



# Masters of Dance

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Reviewed by: Amy Fitzsimmons & Travis Lake [2020]

Modifications approved by current members

\*Reviewed annually and subject to the approval of leadership initiatives\*

# Masters of Dance Constitution & Bylaws

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**Organization name/ abbreviation:** Masters of Dance/ MOD

**Purpose and Goals:** Masters of Dance is a community of dance artists committed to fostering member's artistic vision. Its purpose is to provide platforms for graduate students to grow as passionate leaders, educators and makers in the field of dance. Through exploring, discussing and presenting professional level dance works, MOD offers members the chance to gain further experience outside of departmental curriculum, acting as a bridge between higher education professional endeavors.

**Activities:** MOD activities include, but are not limited to:

- Bi-annual student-produced performances
- Sales & fundraisers
- Departmental activities
- Campus-wide events
- Community outreach events and projects
- Choreography and dance film festivals

**Membership eligibility, standards, and requirements:** Members must be Sam Houston State University students who are currently pursuing their Master of Fine Arts in Dance.

**GPA requirement for officers and members:** Members of Masters of Dance must maintain a minimum 3.0 GPA.

## Duties & Expectations

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**President and Vice-President:** Team duties include: organizing projects and events, holding monthly meetings, managing social media accounts, campaigning and selling the organization, applying for grants or funding from student affairs, involving the organization campus-wide, maintaining a positive relationship with the undergraduate students and XTE members, delegating BFA audition assignments, and relaying information to the advisor. The president and vice president are ambassadors of the graduate program. President has final say in all matters and is responsible for meeting all deadlines. (It is strongly suggested that someone on this team be an excellent writer.)

**Treasurer-Secretary:** Responsible for all monetary transactions, including fundraising, bake sales, flower sales, and apparel sales (hoodies, t-shirts etc.) Treasurer-secretary is tasked with overseeing budgeting, keeping physical records of transactions, and recording minutes at monthly meetings.

**Concert Director:** Responsible for tasks related to the bi-annual MOD concert. Tasks include: moderating auditions, preparing audition documents such as numbers and availability forms, overseeing the casting process and studio rehearsal bookings, creating a show performance order, and delegating assignments/deadlines such as poster design, program creation and press release. In addition to meeting all deadlines, the concert director must attend every rehearsal during tech. week.

**Members:** Responsible for supporting officers and participating in organizational activities. Members have the opportunity, but are not required to choreograph for the bi-annual concert. Members are expected to attend monthly meetings, display fair and just behavior during auditions, and maintain good practices while conducting rehearsals. Members should be willing to promote the organization and are welcome to voice their suggestions for improvement.

**Committees:** N/A

## **Member Procedures**

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**Meetings:** MOD will meet on the first Wednesday of every month at 12:30 p.m. All members are required to attend every meeting unless notified and approved by the president.

**Financial Procedure Statement:** The funds will be used to support the MOD concert, including photographer, PR, posters, costumes, makeup, performer and choreographer compensation. They may also be used for special projects, if agreed upon by all members.

**Disciplinary Procedures (notice):** Procedures for disciplining and/or removing a member(s), including a notice to the member(s) in question, will be determined at the discretion of the advisor and president. If problems arise, two warning notifications will be issued. If behavior does not improve, member(s) will be required to step down from their position and/or forfeit membership. An election to replace said member(s) will be held immediately.

**Disciplinary Procedures (perspective):** Members will be given the opportunity to have a private meeting with the president and advisor to present their point of view on the issue in question before any disciplinary measures are applied.

**Risk Management:** See Sam Houston State University Risk Management Guidelines.

**Advisor Expectations:** The advisor will schedule meetings as seen necessary with the members to check in with the process of the year. They will approve the poster design, PR, program design and t-shirt design before items are finalized.

**Constitutional Amendment Procedure:** Constitutional amendments will be voted on by the members during the final meeting of the year. Majority wins, and in the case of a tie, the previous president and/or advisor will come to a decision.

**Statement of Annual Review:** This document is to be reviewed annually and is subject to the approval of leadership initiatives.

## **Officer Elections (procedure)**

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**Timing:** Elections for the upcoming year will be held at the final meeting of the Spring semester.

**Process:** Members interested in an officer position for the upcoming year must create a short presentation stating why they would be an asset for the team, and which role(s) they feel suited for. Following the presentations, all members will vote to elect a new executive team. In the event of a discrepancy, the president and advisor will step in to resolve the issue(s).

**Election Process Breakdown:** Below is a fair and effective process when electing officers. If interested in an officer position, each candidate will be required to do the following (this system allows you to be eligible for multiple positions):

1. State the role or roles you are wanting to be considered for. In case your first choice gets filled by another MEMBER, you will be considered for your next choice of position.
2. Why do you think you are the right person for the position?
3. What are a few goals or plans that you want to achieve or implement if you were to be elected?

The chronological order of elections will go as follows:

1. Presentation of all candidates.

2. Vote for president
3. Reveal new president
4. Repeat for all officer positions

**\*Note:** Officer roles are most successful when occupied by second-year grads, as third-year grads are often busy with Thesis and other responsibilities.

**Virtual Elections:** Due to COVID-19, Spring 2020 elections occurred virtually. Each member submitted nominees for officer positions via email to a current officer. Following submissions, that officer created a Doodle poll for members to submit their votes; the poll was set to private. After all votes were collected, the officer announced the new officers via email and online forum.