

Constitution and By-Laws of Lakehead University Dance Team (“LUDT”)

Article I

1. The name of the Club shall be Lakehead University Dance Team (hereinafter “Club” or “LUDT”).
2. The Club shall conduct its operations under the constitution and by-laws of the Lakehead University Student Union (LUSU).
3. The purpose of the Club shall be the following, and all activities of the Club shall be conducted in the furtherance of this purpose:

The Lakehead University Dance Team's purpose is for a group of dancers to gather and create dances to perform at basketball half times and to prepare for performances in the community and local competitions. The team strives to provide a dance community to Lakehead University students. We hope to create an atmosphere for like-minded people while staying active and exploring new styles of dance.

By-Law I — Membership

1. At least one-half of the members of the Club shall be Lakehead University students.
2. All Club members shall have the right to bring forward motions and cast a vote at the Club's Annual General Meeting.
3. The membership of the Club shall be limited to the following:
Individuals who have successfully completed the Club's annual tryouts and have been selected by the Team Captains.
Attendance at tryouts is mandatory to be considered for membership. Selection decisions made by the Team Captains are final.

By-Law II — Meetings of the Members

1. The Club shall hold an Annual General Meeting at least once per academic year between the months of January and April, inclusively.
2. The date, time, and location of the Annual General Meeting shall be set by the President in consultation with the other Officers and announced to the Club members at least two

(2) weeks before the meeting is to take place.

3. At an Annual General Meeting, at least ten (10) Club members (or at least five (5) if this Club is based in Orillia) or ten percent (10%) of Club members, whichever is more, must be present in order for the meeting to be able to proceed. If this minimum is not achieved ("quorum"), no vote taken will be considered valid. The Officers shall call a new General Meeting for the purposes of electing their replacements as soon as possible if quorum is not met.
 - a. If, after a second attempt at calling a General Meeting, the meeting is not able to achieve quorum, the Officers shall appoint their replacements for the next term.
4. The Annual General Meeting shall be chaired by the President.
5. During the Annual General Meeting, the Club members shall appoint the Officers of the Club, who shall begin their terms on May 1.
6. The Club members may consider and vote upon any other item during the Annual General Meeting. Any motion decided in this way is valid and binding upon the Club and the Officers.
7. At any time, a petition of ten percent (10%) of Club members, or ten (10) Club members (or at least five (5) if this Club is based in Orillia), whichever is more, can call a Special General Meeting, during which the Club members may make any decision affecting the operation of the Club, including replacing any or all of the existing Officers or amending this Constitution. The petition must be served to the Officers at least five (5) days in advance of when the Special General Meeting is to take place, and must include the exact date, time, and location of the meeting. The Officers must then e-mail all of the Club members and notify them of the Special General Meeting at least four (4) days in advance of the scheduled meeting date.

By-Law III — Club Officers

1. Co-Captain. The President is the chief executive of the Club and in that capacity is able to make decisions affecting the Club and its operations. So long as those decisions are made in furtherance of the Club's purpose and do not violate this Constitution or the LUSU Governing Documents, they shall be considered valid and enforceable. Regardless of that, the President cannot make any decisions that are reserved for the Club members (such as amending this Constitution or electing Officers), nor may the President make decisions about items that are reserved for other Officers in this Constitution, unless the President has made good efforts to get in touch with those Officer(s) and has been unable to.

2. Risk Management Officer. The Risk Management officer is responsible for all risk-related practices within their Club. This includes ensuring all Rowan's Law requirements are enforced, and all participants receive concussion education materials. Additionally, the Risk Management Officer is required to ensure that the Athletic Emergency Action Plans are completed for all athletics-based events which include practices and participation in leagues/tournaments."

3. Treasurer.

1. Fundraisers

Organize two approved fundraisers each academic year (one per semester).

Each fundraiser must meet or exceed \$2,000

Obtain approval for all fundraisers from the Athletic Department.

Handle end-to-end coordination:

Contact and negotiate with the fundraising company or partner. Oversee all event logistics and execution.

Track contributions:

Maintain records of total funds raised and individual dancer contributions. Ensure all dancers are actively participating and meeting expectations.

Create incentives or rewards to motivate team participation.

Collaborate with the Social Media Lead for promotion:

Ensure 1 grid post and 1 story posts per week related to the fundraiser (in addition to regular content).

Encourage all dancers to repost fundraising content on their personal accounts.

2. Drop-In Classes

Plan and coordinate at least one drop-in class per week during the semester.

Develop a monthly schedule of classes (instructors and times) and share it at the start of each month.

Ensure each dancer teaches or participates in at least one drop-in per semester.

Manage promotions (e.g., package deals such as "Buy 4, get 1 free").

Track and report:

Attendance, revenue, and the completion of drop-ins by team members.

○ Provide captains with a monthly financial breakdown of drop-ins.

Collaborate with the Social Media Lead for marketing:

1 grid post per week, 2 story posts per week, and a monthly schedule post (in addition to standard content).

3. Sponsorships

Secure at least \$2,000 in sponsorships per semester

Use various outreach methods (in-person, email, calls, or social media).

Create and maintain a sponsorship package that highlights team value and benefits for sponsors.

Track all sponsor contacts, communications, and contributions in a central database.

Work with the Social Media Lead to ensure sponsors receive public acknowledgments where appropriate.

4. General Leadership Duties

Provide regular updates to captains on fundraising, drop-ins, and sponsorship progress.

- Coordinate with the Social Media Lead to ensure cohesive messaging and event promotion.

Prepare a semester-end summary report outlining results, successes, and areas for improvement.

Be proactive in motivating dancers, problem-solving, and ensuring financial goals are met.

4. Secretary.

1. Year-Round Responsibilities

Maintain a consistent posting schedule of at least 1 grid post and 2 story posts per week on the team's instagram.

Create and share engaging content, such as:

Team photos, class highlights, or candid moments (with permission).

Graphics, videos, or reels that promote the team's culture, achievements, and events.

Capture content during practices (excluding choreography that needs to remain private).

Feel free to ask dancers to pose for group or individual photos.

Stay updated on social media trends and incorporate them when appropriate to increase visibility.

Monitor account engagement (likes, comments, shares, and DMs) and respond to inquiries or messages promptly.

2. Fundraisers

Collaborate with the Fundraising Lead to create additional promotional content during fundraisers:

1 extra grid post and 1 extra story post per week during the fundraiser. Encourage dancers to repost and amplify fundraiser content on their own accounts.

Develop creative campaigns (e.g., countdown posts, progress updates) to build excitement and drive donations.

3. Drop-In Classes

Collaborate with the Fundraising Lead to promote drop-in classes:

Create a monthly grid post with the drop-in schedule.

Create an eye catching flyer with drop in dates monthly to be posted in approx. 5 areas of the school

Post 1 grid post and 2 story posts per week related to drop-ins (in addition to regular weekly content).

Highlight drop-in instructors and share class recaps or photos to increase attendance and awareness.

4. General Leadership Duties

Work closely with the Fundraising Lead and captains to ensure all posts reflect team branding and messaging.

Plan content in advance for major events, competitions, or showcases.

Provide captains with monthly updates on social media performance and engagement.

Maintain an organized archive of photos, videos, and graphics for future

5. All Club Officers must be currently registered students at Lakehead University.

6. Unless otherwise allowed for within this document, the Officers shall be elected at the Club's Annual General Meeting by the Club's members and they shall hold office from the end of their predecessors' terms until April 30 or until their successors are elected.

7. Any Officer is allowed to resign their position within the Club. The resigning Officer must notify LUSU and the remaining Officers of their decision before the resignation becomes valid. Resigning does not absolve the Officer of their responsibilities to LUSU or their Club members if there remain unpaid debts of the Club.

By-Law IV — Amendments

1. This document may be amended by the Club's members at any General Meeting that has met quorum (this includes the Annual General Meeting or any Special General Meeting). A motion to amend this document must be passed by two-thirds (2/3) of members present.
2. Any amendments take effect immediately after the General Meeting is over.

By-Law V — Club Election Procedures

1. Unless otherwise allowed for in this document, Club Officers shall be elected at the Club's Annual General Meeting by the Club members present.
2. Members who are interested in becoming an Officers shall declare their candidacy at the General Meeting and the Club members present shall vote for one (1) candidate for each position. The vote shall be counted by a showing of hands, unless any Club member requests that it be done by secret ballot, in which case the ballots shall be collected and recorded by the \$clubOfficer3 and another Club member who will verify the vote's fairness.

Operational Policy I — Statement of Accountability

1. All Club Officers shall abide by this document as well as the LUSU Governing Documents and the Lakehead University Student Code of Conduct. Officers shall make a good-faith effort to ensure that all their decisions are made in furtherance of the Club's purpose and in the best interest of the Club's members.
2. All Club Officers shall be responsible for all of their collective acts and deeds as well as the conduct of the Club members.
3. All Club Officers shall honour all agreements to which they or their predecessors agreed to, and shall endeavour to fulfill every obligation owed under those agreements.

Operational Policy II — Membership Dues

1. As a condition of Club membership, all prospective members shall make payment to the Club of the following:

Each member, upon their application and thereafter annually, shall remit to the Club the amount of \$50.00