Top Flight Steppers of Westfield State University

Constitution

**Article I**

**Section 1:** This organization shall be known as the Top Flight Steppers of Westfield State University, hereby referred to as the Step Team.

**Article II**

**Purpose**

**Section 1:** The primary purpose of the Westfield State Top Flight Steppers is to foster an active interest in the historical African-American art of stepping.

**Section 2:** The club will strive to promote a welcoming environment where only practice can lead to the organization’s success.

**Section 3:** The club will engage in activities including fundraisers, group outings, performances, and competitions.

**Section 4:** Through practice and working together as a team, all members of the organization will be encouraged to increase their skill level in stepping while still being able to enjoy themselves and have fun.

**Article III**

**Membership**

**Section 1:** Membership shall be open to all full-time and part-time undergraduate students of Westfield State University who have paid their student activities fee for the current academic semester.

**Section 2:** Members who do not abide by any rules or regulations listed in the student handbook regarding student code and conduct are also subject to being made inactive.

**Article IV**

**Officers**

**Section 1:** The board shall consist of the following executive board positions: President, Vice President, Captain, Co-Captain, Secretary, Treasurer, and Media Arts Manager, and Line Captains.

**Section 1:** The duties of each executive officer are as follows:

1. President: they shall preside over club and executive board meetings. Presidents generally supervise the affairs of the club to ensure a smoothly running organization. They shall act as the public relations manager or liaison for the team. They is responsible for the arrangement of booking shows and upcoming events for the team; a well as handling all contact information for the team. Presidents can appoint members to vacant positions or create positions as necessary.
2. Vice President: They will support the President when necessary and in case of an absence of the President presume over all of the organization’s needs.
3. Co/Captains: They shall act as a leader or supervisor of the team during practice. They is responsible for running the practice and coming up with details for shows/performances. They shall be in constant communication with the President in regards club’s affairs and executive board meetings; as well as assist in the supervision during practice.
4. Secretary: They shall keep an accurate record of the proceedings of the practices, meetings and activities of the club. They will keep attendance records and manage the output of any written documents representing the club.
5. Treasure: They shall act as custodian of all monies the club possesses. They must keep the accurate and balanced records of all receipts and expenditures.
6. Media Arts Manager: They shall oversee all of the artwork, designs and themes used for step team performances. They will be responsible for documenting and archiving step team practices and shows. They shall be responsible for costume design and detail for each step team performance. They shall be responsible for the creation of step team fliers and other promotion artwork such as: step team banner, costume budgeting.
7. Line Captain: They shall act as an assistant leader of steppers in said line during practice. They is responsible for assisting line members and making sure each line member feels confident in their stepping abilities. They must make it appoint to assist line members with steps both inside and outside of practice.

**Section 3:** Officers will be elected in the fall after tryouts have concluded. Co-Captains will be selected before the last week of finals in the spring, during regular scheduled practice. Captains will have to have an overall GPA of a 2.2 in order to be nominated and to remain as captain.

**Section 4:** Any member of the club shall be eligible to hold an office.

**Section 5:** The terms of office will begin at the start of the following academic year. Each officer’s term is one (1) complete academic year. If position responsibilities are not performed, the team as a whole has the option to vote a member out of their position(s).

**Article V**

**Advisors**

**Section 1:** Advisors are open to any faculty, staff or librarian.

**Section 2:** The advisor will be available for guidance for the organization and serve as a resource for the organization.

**Section 3:** The advisor will be appointed by two-thirds (⅔) majority vote of the organization’s members.

**Article VI**

**Elections**

**Section 1:** Nominations have to be proposed before electing a member to become an officer. Whoever receives the most votes wins the election .Self-nominations as well as peer nominations will be accepted. Peer nominations must be accepted before voting takes place.

**Section 2:** Voting will be done anonymously through a written ballot. The advisors will then count and tally the votes.

**Section 3:** No election may be held if there is not a quorum of fifty percent (50%) of the club members plus one (1) present at the meeting.

**Section 4:** In case of a tie the exec board will select a non-voting member who is not in the election, they will count the votes and then only vote in the event of a tie. The advisor(s) may assist them but cannot vote.

**Article VII**

**Meetings**

**Section 1:** The club will meet no less than two (2) times a week with the exception of holidays and school closings.

**Section 2:** The executive board will meet no less than one (1) time every two weeks.

**Section 3:** If a team member needs to have something addressed immediately they are to contact the President of the team and the President can call for an emergency meeting to discuss the issue at hand.

**Section 4:** Practices will be held two (2) times a week and members are allowed three (3) unexcused absences during the academic school year. Academic absences need to be communicated twenty-four (24) hours in advance.

**Article VIII**

**Vacancies**

**Section 1:** If an office is vacated for any reason, nominations will be made at least one (1) meeting in advance to fill the vacant position. Nominations and voting procedures shall be followed under article IV

**Section 2:** If an Advisor is vacated for any reason, the exec board will petition for a new advisor and connect with SGA for further assistance.

**Article IX:**

**Amending procedure**

**Section 1:** The constitution may be amended by two-thirds (⅔) majority vote of the active voting members of the club and if approved by the Rules and Regulations committee of the Student Government Association.

**Article X:**

**Removal of Positions**

**Section 1:** If an officer advisor is not performing their duties they can be removed by Two-Thirds (⅔) votes of the club members.

**Section 2:** If an advisor is not performing their duties they can be removed by Two-thirds (⅔) votes of the club members

Article XI

Recognition of Safety and Waiver of Liability

Section 1:

1. The Student Government Association (herein, SGA) and this Club, Top Flight Stepper of Westfield State University, recognize that the overall safety and wellbeing of its Club members is a priority function of the Club.
2. This Club­­­­ (named above) is only authorized to conduct its activities in a designated University approved location such as one provided on campus grounds or at a recognized location that is designed or approved for this Club’s specific activities.
3. Each Club member, as a material condition of membership, understands, accepts and agrees that his/her participation in this Club is voluntary and that he/she voluntarily assumes all risks and liabilities associated with his/her participation.  Each Club member, by accepting membership, agrees to hold the SGA harmless from and indemnify the SGA against any and all liability, including, but not limited to physical, financial, emotional and property damage claims, whether sustained or inflicted, in connection with or in any way related to the participant’s participation in the Club.
4. Once approved the SGA acts as an administrative resource for the Club and is not responsible for managing Club activities.
	1. All Club activities which may include, but are not limited to practices, meetings, and competitions that are being held off of the Westfield State University campus must be supervised by a proper authority (Such as an advisor or coach or certified facility manager) and must be taking place in an appropriate setting for the activity. Secondly, all clubs operating their activities off-campus must complete proper paper work which may include but, is not limited to a travel waiver prior to the activity occurring. All paperwork must be completed and turned into the SGA office.
	2. All Club activities being held on Westfield State University campus buildings and grounds must be registered in the Event Management System to ensure proper coverage and knowledge of the activities.
	3. The responsibility of adhering to all expectations set out in “a” and “b” of this section lies with the officers and members of the individual Club.
5. Any and all injuries, whether incurred or inflicted in connection with Club activity, must be reported to Westfield State University Public Safety (413) - 572-5262 immediately per University reporting procedures. The SGA Parliamentarian or Representative must also be notified of such injury in writing no later than twenty-four (24) hours after the injury occurs. Reports of injuries will be kept by the SGA within the Club’s file.
6. After a report of such an injury has been made, all Club activities must cease while the cause of the injury is determined and an assessment of the situation occurs. After such determination and assessment by the Rules and Regulations committee, the club may resume its activities only if authorization from the SGA Parliamentarian to resume is issued in writing.

Section 2:

1. Failure to adhere to these conditions may result in sanctions, up to and including, revoking the Club’s active status as determined by the Rules and Regulations Committee.