00 in November, and \$8.00 in December. The advisor may at any time suspend membership fee for a term or the semester depending on the financial position of the club.

- A. Students joining during the start of Fall semester must be paid in full before the end of the semester and will have a full one year membership.
- B. Students joining during the Winter semester (January – April), must be paid in full by the end of the semester and, however, their membership will only extend from February 1 – September 30, therefore only \$12.00 is due. Payment can be made in full or can be made in installments of \$4.00/month from February – April.
- C. The following plan is to prevent overlapping memberships and to insure all memberships are ended on September 30, of each year.

Section 2 – Provisions for accounting procedures of membership moneys/allocation funds/maintenance of bank accounts.

- A. Membership money – The Treasurer will collect membership money and record member's name, date and amount collected on the membership list for dues. A receipt is required to be given the

member. Treasurer must also give names, dates and amount collected to the Secretary. Immediately after collecting money of any type, the Treasures must deposit that money into the organization's account that is established in the Office of Student Life. Money should be deposited in the Cashiers Office by using the following steps:

1. In order to make a deposit into your student account you must use a Student Organization Fund Deposit form that can be obtained from the Office of Student Life.
 2. Break down the deposit into cash and checks
 3. Stamp all checks **for deposit only**; there is a stamp available in the Office of Student Life for your use.
 4. Take the form and your deposit to the Cashiers to make the deposit and always keep a copy of the form for your record.
 5. Bring a copy of the form to the Office of Student Life to be filed in your Organization's file.
 6. Additionally, you must complete the information on the Deposit Bag and the Deposit Slip in order for your organization's account to be credited.
 7. The white copy of the deposit slip must be sealed inside the deposit bag along with the funds that you are depositing the yellow copy of the deposit slip should be presented with the other documentation.
 8. Do not forget to fill out the top tear-off of the deposit bag – this is your record.
 9. Staple the tear-off flap to the copy of the Fund Deposit Form that you turned into the Office of Student Life so that it can be filed in the organization's folder.
- B. Procedures for allocating funds and maintenance of bank accounts – Obtain “Application for Fund Allocation” from Executive Assistant Student Services, complete and follow all guidelines listed in the CLEF committee Procedures 2003-2004.**
The organization, in maintenance of bank accounts should use proper forms available from the Outreach and Retention coordinator. In addition to procedures listed in the Office of Student Life Advisor Handbook 2002-2003 or as may be revised.
All rules concerning first submission to the Outreach and Retention Coordinator and to Student Government, will, and must be, adhered to at all times.

ARTICLE X – CONSTITUTIONAL AND BYLAWS AMENDMENTS

Section 1 – Bylaws – The Bylaws may be amended at least once annually by a majority vote provided such proposed amendments have been sent to each member at least thirty (30) days prior to said meeting. (Bylaws shall be defined as that portion of the Constitution the organization can revise because it is not a mandate from Mott Community College or any of the governing bodies of the organization.)

Section 2 – Constitution – The Constitution may only be amended after approval from the governing body to change a mandated item. If an item is mandated for change, the organization will ask for a unanimous vote in support of the governing body.

ARTICLE XI – ANNUAL PROCEDURES AND TIMELINE

Section 1 – The following procedures and time line should be followed by all recognized student organizations.

SEPTEMBER

- Attend mandatory info Meetings for organization leaders and advisors

- Submit annual application for Recognition
- Submit Budget Planning Form to the Office of Student Life
- Submit updated membership roster to the Office of Student Life
- Register fall semester fundraiser dates at Student Activities Office
- Attend Calendar Meeting for student organizations
- Chose organization representative to attend Student Government meetings every week

OCTOBER

- Attend leadership Development Workshop

DECEMBER

- Submit first semester Activities Report

JANUARY

- Register spring semester fundraiser dates with Student Life Office
- Attend Calendar Meeting for student organization

FEBRUARY

- SUBMIT UPDATED MEMBERSHIP ROSTER TO THE Student Activities Offline

APRIL

- New officers elected for following year
- New officers trained by outgoing officers
- Begin planning for fall semester programs
- Verify that all organizational bills have been processed before semester ends
- Evaluate year and celebrate accomplishments
- Submit second semester Activities Report

ARTICLE XII – PARLIAMENTARY AUTHORITY

Section 1 – The rules contained in the current edition of Robert’s Rules of Order Newly Revised shall govern the Mott Ballroomers Club in all cases to which they are applicable and in which they are not inconsistent with the Constitution and Bylaws of the Mott Ballroomers Club.

Section 2 – Parliamentary Procedure Guide – The attached listed as “Parliamentary Procedure Guide may be used as a guide for the organization in conducting business of the organization.