



UNIVERSITY of ROCHESTER
STUDENTS' ASSOCIATION
GOVERNMENT

Sahir Bellydance Ensemble

ARTICLE I - ESTABLISHMENT

We the students, faculty, and staff of the University of Rochester hereby establish the Sahir Bellydance Ensemble of the University of Rochester and enact this constitution for its governance. Failure to follow this constitution could result in penalties or revocation of Students' Association recognition of this organization.

ARTICLE II - MISSION STATEMENT

To promote bellydance as a positive physical outlet for artistic expression and as a fundamental element in body awareness, movement, understanding, and personal development, as well as to promote positive body imagery and a supportive environment for personal growth.

ARTICLE III - MEMBERSHIP

SECTION ONE - MEMBERSHIP

- A. Eligibility - All Students' Association (SA) members shall be eligible for membership. An SA Member is a University of Rochester undergraduate of the College who has paid their SA activities fee. All members and associate members shall be listed on the organization's Campus Community Connection site. Membership is automatically renewed yearly unless the member graduates, requests to cancel their membership, or fails to meet membership requirements.
- B. Definition of active member - An active member attends at least 1 dance within the past year (current semester and the previous one). An inactive member is someone who hasn't attended any dances within the past year.
- C. Definition of associate member - All University of Rochester faculty, staff, graduate students and Eastman students shall be eligible for associate membership but not eligible to hold an officer position. Graduate students, faculty, and staff are not eligible to perform, compete, nor travel as part of a college student organization.

ARTICLE IV - MEETINGS AND VOTING

SECTION ONE - QUORUM

- A. A meeting shall be valid if a quorum is present. Quorum is defined as $\frac{1}{2}$ of the active membership plus two officers.

SECTION TWO - VOTING

- A. Voting on any issue shall be official only if the meeting is valid.
- B. All members shall have equal voting power.
 - a. Except in the case of a tie in which the newest elected president will break the tie.
- C. Procedure – All decisions shall be arrived at by simple majority using a hand vote unless otherwise specified by the presiding officer. The President shall only vote to break a tie.

ARTICLE V - OFFICERS AND QUALIFICATIONS

SECTION ONE - OFFICER POSITIONS

- A. President - Due to the need for leadership and logistical transitions to go as smoothly as possible for the benefit of the club, members must have served on E-Board in some other capacity for at least one full term prior to being eligible to run for the position of President, unless no one else is qualified.
- B. Vice President - must be an active member of Sibir Bellydance Ensemble.
- C. Business Manager - must be an active member of Sibir Bellydance Ensemble.
- D. Secretary - must be an active member of Sibir Bellydance Ensemble.
- E. Publicity Chair - must be an active member of Sibir Bellydance Ensemble.
- F. Spirit Chair - must be an active member of Sibir Bellydance Ensemble.
- G. Costume Manager - must be an active member of Sibir Bellydance Ensemble.

SECTION TWO - DUTIES OF OFFICERS

- A. All officers shall be members of the Students' Association.
- B. All officers shall promote active recruitment of new members.
- C. All officers shall enforce this constitution.
- D. All officers shall be responsible for knowing the sections of the Students' Association constitution and bylaws that apply to this organization.
- E. The **President** shall preside over the meetings and shall maintain organization within the club, communicate with other officers and delegate duties to maintain a functioning club that fulfills the purposes set forth above. The role of the President is to lead or responsibly delegate the instruction of all new members in the art of bellydancing, including technique and basic choreography. The President may work along with any choreographer for any new dance developed, as support. The President will also serve as the main contact for communication to or from individuals or groups outside the club and will officiate and oversee the proceedings of weekly E-Board meetings. The President does not vote in E-Board elections unless there is a tie that needs to be broken for the President position.
- F. The **President** shall be responsible for maintaining a current copy of this constitution open to inspection by all members of this organization, Senators, and all members of the Students' Association.
- G. The **Vice President** will take on the role and responsibilities of the President when the President is unable to attend any meetings. The main role of the Vice President is to provide support to all members of the club who are in need of extra assistance with their individual position roles. The Vice President is also in charge of reserving

space and doing CCC approvals for general meetings, practices, and performances. If a practice is not general, meaning that it is not on a designated official weekly practice time, then the choreographer of the respective dance is in charge of scheduling his or her own practice (eg: extra practices to prepare dancers for a guest performance, etc.) and the Vice President will reserve the space. The Vice President will also work with the Business Manager to correspond with Event Support as needed for performances.

- H. The **Business Manager** shall be responsible for maintaining all finances and keeping detailed records of all transactions. The Business Manager is in charge of maintaining the budget and submitting the budget proposal in the spring to SAAC, and is likewise responsible for submitting any supplemental requests if the need arises. The Business Manager will also maintain an accounting binder (or up-to-date digital equivalent) that all other E-Board members will have free access to, in order to establish a system of accountability, and so that any possible mistakes may be caught before they impact the club at large.
- I. The **Secretary** shall also take roll call at all meetings, tally votes, keep an accurate list of organization members and take and maintain meeting minutes. The Secretary is in charge of keeping minutes of any business conducted during meetings and maintaining our CCC site. The Secretary should take general attendance and compile a list of choreographers' attendance records. Additionally, the Secretary will be responsible for sending out the weekly schedule/emails in a timely manner. Minutes taken during practices, meetings, and events will be forwarded to all group members as appropriate.
- J. The **Publicity Chair** is responsible for recruiting new members, sending out updated lists of meetings and events to club members through our CCC site, representing Sihar Bellydance Ensemble to the Campus Times, and manning a table at both the Fall and Spring Activities Fair. The Publicity Chair is also responsible for designing fliers for all open events, including the main show each semester, and coordinating printing with the Copy Center. For this reason, it is imperative that the Publicity Chair have adequate experience with graphic design and photo editing before being eligible for election to the position. In addition to the promotion of events, the Publicity Chair is in charge of documenting and coordinating the documentation of club activities and events. This includes coordinating the filming and video footage of all shows and the maintenance of social media accounts (eg. Facebook, YouTube, Instagram, etc.).
- K. The **Spirit Chair** is responsible for scheduling social events in order to foster community spirit and promote positive group morale. Spirit Events should be scheduled once a month (at least). The Spirit Chair is also in charge of organizing and coordinating banner painting and tunnel painting for the show (in cooperation with the Publicity Chair). In order to foster club spirit beyond the University, the Spirit Chair will be in charge of correspondence with alumni members, in the form of a quarterly newsletter. The newsletter will illustrate club activity and progress and will be the main form of communication with members after graduation. To

this end, the Spirit Chair will create and maintain an alumni member contact list.

- L. The **Costume Manager** is responsible for maintaining an up-to-date inventory of all club-owned costumes and props, as well as the safe storage of club property. The Costume Manager will manage the repair of existing costumes and will be responsible for locating and procuring estimates for replacements and new pieces as necessary. Additionally, the Costume Manager will keep an up-to-date log of loaned materials. The Costume Manager is also responsible for maintaining the "Costume Rack" portfolio website in order to educate and facilitate choreographers' costuming decisions and will advise and regulate appropriate costuming for all Sihir performances.
- M. All officers must choreograph and teach at least one group dance of any level per term (ie; per two-semester cycle they remain on E-Board). Officers may collaborate on a dance, with a maximum of two people working on one dance.

SECTION THREE - NOMINATIONS AND ELECTIONS

A. Nomination and Elections Procedure -

- a. The Secretary is in charge of running elections, but ballots cast will go to the President to be counted.
- b. An open meeting to discuss nominations and the duties of all officials will be held no less than a week before the elections. All members interested in running for office must attend this information meeting to ensure nominees are adequately prepared for the E-Board positions they may be elected to (e.g; to make sure that a member running for Publicity Chair has adequate working knowledge of graphic design programs, etc).
- c. Nominations will occur at the meeting before the elections and via email to the President during the period between the nomination discussion meeting and the elections themselves. All nominations must be submitted at least four days prior to elections.
- d. A majority of cast ballots will be necessary for a candidate to be elected to office. If this majority cannot be reached, or in the event of a tie, the candidates will be allowed a short final statement not to be in excess of half a minute in length and ballots will be cast again.
- e. In the event that a second succeeding tie occurs the newly elected President will vote to break the tie, unless the tie is in the presidency then the current President will break the tie.
- f. Elections will be sequential and will be conducted in the following order: President, Vice President, Business Manager, Secretary, Publicity Chair, Costume Manager, and lastly Spirit Chair.
- g. One election will occur each year. This election is to be held prior to the end of the Fall semester, after the fall show but before finals or reading period, to ensure the highest number of members may be able to attend.
- h. Elections will occur in person with the use of paper ballots. Active members may apply for an absentee ballot if they have a reasonable conflict with the election date, in which case they may email their votes to the Secretary. This

must be arranged no less than 2 days in advance. All club members must be notified of the election meeting at least one week in advance and updated if any changes to the nominee rosters are made.

- i. All nominees running for office must prepare a short 3-5 sentence speech on why they are qualified for the position.
 - j. Active members (including previous E-Board members) may ask a limit of 3 questions of each candidate before voting occurs.
 - k. The previous E-Board and newly elected E-Board will have a joint meeting to pass materials and information pertaining to club duties and officer duties to the new officers. This meeting should occur prior to the assumption of E-Board positions by newly-elect officers.
 - l. The former E-Board will be responsible for filling out and submitting the annual Mid-Year Report to the Students' Association when it is required during the beginning of the Spring semester, as their last active duties.
- B. Term of Office - A term shall consist of the Spring semester following elections and then the Fall semester of the next academic year (e.g; if a member was elected at the end of Fall 2013 their term would be Spring 2014 and Fall 2014, or in other words, one calendar year).
- a. No senior may run in the Fall of their senior year unless they have been granted a Take Five year (or other fifth-year programs), if they are going to be attending the UR for an upper degree, or if they are co-running to split a term with another member and will serve on E-Board in their final Spring semester.
 - b. Two members may co-run for a position if one will be studying abroad during one semester of the prospective term (e.g., Student A and B may co-run for a term during which Student A will be abroad during the Spring semester. If elected, Student B will take the position in the Spring and Student A will take the position upon returning in the Fall). The positions of President and Vice-President are exempted from this.
 - c. In the interests of the smooth continuation of the club structure it is advised that the President and Vice President not have the same perspective graduation date, if at all possible.
- C. Timing of Elections - Elections will be held in the winter semester before winter break (at least 2 weeks prior to break).

SECTION FOUR - VACANCIES, RESIGNATIONS, AND REMOVALS

- A. At the first valid meeting following a vacancy of an office, the position is to be filled by the same manner described in *Article V, Section Three*.
- B. A vote of no confidence is a vote to remove an officer. Such a vote shall require a $\frac{2}{3}$ majority of the entire active membership to pass. Any member of the organization may call for a vote of no confidence.
- C. If a vote of no confidence on any officer is to take place, they must be notified one week in advance.
- D. An office shall be declared vacant as the result of a vote of no confidence.

SECTION FIVE - CHOREOGRAPHERS AND DANCES

- A. Members who wish to choreograph must inform E-Board of their intent to

- choreograph as soon as possible (and ideally within the first third of the semester *preceding the main show*) so that E-Board may ensure there is a good balance of beginner-, intermediate-, and advanced-level dances to offer to club members.
- B. Choreographers should not choreograph above their skill level. This distinction is left to the choreographer to decide.
 - C. Choreographers should discuss music and piece length with the E-Board in order to make sure the music and length are appropriate for the focus of the club, and also cohesive with the theme of the upcoming show.
 - D. Choreography must uphold Sibir's general standards of appropriate comportment and style. E-Board holds the right to exempt dances from practice space and performances if the choreography does not present the best image of the group's goals and purposes.
 - E. Before granting practice space, E-Board must approve dances. Choreographers and the E-Board should communicate to arrange a time when the choreographer(s) can come before E-Board to have their dance approved. Dances should be approved at least 4 days before practices of said dance would begin.
 - F. E-Board will give constructive criticism to choreographers in a positive, unbiased discussion to help improve the dance if it does not meet approval.
 - G. Choreographers will not drastically change choreography once it has been approved by the E-Board without prior consent of the officers. Drastic changes made to choreography which makes it fail to meet any of the counts above may result in the dance's exemption from practice space and performances.
 - H. Choreographers may hold auditions only in the following cases:
 - a. that a limited number of props needed for the dance are available for use (e.g. veils or canes).
 - b. the number of dancers who may safely be onstage at once is limited by choreography or stage restrictions.
 - c. early-semester guest performances require the dance to be presentable before it would normally have to be ready for the main end-of-semester show.
 - I. Choreographers should communicate with E-Board before auditions, as well as before decisions are made, and should uphold the same constructive, positive and unbiased attitudes throughout the process.

ARTICLE VII - RESOURCES

SECTION ONE - RESOURCES

- A. The Sibir Bellydance Ensemble of the University of Rochester will abide their Resource Agreement.

ARTICLE VIII - HAZING POLICY

Hazing, defined as the harassment of one individual by another individual or organization, is not permitted by the Sibir Bellydance Ensemble. Behavior prohibited under this rule includes actions threatening substantial risk of physical or mental injury; actions exposing the individual to distressing, repulsive, or alarming situations or sensations; forced consumption of alcohol or drugs;

actions in the form of social pressure which might cause harm to an individual.

ARTICLE VIV - NONDISCRIMINATION POLICY

The Sibir Bellydance Ensemble abides by the nondiscrimination policy of the University of Rochester.

Katherine Lentz

4-23-22

Signature of Confirmation

Date

Katherine Lentz

President, Sibir Bellydance Ensemble

Noah Hathaway

05/04/2022

Signature of Approval

Date

Noah Hathaway

Chair, Student Organization Administration & Review Committee