

Imperial College Union Dance Club Constitution

1. Name

- 1.1. The name of the Club shall be the **Imperial College Union Dance Club**, hereafter referred to as the Club.
- 1.2. The Club shall be a member of the Arts & Entertainments (A&E).

2. Aims and objectives

- 2.1. To encourage all types of partner dancing through regular classes, practice, social events, and private lessons where appropriate.
- 2.2. To promote and support competitive dancing in styles including but not limited to ballroom, latin, and salsa.

3. Statement of intent

- 3.1. The constitution, regulations, management and conduct of the Club shall abide by all Imperial College Union Policy, and shall be bound by the Imperial College Union Constitution and Regulations.
- 3.2. The Club stresses that it abides by the Imperial College Union Equal Opportunities Policy, and that Club regulations pertaining to membership of the Club or election to management of the Club shall not contravene this policy.
- 3.3. The Club shall also be governed by the A&E standing orders, regulations and constitution.

4. Membership

- 4.1. Only full members of ICU may become full members of the club.
- 4.2. Associate and life members of the ICU may become associate members of the club with all the rights awarded to full members excluding voting in club meetings.
- 4.3. All members shall pay an annual subscription to join the Club; the membership fee shall be decided by the Club committee but shall not be less than that specified in the A&E Standing orders.
 - 4.3.1. The membership fee may not be permanently changed between the start of the academic year and January.
 - 4.3.2. The committee may make a temporary deal, or reduction in the price of membership.
 - 4.3.2.1. These must last at least 1 week.
 - 4.3.2.2. These must be advertised to the entire club and in no way discriminate between different groups within the club, including

but not limited to: the committee, a given level of dancer, dancers of a given dance style, either competitive or non-competitive dancers, undergraduates, and postgraduates.

- 4.4. In the event that a person cannot obtain associate membership of ICU, the committee may make them affiliates of the club, on a case-by-case basis.
 - 4.4.1. Affiliates do not have the rights of members, except those granted by the committee. The committee may not grant any rights which contradict the rules of ICU or A&E.
 - 4.4.2. Affiliation requires the direct approval of the president. If the affiliation is with a team then the direct approval of the appropriate team captain is also required. These approvals can be revoked, or replaced with a majority vote of the committee.
 - 4.4.3. Affiliation must provide a benefit to the club and the full members of the union which would not be achievable without affiliation.

5. Committee

- 5.1. The management of the club is vested in the club committee.
- 5.2. Unless otherwise stated, in the event of a disagreement amongst the committee this shall be resolved by a majority vote, where the president shall have 1.5 votes to break ties.
- 5.3. The members of the committee will be elected by the full members of the club.
 - 5.3.1. No person may be given a vote on the committee without being duly elected by the full members of the club.
 - 5.3.2. Members of the committee must be full members of the club.
- 5.4. The club must have a president, secretary, and treasurer, as required by ICU.
- 5.5. No-one may hold two positions on the club committee.
- 5.6. The committee will be divided into the following sub-committees, positions in bold are the head of that subcommittee:
 - 5.6.1. Administration: **president**, secretary, treasurer, IT officer.
 - 5.6.2. Ballroom and latin team: **team captain**, vice-captain team treasurer, vice-captain for competitions, wardrobe master/mistress, beginners' trainer.
 - 5.6.3. Social dancing: **vice-president for social dances**, chief salsa officer, salsa team captain.
 - 5.6.4. Events and publicity: **vice-president for publicity**, vice-president for events, art director, social secretary.

- 5.7. The committee may, through a two-thirds majority, amend this constitution to change the role and title of a committee position, or to add or remove a committee position.
 - 5.7.1. This Action must be approved by the A&E (as required by the ICU).
 - 5.7.2. This action may be taken without consulting the membership of the club.
 - 5.7.3. Any changes made using this rule apply only to subsequent committees, not the committee which amended the constitution.
 - 5.7.4. Any changes must be publicised at least 1 week before the annual general meeting.
- 5.8. The committee may, through a two-thirds majority, at any time, ask a member of the committee for their resignation from the committee if it considers them negligent in their duty. This decision may be repealed by the A&E.
- 5.9. The head of each subcommittee is responsible for organising meetings for their subcommittee, monitoring activity within their subcommittee, reporting to the president, and encouraging planning, cooperation, and good practices within their subcommittee.
- 5.10. The responsibilities split between all members of the committee are these:
 - 5.10.1. Preparing rooms for classes, and charging for classes.
 - 5.10.2. To maintain the image of the club, and to not bring the club into disrepute.
 - 5.10.3. To act in a professional fashion to anyone employed by the club, and to all others interacting with the club.
 - 5.10.4. To take no irreversible action which impinges on the responsibilities of another committee member without the full knowledge and consent of that member.
- 5.11. The responsibilities split between the members of a subcommittee are these:
 - 5.11.1. Administration:
 - 5.11.1.1. Answer or direct emails and enquires made to the club.
 - 5.11.1.2. Arrange and develop sponsorship opportunities for the club.
 - 5.11.1.3. Ensure that a fair balance is kept between the different styles of dancing, and between competitive and social dancing.
 - 5.11.2. Ballroom and latin team:
 - 5.11.2.1. To work towards the maintenance and development of the ballroom and latin team.
 - 5.11.2.2. To create and enforce fair and productive policies regarding the members of the team including but not limited to: the

division and subsidy, the availability of private lessons, team practices, and competitions

5.11.2.3. Ensure that all members of the team obey the rules of the club.

5.11.2.4. To develop personal relationships with and between members of the team.

5.11.2.5. To encourage the development of the beginners' ballroom and latin team.

5.11.3. Social dancing:

5.11.3.1. To organise social classes, and advertise them to members of the club and imperial students, with the help of the events and publicity subcommittee.

5.11.3.2. To expand and improve the range of social classes offered by the club.

5.11.3.3. To ensure that all social, and salsa dancers obey the rules of the club.

5.11.4. Events and publicity:

5.11.4.1. To develop and publicise events which benefit the members of the club, and increase the appeal of the club.

5.11.4.2. To arrange the club's presence freshers fair, and to recruit new members of the club.

5.11.4.3. To produce physical and online materials which advertise the club, its events, and classes to its members and imperial students.

5.12. The responsibilities of each committee position are these:

5.12.1. **President:**

5.12.1.1. To provide direction and long term goals to the committee.

5.12.1.2. To arrange committee meetings whenever required.

5.12.1.3. To monitor and encourage the activity of other committee members.

5.12.1.4. To encourage cooperation between committee members and between sub-committees.

5.12.1.5. To ensure that the constitution and the rules of the union and A&E are upheld.

5.12.1.6. With the assistance of the secretary, to arrange the election and training of future committee members.

- 5.12.1.7. With the assistance of the secretary, to arrange room bookings. To mediate disputes with the union and other parties regarding room bookings.
- 5.12.1.8. To be the main point of contact for the club, where this is not otherwise delegated.
- 5.12.1.9. To liaise with the union regarding any breaches of rules, disciplinary action taken against the club or its members, or misunderstandings.

5.12.2. Secretary:

- 5.12.2.1. Organise committee meetings, including: booking rooms, collating and distributing an agenda, writing and distribution minutes.
- 5.12.2.2. With input from other committee members, to write and send regular club emails.
- 5.12.2.3. To maintain the committee's online storage in an organised fashion.
- 5.12.2.4. To acquire any items required to charge for classes.
- 5.12.2.5. To organise the committee rota for charging for classes.

5.12.3. Treasurer:

- 5.12.3.1. To ensure that the club does not go into debt.
- 5.12.3.2. To create and maintain a budget.
- 5.12.3.3. To monitor club spending, and to review and approve purchases by other committee members.
- 5.12.3.4. To regularly transfer money from the cash box to the bank, and ensure that the cash box is well supplied with £5 notes and £1 coins.
- 5.12.3.5. To know of all grants and subsidies offered by the union, to advise the committee on these, and to apply for them.
 - 5.12.3.5.1. This particularly includes the main annual grant given the club by the union.
- 5.12.3.6. To arrange and monitor all payments made to and from the club, unless otherwise delegated.

5.12.4. IT Officer:

- 5.12.4.1. To maintain and improve the club website.
- 5.12.4.2. To advise the committee on all IT matters, including social media, and the IT tools used by the committee.

5.12.5. Ballroom and latin team captain:

- 5.12.5.1. To be the main point of contact for competitive ballroom and latin coaches.
- 5.12.5.2. To arrange, and where appropriate, run team practices.
- 5.12.5.3. To maintain the club's class calendar.
- 5.12.5.4. To monitor and facilitate all actions taken by the team subcommittee.
- 5.12.5.5. To provide inspiration, focus, and an example to the team members.

5.12.6. Ballroom and latin vice-captain team treasurer:

- 5.12.6.1. With the assistance of the team captain, to set the price of team passes.
- 5.12.6.2. To create invoices for the competitive ballroom and latin coaches, and to manage payments with the union.
- 5.12.6.3. To investigate and correct any incorrect or delayed payments to the competitive ballroom and latin coaches.
- 5.12.6.4. To ensure all team members have paid the relevant fees, and to produce any required lists of team members.

5.12.7. Ballroom and latin vice-captain for competitions:

- 5.12.7.1. To arrange entry to competitions.
- 5.12.7.2. To arrange transport to and from competitions, and, where required, accommodation.
- 5.12.7.3. To advertise and administer members entering competitions.
- 5.12.7.4. To inform the IVDA committee as soon as possible of any non-imperial students dancing on the team.

5.12.8. Wardrobe master/mistress:

- 5.12.8.1. To maintain and arrange the repair of all clothing owned by the club.
- 5.12.8.2. At their fair and unbiased discretion, to lend club clothing to members.
- 5.12.8.3. To track the clothing lent by the club and ensure its recovery.
- 5.12.8.4. To keep the cupboard tidy, and encourage other committee members to treat it well.
- 5.12.8.5. To acquire more clothing for the club, based on a sensible policy agreed upon with the treasurer.

5.12.8.6. To ensure, to the best of their ability, that all team members have appropriate competitive clothing.

5.12.8.7. To ensure that the wardrobe is well balanced so as not to discriminate against a person's body type, or gender.

5.12.9. **Beginners' trainer**

5.12.9.1. In charge of beginners' team, take care of registration of beginners after freshers' fair and train the beginners.

5.12.9.2. Organize partnering sessions for beginners.

5.12.9.3. In charge of Thursday beginners' team training sessions.

5.12.10. **Vice-president for social dances, with the assistance of the chief salsa officer:**

5.12.10.1. To be the main point of contact for all social teachers unless otherwise delegated.

5.12.10.2. To maintain and expand the range of styles, and number of social classes offered by the club.

5.12.10.3. To organise the publicising of social classes, with the assistance of the vice-president for publicity.

5.12.10.4. To monitor and facilitate all actions taken by the social subcommittee.

5.12.11. **Salsa team captain, with the assistance of the chief salsa officer:**

5.12.11.1. To arrange, and where appropriate, run salsa team practices, and competitive classes.

5.12.11.2. To provide inspiration, focus, and an example to the team members.

5.12.11.3. To arrange for the team to attend competitions, and either perform or delegate relevant administration.

5.12.11.4. To encourage the development of salsa and related dances

5.12.12. **Vice-president for publicity, with the assistance of the social secretary:**

5.12.12.1. To monitor and facilitate all actions taken by the events and publicity subcommittee.

5.12.12.2. To create, or arrange for the creation of, publicity material promoting the clubs classes, events, and general presence around Imperial College. To organise the distribution of any publicity material.

5.12.12.3. To create and maintain a social media presence with regular updates.

5.12.12.4. To assist the vice-president for events in planning the themes and activities at club events

5.12.13. **Vice-president for events, with the assistance of the social secretary:**

5.12.13.1. To organise several social events per term, ensuring a range of styles is offered so as to appeal to the entire club membership.

5.12.13.2. To liaise with any organisation with which the club is holding a joint event.

5.12.13.3. At their discretion, to organise club trips or holidays.

5.12.13.4. To develop and facilitate any activities outside of the club's usual operation.

5.12.14. **Art director:**

5.12.14.1. To ensure that the club's image is of high quality, and consistent over all media.

5.12.14.2. To assist the vice-president for publicity in the creation of publicity material.

5.12.15. **Social Secretary:**

5.12.15.1. Create social events which aims to bring members of different dance styles together

5.12.15.2. To assist the vice-president for events in the creation of social events.

6. Club Meetings

6.1. A club meeting may be called by the committee.

6.2. A club meeting may be requested by 11 members of the club. This request must be submitted to the president in writing or via email. The president is obliged to hold the meeting within 2 weeks of the request being submitted, subject to clause 6.5, and publish any agenda included with the request

6.2.1. This does not circumvent clause 6.8.

6.2.2. If the agenda of the requested meeting contains only matters which were fully discussed and voted on in previous meetings held in the term during which the request was made, then the president may refuse the meeting.

6.3. A club meeting may not be held in any way other than clauses 6.1 and 6.2.

6.4. The committee will appoint an official to run the meeting, based on their best judgement.

- 6.4.1. If a candidate is running for election at the meeting they may not be the official.
- 6.4.2. If the meeting has been requested by members of the club (clause 6.2), then the members who submitted the request may propose 1 alternative official. The first vote of the meeting will then be to choose between the official nominated by the committee and the alternative official. No absentia votes are permitted for this vote, but are allowed for subsequent votes, subject to clause 6.7.
- 6.4.3. The official is responsible for maintaining order, ensuring that the meeting runs in a smooth and timely fashion, counting votes, and ensuring that all rules are obeyed.
- 6.5. All club meetings must happen within term time.
- 6.6. Club meetings must be publicised by email and social media at least 7 days in advance. Announcements should also be made at the end of each class.
 - 6.6.1. An agenda, and any relevant manifestos must be made available at this point.
 - 6.6.1.1. The agenda may contain motions conditional on the success of other motions in the agenda. This includes elections.
 - 6.6.2. A copy of this constitution should be attached to the agenda.
- 6.7. Absentia voting shall be allowed by any means deemed proper and democratic by the meeting official.
 - 6.7.1. Absentia votes may only be cast on matters stated in the agenda, or for candidates whose manifestos were published at least 7 days in advance, or if there is only a single candidate running for a position.
- 6.8. Amendments to the constitution must be proposed and published 7 days in advance.
 - 6.8.1. Minor alterations to the **amendment** may be proposed and accepted at the meeting.
- 6.9. The club may vote to remove or replace a committee member, to reverse an action taken by the committee, or to force an action upon the committee.
 - 6.9.1. This must be proposed and published 7 days in advance.
 - 6.9.2. This may not require the committee to break the law, the rules of the A&E or ICU, or this constitution.
- 6.10. The default length of a club meeting will be 1 hour unless otherwise publicised with the agenda.
 - 6.10.1. Meetings may end before or after this time limit.

- 6.10.2. If this time limit is exceeded then any full member of the club may immediately interrupt any proceedings and call an immediate vote that the meeting is to be immediately concluded.
 - 6.10.2.1. In the event that this motion fails, then a subsequent vote to end the meeting may not be called for 15 minutes.
- 6.11. The quorum of the meeting shall be 20 full members.
 - 6.11.1. Decisions shall be made using an instant-runoff vote (also known as alternative vote). Voters shall rank the options. The option with the lowest number of 1st choices is repeatedly removed until an option has a majority of first choices. Once a voter's first choice is removed then their highest choice still remaining counts as their 1st choice.
 - 6.11.2. Decisions can be made when quorum is not reached provided it would be impossible for a different decision to be made if quorum was reached. E.g. if there are 11 votes for and none against.
 - 6.11.3. Only full members may vote.
- 6.12. Any member (including associate members) has the right to speak about the topic in question, provided that at least 4 present full members wish to hear them.
 - 6.12.1. The official may decide in which order people are allowed to speak.
 - 6.12.2. The official may ask a member to immediately conclude their arguments if these have exceeded 2 minutes.
 - 6.12.3. The member must be allowed to speak before the vote.
 - 6.12.4. This right is lost if used to repeat previously made points, or to purposefully delay proceedings.
- 6.13. Any member (including associate members) may make a proposal at the meeting, subject to clauses 6.8 and 6.9.
 - 6.13.1. This proposal cannot contradict any proposal voted on in a previous club meeting held in the same term.
 - 6.13.2. The official may immediately reject this proposal unless 4 full members back it. If it is not rejected or withdrawn by the proposer then the proposal must be voted on, subject to clause 6.10.2.
 - 6.13.3. The official may decide on the order in which proposals are considered.
 - 6.13.4. All proposals in the agenda must be voted on before accepting new proposals unless the outcome of a new proposal influences proposals on the agenda, in the opinion of at least 1 quarter of the full members present, or the official.

- 6.13.5. The official may not rearrange proposals purely for the sake of delaying a proposal so that it may not be considered under clause 6.10.2
- 6.14. The location of the meeting must be publicised in advance and may not change once the meeting has started.
 - 6.14.1. The meeting must be held in a building in the imperial college south kensington campus.
 - 6.14.2. If this building has restricted access then the committee is required to arrange access to the building for all club members up to the start of the meeting.
 - 6.14.3. In the event of an unavoidable emergency, the location of the meeting may be changed to another location on the south kensington campus up to 10 minutes before the start of the meeting.

7. Elections

- 7.1. All elections must happen at a club meeting, or using the union's online election service.
- 7.2. Positions must be advertised at least 2 weeks in advance of the meeting at which the election will take place, or 2 weeks in advance of the opening of the union's online election period.
- 7.3. Candidates may not apply for a position in the 1 week period before the meeting at which the election will take place.
- 7.4. All manifestoes must be published with the meeting's agenda.
- 7.5. In the event that there are no applicants for a position, candidates for that position may be nominated and elected at the meeting.
- 7.6. All candidates must be full members of the club, and must be eligible to become full members in the year to which they are being elected.
- 7.7. All candidates are required to inform the members present at the meeting of any matters which may significantly impede their ability to serve on the committee, including but not limited to: course length, availability of funding, years in industry, absences from imperial, and the possibility that they will not be permitted to continue their course if they do not achieve the required grades.

8. AGM

- 8.1. There will be an annual general meeting in the second term of each year.
- 8.2. The president will give a presentation on the status of the club, and the problems and achievements of the past year.
- 8.3. The treasurer will give a presentation on the current finances of the club, and on the spending and revenue of the past year. This must include breakdowns based on style of dancing, the level and competitiveness of the dancing. It

must include the profit and loss of socials, competitions, classes, and anything which the club subsidises.

9. Management Group

- 9.1. The club is currently part of the Arts & Entertainments (A&E). In the event that this is changed to a different management group, all references to the A&E in this document are automatically changed to the new management group.
- 9.2. If the club is not part of a management group for a period of 3 weeks, or more, the committee may make decisions independently of a management group (this affects clauses 3.3, 4.3, 4.5.1, 11.1). Any appeals previously directed to a management group should instead be directed to the union (this affects clauses 4.4.1, 5.8). This lasts until the club rejoins a management group.

10. Health and Safety

- 10.1. The Club acknowledges its duty of care to its members and will abide by Imperial College Union's Health and Safety policy.

11. Constitution

- 11.1. With the exception of clause 5.7, the constitution shall only be altered by consent of quorum (clause 6.11.1) present at a general meeting. The A&E shall approve any such alterations.
- 11.2. The Constitution shall be binding on the club officers and members from 1st August 2017.
- 11.3. From 1st August 2017 all other ICU Dance Club constitutions are hereby revoked.