



University
of Glasgow



Glasgow University Ballroom Dancing Society

Official Constitution

(Amended: 15 March 2017)

NAME

The name of the society shall be 'Glasgow University Ballroom Dancing Society'. This may be abbreviated to GUBDS.

AIMS

- To provide opportunities for Glasgow University students and affiliates to establish fundamental ballroom dancing skills and/or improve existing skills
- To develop ballroom dancing at Glasgow University as both a social/recreational activity and a competitive sport
- To raise members' level of performance onto a level on which they will be able to compete as part of a team representing the University of Glasgow at annual competitions between universities
- To organize social events that promote the society's activities

ACTIVITIES

1) Social and Recreational Dancing

- Weekly instructive lessons led by student teachers in a variety of ballroom dances and on different levels of ability
- Performances for events both within and outside the society
- Occasional dance workshops with guest professional teachers

2) Competitive Dancing

- Competition preparation classes led by among others a professional dance instructor
- Participation of the competitive team in sportdance competitions organized by the student dance associations IVDA/ NUDA¹

3) Social Events

- Social gatherings – club nights and/or social dancing events
- Winter and Spring Ball

MEMBERSHIP

- Full membership shall be open to registered students of Glasgow University only.
- Non-students may join as Associate members.
- Associate members (non-students) shall not account for more than 20% of the total membership.

GOVERNANCE

- The Society shall be under the control of the membership. The membership shall delegate management and finance to the board.
- The Society shall have an Executive Board, of seven office bearers, composed of:
 - Four executive positions: a President, a Vice President, a Treasurer, and a Secretary; plus
 - Three non-executive positions: a PR & Events Coordinator, a Teaching & Performance Coordinator, and a Team Captain.
- Executive positions of the executive board may be filled by full members (matriculated

¹ NUDA= Northern University Dance Association; IVDA= Intervarsity Dance Association

students of the University of Glasgow) only, who shall not have opted out of SRC representation under the Education Act 1994.

- Non-executive positions may be filled by any member of the society, full or associate member.
- The Society shall have a Teachers' Team composed of members of the society with a sufficient level of expertise in ballroom dancing.
- The Executive Board shall be the administrative body of the Society and shall be entirely responsible for the running of the Society. The Teachers' Team shall be responsible for structuring all dance classes and organizing dance activities.

COMMITTEE AND RESPONSIBILITIES

THE PRESIDENT

General Duties:

- Sets the goals of the society for the year
- Defines the tasks and distributes them equally among board members (if necessary sets deadlines)
- Supervises the activities of the board and ensures that deadlines are met
- Acts as the spokesperson of the society
- Negotiates sponsorship and partnership deals for and to benefit of the society and its membership (other than those relating to duties of the PR & Events Coordinator)
- Encourages suggestions from other board members and the society and democratically decides on the suggestions made
- Ensures transparency in communication both among the board members and the society as a whole

Required Annual Accomplishments:

- Ensures that the society continues to carry out its main functions – providing weekly dance classes and social activities
- Organises at least 4 board meetings

THE VICE PRESIDENT

General duties:

- Supports the President in all his/her responsibilities
- In the case of absence of the President takes on all his/her responsibilities
- Organises AGM/ EGM²
- Organises room bookings in communication with other committee members
- Responsible for the advertising and promotion of all AGM related matters on social media

Required Annual Accomplishments:

- Organises AGM
- Ensures rooms are booked on time and fitting to the society's needs

THE SECRETARY

General duties:

² AGM= Annual General Meeting, EGM= Extraordinary General Meeting

- Maintains a list of all society members and visitors to the classes
- Distributes membership cards and organises controlled entry to the classes
- Responsible for communication with SRC, GUU, QMU and other university bodies
- Responsible for affiliation with university bodies
- Maintains e-mail account, answers members' inquiries and informs the board of any important news/opportunities
- Organises the emails in folders according to topic; informing responsible board member for important emails in their folder

Required Annual Accomplishments:

- Takes the necessary steps to affiliate the society with SRC and Student Unions in the beginning of the academic year
- Presents up-to-date member list at the end of each term

THE TREASURER

General duties:

- Maintains a bank account
- Maintains a record of society's finances and regularly informs board members about the budget
- Provides access to society's finances when needed
- Collects membership fee/class fee
- Reimburses board members for society-related costs
- Researches funding opportunities and sponsorship
- Applies for funding in co-operation with other board members
- Presents an annual financial report at the society's AGM

Required Annual Accomplishments:

- Ensures at least one source of funding
- Processes at least one funding application
- Presents financial report at the end of the year

THE PR & EVENTS COORDINATOR

General Duties:

- Promotes the society on campus, ensures participation in Fresher's fair and other related events
- Maintains Facebook group and page
- Organises social events for the society members
- Plays a key role in the organisation of the Annual Ball or Spring and Winter Balls (hall hire, decoration, catering)
- Shall be responsible for the general maintenance of the Facebook and Twitter pages and groups. Additionally they are responsible for the promotion and advertisement of any events organised by them and any information that must be provided to members that falls outwith the jurisdiction of the other board members.
- Responsible for updating the society website to reflect and publicise any events hosted during their term.

Required Annual Accomplishments:

- Shall initiate and conduct the organization of at least one society ball
- Responsible to organise a minimum of 4 social throughout the year

THE TEAM CAPTAIN

General duties:

- Informs society members of competition opportunities
- Helps interested members find partners and form couples
- Communicates with IVDA/NUDA/competition organisers
- Shall ensure affiliation with student dance societies (IVDA, NUDA etc) and shall be responsible with communication with them.
- Ensures participation fees and all documentation are sent to the organisers on time
- Provides practice space for all couples (room bookings)
- Provides teachers' supervision for couples' preparation in coordination with the Teachers' Team
- If necessary, in coordination with Teaching & Performance Coordinator organises workshops aimed at competition preparation
- Shall be responsible for promoting and advertising class related posts on the social media. This includes changes to schedule, times, venue and workshops.
- Responsible for updating the society website to reflect competition and dancesport related events and competition information and events.

Required Annual Accomplishments:

- Shall ensure participation of the competitive team in at least two competitions

Election and experience:

- Due to the specific nature of the role the Team Captain position shall be limited to society members who possess the necessary dance and competitive experience
- Each Team Captain shall be required to have at least 2 years of dance experience and must have participated in at least one competition, preferably one of the university competitions organised by the student dance associations
- Team Captain candidates shall be nominated by the committee based on their experience before they proceed to take part in elections and will then be freely elected by the membership
- The Team Captain shall be allowed to elect a Vice Captain at their discretion to represent or assist the Team Captain in preparation for competition; to attend on the Team Captain's behalf in their absence from competitions; and to assist in the organisation and planning of any competitive excursions.

THE TEACHING & PERFORMANCE COORDINATOR

General duties:

- Responsible for contacting and attracting potential teachers to join the Teacher's Team
- Responsible for coordinating the work of the teachers
- Represents teachers and their interests at board meetings if they are absent
- Creates a timetable for the classes and ensuring its convenience for all teachers
- Invites guest professional teachers and organising workshops (one-off specialized classes)
- Provides performance opportunities for members of the society and ensuring smooth preparation for the performance (as coordinated with the teachers)
- Responsible for meeting teachers' technical needs - speakers, laptop, etc.
- Responsible for the music in coordination with the teachers to ensure right tempo and clear rhythm

Required Annual Accomplishments:

- Forms a Teachers Team of at least three persons
- Ensures the smooth running of classes throughout the year

Election and experience:

- Due to the specific nature of the role the Teaching & Performance Coordinator position shall be limited to society members who possess the necessary dance and teaching experience
- The T&P Coordinator shall be required to have at least 2 years of dance experience, some musical knowledge (ability to distinguish between different styles of music and define the tempo) and some teaching experience
- The T&P Coordinator candidates shall be nominated by the committee based on their experience before they proceed to take part in elections and will then be freely elected by the membership

THE TEACHERS TEAM

General Description:

- The Teachers Team is formed by the T&C Coordinator and the board members based on a person's dance and teaching experience
- The Teachers Team is semi-independent from the board in its decisions regarding teaching and structuring the classes
- The Teachers Team can raise issues to the executive board if certain decisions or circumstances affect their work
- Student teachers' positions are voluntary and unpaid, but certain society benefits are provided in exchange for their service

Required Annual Accomplishments:

- Should be involved in at least 6 out the 10 Latin & Ballroom Dances during dance sessions throughout the year

GENERAL COMMITTEE RESPONSIBILITIES

- All board members are expected to show initiative and commitment to fulfilling their duties
- Each board member is required to attend at least 70% of the board meetings
- If a board member fails to attend the necessary number of meetings, fulfil their duties and annual accomplishments or acts irresponsibly and against the interests of the society, they can be voted out of the committee by a majority of the remaining board members and an EGM will be called in order to fill the vacant position
- All committee members shall be held responsible for a democratic and cooperative approach of the planning and conducting of events and in pursuing the society's objectives.
- All external communication must be done through official channels such as the society email, and any additional correspondence through private mediums must be copied/ forwarded to society channels as evidence of communication on behalf of the society.
- There shall be two copies of every contract - one for each signing party.
- All decisions, especially those regarding money, must be communicated to the board before they are made.

GENERAL MEETINGS and ELECTIONS

- The purpose of the Annual General Meeting shall be to elect the office bearers for the next

academic year, to vote any amendments to the constitution and to present the annual financial report of the society.

- The Society shall hold its Annual General Meeting once per year, at the end of each academic year. The exact date shall be at the discretion of the Executive Committee members presiding at the time. All members must receive at least 14 days written notification of the Annual General Meeting
- An Extraordinary General Meeting shall be called in the event of a vacancy or need for a replacement in the Executive Committee or the necessity of a constitutional amendment to be voted. An EGM can also be called by the submission of a written request by 10% of the membership. Members shall receive 5 days written notification of an EGM.
- Any member of the society shall have full voting rights at any AGM or EGM. Associate members' votes shall not exceed 20% of the total votes.
- Constitutional amendments shall require a two-thirds majority at a general meeting open to all members. Elections and any other decisions made at the general meeting shall be decided by a secret ballot and a simple majority vote.

FINANCE

- All members shall pay an annual subscription fee as designated by the Executive Committee.
- The annual subscription fee shall be determined at the close of the financial year in preparation for the new academic year.
- The annual subscription fee shall be due at the opening meeting of each academic year or at the time of admission to the Society.
- The Society's financial year shall correspond to the academic year.
- The Treasurer cannot reimburse any money paid by a member of the society without proof of receipts.
- The Treasurer cannot approve any award of money after the event has occurred/item has been purchased unless for emergencies providing there is evidence of receipts.
- Organisers of any event or excursion must receive prior written confirmation from the Treasurer. Final confirmation from the Treasurer is required for any changes made prior to election. Emergencies with a proper confirmation and proof are excluded.

EQUAL OPPORTUNITIES

- The Society has taken and will continue to take all necessary steps to ensure that its meetings, events and socials are accessible to all, irrespective of any disability.
- The Society believes that discrimination or harassment, direct or indirect, based on a person's gender, age, race, skin colour, nationality, religious belief, socio-economic background, disability, HIV status, sexual orientation, state of health, appearance, marital status or family circumstances or any other irrelevant distinction, is detrimental to the Society, the University and wider society, and will not be tolerated.