

# **Polynesian Dance Club at UCSD**

## **CONSTITUTION**

### **Article I – Name**

The organization shall be called Polynesian Dance Club at UCSD.

### **Article II – Statement of Purpose**

The purpose of the Polynesian Dance Club shall be to:

1. Promote cultural awareness of the Polynesian Islands.
2. Offer dance instruction and performance opportunities.
3. Provide a social haven for any UCSD student seeking friends.

### **Article III – Non profit statement**

Polynesian Dance Club is a non-profit student organization.

### **Article IV - Requirements for Membership**

Membership into Polynesian Dance Club is granted to all students currently enrolled at the University of California, San Diego regardless of race, color, ancestry, national origin, gender, sexual orientation, or disability. No fees or dues are required to become a member. Attendance is not strict but is important in ensuring the quality of our performances.

### **Article V - Frequency of Organization Meetings**

#### *Section 1. General Body Meetings*

There shall be at least one scheduled meeting per quarter. Special meetings may be called by the president or the majority of the executive board. Members will meet once weekly on Sundays for dance practice. For up-to-date meeting dates and times, please see the Facebook page.

#### *Section 2. Executive Board Meetings*

Executive board meetings shall be scheduled before the quarter begins. Additional meetings will be held as frequently as the executive board deems necessary.

### **Article VI - Qualifications for Holding Office and Methods of Selecting and Replacing Officers**

Only registered UCSD students may hold office in the organization. Only registered UCSD students may vote in elections for the selection of the organization's officers.

#### *Section 1. Names and Qualifications*

The executive board shall consist of the President, Vice President/Lu'au Coordinator, Treasurer, Publicity & Design Chair, Dance Coordinator, Inventory Chair, and Social Chair. The officers shall include the executive board, as well as the Dance Instructor(s), Cultural Chair(s), and Kumu president. All the aforementioned officers shall be active members as defined by Article III.

## Section 2. *Method of Selection and Term of Office*

A new president shall be appointed by a majority vote of active club members (who have attended at least one meeting or club event, not including lu'au, prior to the election day) by the eighth week of spring quarter. Election processes are to be determined by the existing president and should include a prepared speech, light questioning/debate, and private ballots.

Other new executive board members shall be appointed by a majority vote of either (1) the active club members, or (2) the current officers by the eighth week of spring quarter (at the discretion of the new president). Officers not on the executive board shall be appointed by a majority vote of the new executive board (with the exception of the Kumu President, which is a position automatically given to an active former president who has not yet graduated and has served the entirety of their 1-year term).

Appointed candidates will submit an application to be reviewed by the executive board and will be interviewed by the executive board.

All officers shall serve for a period of one academic year.

## Section 3. *Vacancy of Office*

A vacancy of any office may be filled at any meeting by an appointment of the president with the approval of the majority of the officers and executive board.

## Section 4. *Power and Duties*

### A) The President shall:

1. Be the official representative of Polynesian Dance Club.
2. Oversee the delegation of tasks for events planned by other board members.
3. Assume and/or delegate the duties of any vacant positions.
4. Preside over all meetings and promote a collaborative environment.
5. Serve as a tiebreaker in any voting stalemate.
6. Hold veto power over any vote.
7. Be open for members' questions and comments.
8. Be aware of all deadlines such as TAP, club re-registration, office space applications, etc.
9. Not hold another position unless approved by the previous executive board.
10. Not serve more than one year-long unless no other challengers have appeared.
11. Compile a complete report to serve as a reference for the incoming president.

### B) The Vice President/Lu'au Coordinator shall:

1. Be a voting member of the executive board.
2. Assist the president in any requested club-related tasks.
3. Serve as president when the president is absent, impeached, or resigns.
4. Plan the annual club lu'au which includes but is not limited to ordering food, communicating with outside vendors, procuring donations, arranging decorations, finding emcee(s), organizing guest performances, and reserving Price Center Ballroom and sound equipment.
5. Delegate certain tasks above to the Social Chair and the Inventory Chair.
6. Handle all legal work involving lu'au.
7. Compile a complete report to serve as a reference for the incoming president.

C) The Treasurer shall:

1. Be a voting member of the executive board.
2. Be responsible for the collection of money, dispense of the funds belonging to Polynesian Dance Club, and maintain complete records of income and expenditures of the club.
3. Compose and present a budget for club events such as lu'au.
4. Fill out corresponding paperwork or forms for said events including but not limited to TAP forms.
5. Generate ideas for fundraisers to raise money for the club
6. Compile a complete report to serve as a reference for the incoming president.

D) The Publicity & Design Chair shall:

1. Be a voting member of the executive board.
2. Create promotional material for the club and its events.
3. Utilize advertising resources such as Student Events Insider.
4. Get banners, flyers, and programs designed, printed, and approved.
5. Manage club social media accounts and post meeting announcements.
6. Produce designs for t-shirts and other club merchandise.
7. Compile a complete report to serve as a reference for the incoming president.

E) The Dance Coordinator shall:

1. Be a voting member of the executive board.
2. Be the primary choreographer for all dances taught and performed by Polynesian Dance Club.
3. Have comprehensive dance skills and experience in order to lead weekly practices.
4. Reserve rooms with a sound system for weekly dance practices.
5. Appoint Dance Instructors and delegate choreography to the Dance Committee.
6. Compile a complete report to serve as a reference for the incoming president.

F) The Inventory Chair shall:

1. Be a voting member of the executive board.
2. Hold a key to the storage space.
3. Keep an updated record of all costumes and other inventory.
4. Develop or improve upon inventory management procedures.
5. Distribute costumes for performances.
6. Compile a complete report to serve as a reference for the incoming president.

G) The Social Chair shall:

1. Be a voting member of the executive board.
2. Organize at least one social event per month to foster club bonding outside of practices.
3. Maintain a list of active members.
4. Communicate with other collegiate Hawai'i Clubs (eg: UCI, UCLA) to organize inter-campus activities.
5. Compile a complete report to serve as a reference for the incoming president.

H) The Dance Instructors/Committee shall:

1. Be a special committee created by the President if necessary.
2. Help the Dance Coordinator reserve rooms for practices.

3. Be on time to all practices.
4. Look for possible performance opportunities.
5. Choreograph delegated dances for lu'au.
6. Plan costumes for lu'au and have them done well in advance.

I) The Cultural Chairs shall:

1. Be a special committee created by the President if necessary.
2. Assist any and all officers in ensuring the cultural relevance and accuracy of the club.
3. Periodically provide educational information to the club regarding the history and culture of Polynesia.

J) The Kumu President shall:

1. Provide guidance and assistance as needed for other officers (“Kumu” is Hawai’ian for “teacher”).
2. Have at least 1 term of experience as president.

### Section 5. *Transfer of Power*

The outgoing officers will provide an information pamphlet with an evaluation and suggestions for their respective positions to the incoming officers. In addition, all events, meetings, etc. during weeks 8, 9 and 10 of spring quarter are intended to double as training activities for the new board. Both outgoing and incoming officers should be actively involved in planning.

### Section 6. *Voting and Impeachment*

When a major event, large financial expense, or other significant conflict/debate takes place within the club, a vote shall be held by the executive board to determine a course of action. In order for a vote to take place, at least five out of seven executive board members must be represented. Any officer may propose a measure for voting. Any executive board member must second this proposal for a vote to proceed. The President shall determine any formal voting procedures (eg: blind vote vs. not blind). The President may only cast votes in the event of a tie or an impeachment vote. The President also retains veto powers over any normal vote. Normal votes are passed by simple majority (greater than 50%).

The executive board may vote to impeach another officer in the event of that officer’s misconduct or negligence within the club. An officer member may be impeached only if all the executive board members unanimously vote for that officer’s impeachment. All board members must be represented. The officer in question may present a defense prior to the voting if they choose. Executive board members are not allowed to vote in their own impeachment tribunals.

## **Article VII - Risk Management**

### Section 1. *Policies and Procedures*

Polynesian Dance Club at UCSD is a registered student organization at the University of California, San Diego, but not part of the University itself. Polynesian Dance Club at UCSD understands that the University does not assume liability for the actions of the organization. The officers and members of Polynesian Dance Club also agree to abide by all aspects of the UC San Diego Student Conduct Code, University policies and Federal, California State, and Local laws.

### Section 2. *Physical Risks*

There are risks of physical injury associated with, arising out of, and inherent to dancing. Members will be administered water breaks during dance practices to mitigate these risks. Members should also consult their health care provider if they have questions about whether an activity is suitable for them to pursue.

Teaching choreography sometimes requires hands-on instruction. Instructors may correct dancers by touching their arms, feet, and hips to move them in the correct position. Members will be made aware that this is a common practice in dance instruction and must understand that it is their responsibility to communicate clearly with the instructor if any form of touch is unacceptable to them.

Risk of injury or trauma from dancing or participating in any club activity will be dealt within the club itself and not involve the University.

### **Article VIII - Financial Management**

All financial decisions will be made under AS guidelines. Every transaction with an outside business or vendor must have an invoice created for it. The President, Vice President, and Treasurer shall be the authorized signatories on checks and other financial documents. In addition to budget requests made to AS and other student organization funding resources, this organization will fundraise throughout the school year for the rest of its monetary needs. Embezzlement, pocketing, or any mishandling of club funds and/or donations will not be tolerated and the executive board will intervene by reviewing the expenditures of the member in question. The Treasurer will have veto power on all votes associated with purchase decisions if the club's financial integrity is threatened.