

BAYLOR DANCE COMPANY CONSTITUTION

I. NAME AND PURPOSE

- The name of this organization is the Baylor Dance Company, also known as BDC. This organization is housed in the Health, Human Performance, and Recreation Division at Baylor University under the dance minor program.
- The Purposes of BDC are:
 - To provide a semi-professional dance atmosphere of training and performing for company members.
 - To provide an opportunity for each individual company member to experience performing and competition.
 - To promote a higher level of dance awareness at Baylor University and within the Waco community through public performances and workshops.

II. MEMBERSHIP DESCRIPTION

- A. The membership shall be limited to Baylor University full time, undergraduate students. Except in the case of guest performers and guest choreographers based on necessity.
 - Guest Performer: A guest performer is person who is not a member of BDC and has a unique talent needed to complete the goals of a BDC choreographer. The guest performer must be approved by the Director before any such person can be utilized.
 - Guest Chorographer: A guest choreographer is a person who is not faculty or a student at the University. This person must receive permission from the Director to choreograph for any scheduled performances.
- B. Maximum company membership will be determined every year. Any expectation to the rule will be made by the audition judges.

III. MEMBERSHIP REQUIREMENTS

- A. Each dancer must have had former dance training, be presently enrolled as a full time student at Baylor University (12 credit hours), and must maintain a cumulative grade point average of at least a 2.5 or higher in order to apply to audition for active membership.
 - Each member must be admitted to the company through a regularly scheduled audition in the fall or, in unique circumstances, the spring.
 - Each member must maintain good standing by...
 - a. Maintaining good behavior and a positive attitude
 - b. Adhering to all attendance policies
 - c. Fulfilling mandatory responsibilities
 - d. Paying all membership fees by due date each semester
 - e. Not having been dismissed from any class or rehearsal for disciplinary reasons
 - f. Abiding by all University Policies
 - Any member not in a good standing will be regarded as a disciplinary problem and will be reviewed by the Director and Faculty Board.
- B. Members are recommended but not required to be enrolled in at least one technique class per semester. A list of classes will be provided upon request.
- C. Each member must perform in the annual BDC Spring Showcase participating in a minimum of two dances.
- D. Each member must audition to participate in competition; not every member is guaranteed a spot on competition teams.

- E. Each member must attend company practices twice a week for 2 hours and attended one outside workout a week.
- F. Each member is required to sign the constitution before auditioning.
- G. **Probation:** Failure to adhere to any membership requirements will result in that member's membership being reviewed by the Director and as a result may be placed on two-week probation. At the end of the two-week period, a decision will be made by the Director and Faculty board.

IV. MEMBERSHIP AUDITIONS

- A. Each dancer must provide a completed application, a signed constitution, a signed release form, a class and extracurricular schedule, a headshot, and pay a \$30 audition fee prior to auditioning.
- B. Any BDC veteran in "good standing" must re-audition each fall except for that year's officers. The criteria for acceptance will be determined by the Faculty Board and Director.
- C. Auditions are judged by Faculty Board, Assistant Director, and Director. Based upon availability, a University Faculty/ staff member and/ or community guest may be invited to judge with the Directors approval.
- D. The Faculty Board, Assistant Director, and Director have the final say in acceptance of members.
- E. The company size will also be determined during auditions based on applications and a natural break in scores. The Faculty Board, Assistant Director, and Director will decide any exceptions.

V. COMPANY TECHNIQUE CLASSES

- A. BDC classes/practices will be scheduled twice a week for 2 hours on Tuesdays and Thursdays from 6:00pm – 8:00pm.
- B. The Faculty Board will suggest instruction.
- C. Only members are required and allowed to attend and participate in class.
- D. The designated class instructor has the right to discipline and/or dismiss anyone from class. Dismissal will be regarded as an absence. It may also require some additional disciplinary action at the discretion of the director, assistant director, or policy officer.
- E. Each member must dress appropriately for class. (Dance/athletic wear, hair restrained, little to no jewelry, and the correct foot attire.) If it is determined by the director, assistant director, or governing board that a member is not dressed appropriately, then he/she will be asked to leave and not return until properly attired. This will also result in a demerit.

VI. ATTENDANCE

- A. BDC company members are required to attend:
 - 1) All company technique classes held twice a week for 2 hours.
 - 2) All outside rehearsals that are scheduled.
 - 3) All Special Meetings called by the Faculty Board or Governing Board.
 - 4) Missing any of the above will constitute one absence. Internal Communications will keep an attendance record for company class. Choreographers will keep attendance for their rehearsals and report said attendance to internal communications for BDC records.

B. Attendance Requirements:

- 1) **AN ABSENCE (EVEN EXCUSED) EQUALS A DEMERIT. A TARDY EQUALS A DEMERIT.**
- 2) Demerits will be regulated once a month by the policy officer. Each member has a monthly limit of two demerits before possible suspension and elimination is considered by the Director. Following the 3rd demerit he/she will have to meet with the Director and discuss further disciplinary action.
 - Excused absence: exam, any graded out of classes requirements, scheduled **WACO HALL** sing practices, extreme injury and/or contagious illness.
 - Unexcused absence: **EVERYTHING ELSE** (SI, sorority meetings, club meetings, etc.)
- 3) Working off an unexcused absence: The member must attend a one-hour dance practice at a local dance studio. This class will be paid for and arranged by the member. The member will also be charged a \$10 fine to the company.
- 4) Working off an excused absence: The member must attend a one-hour dance practice at a local dance studio. This class will be paid for and arranged by the member. There is no monetary fine for an excused absences demerit.
- 5) The director and internal communications officer must approve absences at least 24 hours in advanced; Waco Hall Sing performance and rehearsals are acceptable.
- 6) Unforeseen Absences (death, sickness, injury): If there is some unforeseen emergency, you may be excused after the fact. Written explanations must be submitted to the Director within 2 days of absence or the absence will be recorded as unexcused.
- 7) Unexcused absences regarding other organizations include, but are not limited to: SI's for a class, crushes, mixers, formals, socials etc.
- 8) Two tardies will be considered one unexcused absence.
- 9) An unexcused tardy exceeding more than 45 minutes will be considered an unexcused absence.
- 10) After more than two absences have occurred, disciplinary actions must be taken by the Director. The Director will place any member on probation on the third absence. At the advisement of the Faculty Board to the Director, a member can be withdrawn from company membership. If that were to occur, that person cannot re-audition for one entire semester.
 - A maximum of 2 make-ups will be accepted after three absences have occurred. Make-ups are completed by attending one of the University Dance Courses offered by one of the Faculty Board members and must be pre-approved by the Director.

VII. CHOREOGRAPHERS, PERFORMANCE AUDITIONS & REHEARSALS

- A. Each choreographer must be part of the Faculty Board, a BDC company member, or a designated guest choreographer. Each student or guest choreographer must be approved by the Director.
- B. Each choreographer reserves the right to select dancers by audition or other criteria. Auditions are only opened to company members.

- C. All dance pieces must be approved by Director. Each choreographer must be prepared to discuss style, music, costuming, lighting, props and any special needs with the Director.
- D. Audition and rehearsal spaces will be posted; choreographers shall sign up for their rehearsal times. Any conflicts may be resolved with a rotational schedule.
- E. Rehearsal times for each dance piece will be posted at least one week in advance and are subject to change when necessary.
- F. Each dancer is required to attend all scheduled rehearsals for the dances he/she is in. Dancers must be excused by the choreographer in order to miss a scheduled rehearsal. Choreographers are responsible for notifying the Governing Board of any disciplinary problems concerning attendance. Any problems may result in dismissal from performing in that dance piece.

VIII. GOVERNMENT

- A. HHPR Director
 - 1) Shall be a Baylor University HHPR employee
 - 2) Shall be appointed by Baylor University HHPR Department chair
 - 3) Shall choose the BDC Faculty Board each year
- B. Faculty Board
 - 1) Shall consist of Baylor University Dance Faculty; fulltime and part-time
- C. Governing Board
 - 1) Officers will be selected by the BDC Director by interview, and performance each year
 - 2) If an officer is unable to continue to serve, and election will take place immediately for that office if needed.
 - 3) Offices for Governing Boards:
 - President
 - Vice President
 - Internal Communications
 - External Communications
 - Policy

IX. FINANCIAL

- A. Dues will be \$175.00 for each member, per semester of membership. Dues may be paid in full each semester or in two installments. Failure to pay after one week of the first official meeting will result in probation, unless discussed otherwise.
- B. There will be no refund of dues, audition fees, or any other company associated fee to any member that decides to leave the company, be it in the spring or fall semester.
- C. Fundraisers: workshops, clinics, etc. will be included in the annual budget made by the President and Treasurer and later approved by the Director.
- D. There will be an admission charge for all formal performance.
- E. All compensation for guest choreographers, BDC class instructors, judges, and theater expenses will be made according to the annual budget.
- F. BDC bank account to be opened only under director, assistant director, and treasurer.

X. MEETINGS

- A. Meetings will consist of:
 - 1) Faculty Board Meetings held at least once every other month or as needed.
 - 2) Governing Board Meetings will occur at least once a month with the Director.
 - 3) Special event and circumstance meetings will be scheduled as needed.

XI. ELECTIONS

A. Governing Board:

- 1) Qualifications:
 - a. Must be a member in “good standing.”
 - b. Must be willing to organize and plan through the summer.
 - c. Must have been an active member for one year
 - d. Must be a full time student (minimum of 12 semester hours) at the time of elections and while serving.
- 2) Candidates will undergo an interview process by the director and be judged on their dance ability.
- 3) Newly elected officers shall assume responsibility at the end of the spring semester.
- 4) If a member is unable to remain in office within a given semester another election will take place immediately to fill the vacancy.
- 5) Each member can hold an office for a maximum of 3 years

XII. OFFICER POSITION DESCRIPTIONS

President

- student activities liaison
- Director, Assistant Director, and Faculty Board Communications
- Officer communications
- Officer team building exercises
- Run/lead practices and stretches
- Assist in the planning and running of auditions
- Delegate necessary work to other officers
- Create the master schedule during the summer prior to current season (to be approved by director)
- Assist in making the yearly budget (to be approved by director)

Vice President

- Assistant to president
- Assistant to other officers (floater)
- Handle internal social relations
- Run/lead practices and stretches
- Will assume the roles and responsibilities of the president in the president’s absence
- Hold BDC inventory items

Internal Communications

- Maintain BDC directory
- Maintain membership attendance
- Maintain spreadsheets of sizes and costume numbers
- Email team with updates and reminders
- Maintain master schedule; make necessary changes to master schedule

- keep music for competition, show dances, etc.
- Scribe any information during practices and official meetings
- Hold costumes

External Communications

- Maintain all social media accounts
- Make regular updates and social media posts
- Maintain BDC YouTube channel
- Check BDC Gmail once a week
- Flyer/poster/chalk design and distribution
- Coordinate publicity events
- Coordinate fundraisers
- Handle t-shirts and BDC gear
- Hold banner, trifold board, trophies

Treasurer

- Maintain and update spreadsheet of expenses and budget
- Assist in making the yearly budget (to be approved by director)
- Collect due money and competition money
- Cash and deposit checks
- Report monthly statements to director, assistant director, & president on last Thursday of month
- Hold money box and checks
- Hold company credit card
- In charge of buying misc. supplies; run errands

Policy

- Keep signed constitutions
- Keep signed demerit contracts
- Assign demerits according to contract
- Maintain demerit forms and records
- Keep track of member workout attendance
- Email members with demerits on a monthly basis
- Make yearly edits and updates to BDC constitution per Director's request
- Collect grade reports on the last Thursday of each month

XIII. BYLAWS

In the event of any discrepancies in this document concerning Baylor Dance Company affairs, the Director and/or Faculty Board will make any and all final decisions.

BAYLOR DANCE COMPANY CONSTITUTION

Please sign if you have read and agree to the above Baylor Dance Company Constitution.

Signature: _____ Date: _____