

AUGUSTANA COLLEGE - MARTINI SWINGERS CONSTITUTION

Social Dance Group

Martini Swingers is a swing dance club created to teach swing and other social dances (like Latin and Ballroom) free to the Augustana Community, and to encourage them to experience and share the joy of learning and performing these styles of dance. Martini Swingers is laid back and friendly group, open to dancers of all levels of experience. Performance opportunities are available to those who wish to participate (examples include dancing for the Homecoming Show, the Mr. Augustana Competition, the Spring Swing Showcase, and various community events), but everyone is invited to attend the free weekly lessons and open dance floor.

Article I. Name and Purpose

Section 1 This organization will be known as Martini Swingers

Section 2 The purpose of Martini Swingers is to promote swing and other forms of social dance on campus and throughout the community. We shall provide learning and performing opportunities for students of all abilities.

Article II. Membership

Section 1 Full membership shall be granted to Augustana students after attendance of five lessons within a term.

1. At the second lesson of the term, an initial roster will be created representing participants who have attended both the first and second lesson of the term. This is the initial roster which is sent to the deans and other authority figures for purpose of records at the beginning of the term.
2. After the fifth lesson of the term, a second roster will be created representing participants who have attended at least three of the first five lessons that term.
3. At the end of the term the final roster will be created including participants who have attended a minimum of five lessons during the term. After attending five lessons, participants are granted full membership in Martini Swingers.

4. After acquiring membership, members must attend at least five lessons each term to maintain their membership as well as serve at least one hour of service
 - a. Examples: Running a table for promotional or fundraising events, helping set up and/or clean up for events, hanging fliers, chalking, etc.
 - b. President(s) and Vice-President(s) can decide if an activity, not listed above, can count toward the service hour required each term.
5. Participation in a minimum of two dances in the Spring Show counts as membership for Spring term, even if the participant does not attend at least five lessons

Section 2 Full members shall receive certain benefits, as described

1. Members will get priority for their choice of dances for the Spring Show. Based on scheduling and conflicts, members should get at least one dance from their top three choices.
2. Members will receive a reduced admission of 20% off the original price for dances and other event put on by Martini Swingers.
3. Members will receive an invite to an to the end of the year party. Members from any and all terms qualify to be invited.

Section 3 To be eligible to run for elections during spring term, a participant must have two terms of full membership (Spring term and one other term).

Section 4 Full members must fill out health, insurance, and membership forms for records.

Section 5 Lessons are open to all Augustana students and community members who want to learn to dance, regardless of past experience.

Article III. Executive Committee

Section 1 Executive committee shall consist of President(s), Vice-President(s), Secretary, Treasurer, Historian Chair, Publicity Officer, Technology Chair, Events Chair(s), Fundraising Chair, and Coach.

1. Historian Chair and Publicity Officer and Technology Chair can be combined into one position.
2. Secretary and Technology Chair can be combined into one position.
3. Historian Chair, Publicity Chair, Events Chair can be combined into one position.

4. Secretary, Treasurer, and Historian Chair can be combined.
5. Fundraising and Technology Chair can be combined with any position on the executive board with the exceptions of President or Vice President.

- Section 2 Executive board is in charge of making all important decisions about Martini Swingers.
1. A decision is made final by a majority vote with a difference between for and against greater than one person.
 - a. Example: If there are 7 people on Executive Board, a vote of 4:3 for:against will not stand, 5:2 will be sufficient.
- Section 3 Executive board is required to attend all biweekly meetings, and will only be excused if the president is contacted directly (through personal email/phone) at least the day before explaining the reason they are will be absent. The absence will only be excused if the President is contacted, otherwise multiple unexcused absences may be reason for impeachment (See Article X).
- Section 4 Executive board is required to attend 80% of lessons each term. They are entitled one unexcused absence, any additional absences must be approved by contacting the president directly (through personal email/phone) at least the day before the lesson. The absence will only be excused if the President is contacted, otherwise multiple unexcused absences may be reason for impeachment (See Article X).
- Section 5 Meetings will be held at least once every other week. Additional meetings can be set by the president(s) as they see the need. Other positions may ask for additional meetings by contacting the president(s).
- Section 6 Executive board members of all positions have the following duties to be carried out throughout the year
1. Leading selected lessons/ units of dance predetermined at the first meeting of the year.
 - a. The teachers must come up with a lesson plan for each week or following one already recorded in the Martini Swingers binder.
 - b. The lesson plan, if not already in the binder, must be submitted to the President the day before the lesson to be put in the binder.
 - c. Any alterations to the lesson plan must also be submitted to the President to be added to the binder.
 - d. Failure to do so may be cause for Impeachment.

2. Executive Board is required to be lead choreographer at least one number for the Spring Showcase
 - a. Choreographers are responsible for their numbers within the budget allotted to them by the club
 - i. Reimbursements from the club will only cover up to the original budget for each dance.
 - b. Choreographers are also in charge of getting their track to the technology chair at least two weeks before the Spring Show
 - c. Choreographers must get the following information to the president(s) at least two weeks in advance. If the deadline is missed, the correct information may not be present in the show playbill.
 - i. Full roster of dancers (first and last name)
 - ii. Song title and artist
 - iii. Style of dance
 - iv. Choreographers name(s) (first and last)
3. Executive board is required to participate in promotional and fundraising events. This includes running tables, chalking, hanging fliers, etc.
4. Executive board is required to attend one event put on by Augustana each year.
 - a. If they cannot attend any events, the president(s) should be notified via personal email/phone of the conflicts.

Section 7 Positions and Duties

1. President(s)
 - Main job is to make sure that everyone is doing their job and take action necessary to complete work and also must check in with members throughout the term
 - Run and organize biweekly meetings
 - Maintain communication between members of executive board including keeping the Vice-President on the same page
 - Hear complaints and address concerns from both members and those on the board
 - Any contact with other members/executive board/authority figures is to be assumed as confidential unless otherwise stated
 - Coordinate with the publicity chair to organize the activities fair, poster, handouts, candy, people working the event, as well as demonstrating the event. President must be prepared for the

activities fair by bringing stereo system, sign up sheet, fill out and submitting pre requisite paperwork necessary

- In charge of organizing order of lessons and teachers each week, this is to be set at the beginning of the year at the first executive board meeting.
- Responsible for finding substitute teachers for lessons, should a teacher not be able to make it
- Coordinate and be present at all lessons, meetings. practices, dances, workshops, performances, and other club activities
- Serve as a link between OSA, the club advisor (Jeff Coussens), other on campus clubs, the community, Don Umland, and deans
- Must aid in the production of all dances and events
- In charge of organizing dance exchanges at other schools (Bradley Exchange). this includes buses, hotels, registration, rosters etc...
- Must obtain membership and medical forms for all members to be submitted to Don Umland and also to have copies for the binder
- Must work with treasurer to finalize and submit the yearly budget
 - Club Sports meetings with Don Umland.
 - REQUIRED TO ATTEND ALL OF THESE MEETINGS AND TO REPLY TO EMAILS AS SOON AS POSSIBLE.
 - If either of these circumstances is not met, Don can pull our funding by freezing our budget.
 - If president cannot attend this meeting then they MUST find a suitable replacement for the meeting.

2. Vice-President

- If the president is unavailable for lessons, meetings or events, the vice-president must step up to take their place temporarily
- Responsible for reserving rooms and spaces for weekly lessons at the beginning of the term
 - For Gavle Room 3 reserve through ASTRA or talk to Rita Gustafson
 - For Carriage House talk to Don Umland
- Responsible for setting up meetings with authority officers
- In charge of attendance for students taking Martini Swingers for credit and contacting Don Umland about the final grades

- If the president(s) is/are removed from office, the vice-president will step up and take their place
- Responsible for keeping in contact with the Secretary and to review and submit the initial and final rosters.
- Responsible to reserve Centennial Hall in the fall for the the Spring Show
- Responsible for contacting fillers for the Spring Show and sending their information to the President for the playbill
- Assist the president(s) with duties

3. Secretary

- Keep detailed minutes of each meeting and send them to all members of executive board.
- Must keep and record attendance for each lesson and meeting
- Responsible for bringing attendance sheets to lessons
- Must notify the president if an executive board member is not meeting the requirements for attendance in meetings or lessons (See Article III. Section 3 & 5)
- Must create rosters three times each term (see Article I. Section1:1-3)
 - The roster must include full name as listed in Cosmo or CampusNet, year in school, graduating year, when they started with the club, and their position in the club
- Work with Tech chair to set up email groups for each year to be given to the Publicity officer
 - a members only group
 - a group with all who have attended at least one lesson

4. Treasurer

- Responsible for creating and submitting the yearly budgets to Don Umland and SGA after they have been approved by the President(s)
- Keep track of all money received in the campus account
- Make a budget for each main event for the year (Spring Show, other events throughout the year)
- Make a budget for publicity chair to be used for candy at events, chalk, etc
- Have an emergency budget set aside
- Responsible for the cash box and bringing it to fundraising and events
- Keep track of all accounts and account numbers

- Fill out check request forms when reimbursing members for approved expenses
 - Must make a copy of each receipt to be recorded
- Keep record of all documents submitted and received (budget, receipts, forms etc.)
- Responsible for contingency requests which are required for requests greater than \$300
 - Must be present at board meeting in which claim is discussed along with the president(s) and vice-president

5. Historian Chair

- Take picture at Martini Swingers performances, events and occasional lessons
- Work with the publicity officer and technology chair to update and maintain the Martini Swingers page online
- Keep a picture library with access to all members and scrapbook
- Responsible for recording all major event dates and changes dealing with Martini Swingers and also who was on executive board each year

6. Publicity Officer

- Contact schools/newspaper/community about upcoming events
- Work with the historian chair and technology chair to update and maintain the Martini Swingers page online
- Coordinate campus advertising including fliers, posters, chalking
- Works with technology chair to organize and send out emails to specific Martini Swingers ground and Augustana students about Martini Swingers promotions and events
- In charge of designing and ordering any merchandise for the club
- In charge of working with the technology chair to contact Black Squirrel Productions about filming and producing DVDs for the Spring Show
- Responsible for writing and sending a monthly newsletter for the clubs advisor, Jeff Couscous, and for Don Umland, the club sports advisor. Should the advisors change, the newsletter should be sent to the new advisors.
- Responsible for contacting Kristina Zimmerman in ITS to be added to the system updating sight and to go through a brief training on how to update the website for Martini Swingers .
- Responsible for keeping the Martini Swingers website up to date on lessons, locations, and events.

7. Technology Chair

- Work with the historian chair and publicity officer to update and maintain the Martini Swingers page online
- Cutting music for dances and performances and creating the final CD which will be used for the spring show
- Responsible for putting together a playlist of songs for lessons and events
- In charge of working with the publicity officer to contact Black Squirrel Productions about filming and producing DVDs for the Spring Show
- Responsible for communication with light/sound/stage crew for the Spring Show
- Responsible for contacting the president(s) about obtaining the music and light cues for the Spring Show
- Should have a running list of songs used for lessons and events to be put in the binder in case anything happens to the drive

8. Events Chair(s)

- Responsible for organizing at least one dance event each term
- Responsible for booking the room, buying food/drinks for events
- Must contact publicity officer about promotion for events
- Responsible for organizing one fundraising event per term
- Responsible for keeping track of the events budget and giving all receipts to the treasurer
- Contact technology chair or other campus groups about music for events

9. The Dude (not an official executive board position)

- Only exist when there less than two males on the executive board
- Aids with the teaching and planning of the lessons for the leads
- Does not have full benefits of an executive board member

10. Coach

- A volunteer position for a community member with professional dance experience.
- Responsible for organizing instructor trainings for new executive board members.
- Is part of the executive board.
- Responsible for being in charge of/ planning the Martini Swingers Dance weekend with the President of the club.
- Responsible for receiving all nominations and speeches for Martini Swingers Elections.

- Responsible for creating a poll with the speeches of the candidates for executive board and for sending the poll out to all current members of the club.
- Responsible for reporting final results of elections on appropriate social media sites.
- Responsible for screening and background checking community members who would like to be involved in Martini Swingers with Don Umland.

Article IV. Elections

Section 1 All those wishing to run for a position on Martini Swingers Executive Board must have been a member of Martini Swingers for at least two terms prior to that years elections. If you are running for President or Vice President, you must have served a full year on Martini Swingers Executive board. If you are planning on studying abroad for a term or part of a term (not counting Fall, Winter, Spring or Summer breaks) during one school year for which the elections are taking place, you may NOT run for a position. In previous years, if you have resigned or been impeached, you may not run for the executive board.

Section 2 Elections will begin the 5th of April and will end April 8th. Elections will be run by the Coach of Martini Swingers. Specifically, Gunter Schluetter, until he wishes to resign his position on the executive board. Elections will be done through an electronic poll sent out through the Martini Swingers email to all current members.

Section 3 Results will be announced via E-mail, Martini Swingers Facebook Page, and Martini Swingers website April 9th.

Article V. Advisor and Constitutional Amendments

Section 1 The advisor should be kept informed via newsletters of what is happening with the club. Our club advisor is Jeff Couscous.

Section 2 The advisor should be contacted during times of trouble with administration, in the classroom, or on field trips IMMEDIATELY with all information pertaining to the incident.

- If there was an injury that occurred or a car accident, an Accident Report should be filled out by the President and delivered to each of the advisors

at the earliest convenience. A copy of the accident report should be kept in the Martini Swingers Bible for records.

- Advisors should receive a call and an email about the incident as soon as possible.

Section 3 Constitutional changes should be run by each advisor for approval.

- If changes need to be made, they should be done and a new version of the document should be sent to the advisors to seek approval.
- No document can be enacted without the approval of the advisors.
- Changes to the constitution can be done at the beginning of each term, with a week to complete the change and get it approved by the advisor.
- If a change was done at the beginning of a term to the constitution and the new constitution is approved, it will be active the second week of the term.
- Persons responsible for editing the constitution and for submitting it for review are the President and Vice President only.
 - Advice on changes to the document should be given from the current executive board members.
 - Voting on changes should also be enacted during the writing of the new constitution.

Section 4 Don Umland should be contacted with an itinerary form before every event located off campus. Don should also receive all required forms from every single member on the club roster, every term. Don is the primary contact for reserving Carriage house and for assisting in reserving vehicles. If you are reserving hotel rooms, Don must be informed and will call to provide his credit card number after reservations have been made.

Article VI. Meetings

Section 1 Meetings will be held at least once every other week. These will be run by the president(s) or vice-president(s) if the president(s) cannot attend. Each position will be given a chance to speak if needed. See Article III. Section 3. if a member cannot attend.

Article VII. Finances

Section 1 SGA Budget forms should be submitted within a week of receiving the email from SGA. It is the treasurers and presidents responsibility to create the budget form for the following year. Budget forms should be based off of the current years

expenses. After submitting the Budget form, the persons who submitted it should request a confirmation email from SGA and save it until the money comes in the following year, that the budget was received. This money will be allotted during Fall term to the club account.

Section 2 Don's Budget form should be completed and sent within a week of Don's request of the budget. The budget will have to be resent at the beginning of the following year. This money will be allotted to the club account end of Fall term, beginning of Winter term.

Article VIII. Ratifications

Section 1 Majority vote for all new changes or additions to the constitution.

- If there is a tie, calmly discuss the positives and negatives of the idea and revote.
- If there is a tie a second time on the change even after discussion, the change is not to be made until majority vote is reached.

Article IX. Impeachment

Section 1 Occurs once the executive member has reached three wrongdoings either negatively affecting/ representing the club or by not performing the tasks assigned to them in Article 3, Section 7.

- An exception to the three wrongdoing rule is if there is loss or misplacement of the clubs assets (such as money), due to stealing or improper calculations, which result in the club account going negative. The person in charge of this, usually the treasurer, will be asked to resign their position on the executive board. The position will then be reassigned to the highest position on executive board, usually the president.
- In the case that an executive board member is impeached, they should be unshared from all documents pertaining to Martini Swingers and all passwords to Martini Swingers accounts must be changed.
- Don Umbland, OSL, and SGA should all be informed of the removal of said member being removed from the executive board and who will be taking over their position.

Article X. Saint Judes Annual Fundraiser (Dance for St. Judes)

Section 1 Will occur Saturday week 7 of Fall Term.

- Event must be registered through St. Judes on their website.
 - Follow this link to register the event with St. Judes
<https://www.stjude.org/get-involved/fundraising-ideas.html>
- Donations toward St. Judes/sign-ups for the event
 - All participants must sign St. Judes Event Waiver to participate in the event
 - Forms will become present in July/August.
 - These can be found under the event coordinators page. If they are not present, call the number below for aid from St. Judes.
 - St. Judes creates a fundraising page for our event and we can use it to help promote the event.
 - When selling tickets, have this page pulled up on a laptop to be able to accept cards as payment alongside cash
 - Print of forms such as the Goal poster and recruitment sheets from our event resource page created by St. Judes to aid in advertising the event and St. Judes mission.
 - Have a sponsor form at the event for further donations which can also be found on our event resource page created by St. Judes.
- Aid from St. Judes
 - St. Judes must be contacted to bring in a St. Judes member to talk at event. They will send in a request for a representative to be present but it is based on the availability of representatives at the time of the event.
 - Contact the Coordinator Support Team via 1-800-457-2444 or email specialevents@stjude.org with any questions pertaining to the event.
- Local restaurants must be contacted asking for food donations for catering.
 - All sponsors must be acknowledged at the event.
- Katey Bignall must be contacted to make the event a Greek mandated event/Greek incentive.
 - Katey Bignall can be contacted by emailingkateybignall@augustana.edu All appointments with her can be made via email
 - Her office is located in OSL office. Go to the desk in OSL and ask for Katey Bignall.

- To have Katey Bignall assist in sending out emails, particularly to Greek Life, send an email to her with a copy of the email to be sent out politely requesting her to send out said email.
- Attendance
 - Event is open to the entire Augustana community.
 - Augustana staff and administration are invited and encouraged to attend this event.
 - Any persons outside the Augustana community wishing to participate are required to go through a background check and a screening process.
 - Greek members will be required to sign in on special sign in sheets for proof of attendance.
- Lessons/entertainment
 - Augustana Alumni can be contacted to lead activities (such as Zumba) at the event but must be approved by school administration.
 - Groups outside of Martini Swingers should be contacted to aid in voluntary entertainment during the event.
 - Coach or executive board members will be in charge of instructing a dance lesson at the beginning of the event.
 - All lessons taught will be by professionally trained and certified instructors.
- Music
 - Voluntary DJ from area for the time of the event.
 - Talk to Jazz Band to play live music.
 - If neither are available, be sure to put together a playlist to play at the event.
- Liability Waivers
 - Liability Waivers will be included on the online registration forms. By checking the box, Augustana College will not be liable for any injuries that may occur. People signing up in person rather than online will have to sign the waiver as well.
 - This liability Waiver and the online registration site must be approved by the Dean of Students and Don Umland before being sent out to prospective participants.
- Alcohol and Drug policy
 - Alcohol and drugs are strictly prohibited during this event for even those 21 years and up.
 - If a person(s) is caught participating in such activities they will be asked to leave and no refund will be given.

- If the person or persons is refusing to leave or is causing further trouble, Public Safety Campus Security will be called. If need be, Rock Island Police will become involved.
 - This is a dry event.
- Refunds
 - No refunds will be available.
 - The only case a refund would be available would be if the event had to be canceled due to flooding or severe weather.
- All three Gavle rooms must be reserved a year in advance through ASTRA or Rita Gustafson.
- All of Martini Swingers executive board members will be required to set up, clean up, publicize, and attend the event unless circumstances prevent attendance and presidential approval is acquired.
- The event must be approved by the Dean of Students, Don Umland, and Katey Bignall and it must be supervised by Don Umland and Katey Bignall
- The event will be planned by Martini Swingers Executive Board.
- Public Safety and the Dean of Students must be contacted about the event and notified of the expected attendance.

Article XI. Martini Swingers Dance Weekend Fundraiser

Section 1. Martini Swingers event will occur the last weekend of Spring Break Friday through Sunday.

- Event must be approved by the Dean of Students and supervised by Don Umland.
- Majority of the event will be planned by Coach and the President.
- Instructors will be professionally trained instructors from the Quad Cities area, most likely staff from QC Soda Dance Studio.
- This weekend incorporates: dance workshops, evening dances, competitions, and late night dances.
- Housing
 - Executive Board members should assist in housing those coming to the event if they do not get a hotel/motel room.
 - There will be a list of nearby hotels, addresses, and contact information for those seeking a place to stay during the weekend.
 - Residential life should be contacted by the President and if needed by the advisor to allow Freshmen and Sophomores interested in

attending the event live on campus for free the rest of that weekend.

- Music
 - Augustana Jazz ensemble should be contacted to play at the Saturday dance night.
 - DJ's from the area should be asked to volunteer during the late nights of the event which will last till 3AM.
- Location
 - Location is to be determined based on number of attendees.
 - Optional locations could be, CC black boxes (because they have wooden floors), the Carriage House, or the Gavel Rooms (if money in the budget allows for temporary wooden floors to be put down).
- Public Safety
 - Public safety must be informed of all details of the event and locations.
 - Public safety must also be informed of all those attending the event.
- Liability Waivers
 - Liability Waivers will be included on the online registration forms. By checking the box, Augustana College will not be liable for any injuries that may occur.
 - This liability Waiver and the online registration site must be approved by the Dean of Students and Don Umland before being sent out to prospective participants.
- Participants
 - Participants must be students from colleges.
 - If participants are not students from a college or from QC Soda staff, they are required to go through a background check.
- Alcohol and Drug policy
 - Alcohol and drugs are strictly prohibited during this event for even those 21 years and up.
 - If a person(s) is caught participating in such activities they will be asked to leave and no refund will be given.
 - If the person or persons is refusing to leave or is causing further trouble, Public Safety Campus Security will be called. If need be, Rock Island Police will become involved.
 - This is a dry event.
- Refunds

- No refunds will be available.
- The only case a refund would be available would be if the event had to be canceled due to flooding or severe weather.
- Publicity
 - Publicity Officer must make flyers for the Martini Swingers Dance Weekend Fundraiser to have them handed out at BULX

Article XII. Instructor Training

Section 1 Instructor training is required by all new members of the executive board.

- Will be paid for by the club.
 - All new members must complete the training or will have to pay the club back for the training.
 - All new members will be asked to learn the Lindy, Charleston, Blues, Single Swing, and a fifth dance of their choice. Preferably, a dance that they will be choreographing for the Spring Show.
- Instructor Training will be lead by Gunter Schluter or a QC Soda Staff certified instructor.
- Executive board members will not be aloud to teach any lessons during lessons times until they have tested out of what they are suppose to be teaching.
- No one is aloud to teach anything that they have not been certified in!

Article XIII. Advanced Lessons

Section 1 Advanced lessons, otherwise known and advertised as intermediate lessons, are taught by a certified instructor or Coach after the basic lesson. These lessons are made to have more complex and challenging moves then basic lessons.

- Usually advanced lessons are based off of what was learned in the basic lessons. Ex: Lindy and Intermediate Lindy.
- Occasionally, if attendance is low or there is a strong urge to do a different style, that is possible based on the approval of the instructor.

Article XIV. Spring Showcase

Section 1 Spring showcase applications will be sent out two weeks before Winter Break and will be due by the Wednesday before Winter Break.

- Applications will be reviewed by the executive board or all those choreographing for the showcase that Thursday or Friday before Winter break. During this time all choreographers will select their dancers and email them about practice times and locations.
 - Application must include:
 - Name (First, Last)
 - Email easiest to contact at
 - Phone Number easiest to contact at
 - ID number
 - Times of the day the dancer is available.
 - Are they okay with lifts?
 - How much dance experience do they have?
 - Selection of dances (1=I really want to be in this dance-10=I don't want to be in this dance at all)
 - Date and time of show.
 - Date and times of dress rehearsals.
 - Lead, follow, or both?

Section 2 Reservations for Centennial should be made through Rita Gustafson or online through ASTRA a year in advance to the performance. The latest time in which the reservations should be made is the first week of school, the year of the performance.

- There should also be a sound and lighting person.
- You will need to have at least two full dress rehearsals prior to the show.

Section 3 Email a photographer from photography club and email Black Squirrel Productions to film the performance a term in advance.

- Figure out pricing for the photographer and for the filmers.
- During dress rehearsals, collect names and payment from those interested in a DVD of the showcase.

Section 3 Lighting and Sound

- All lighting and sound cues should be established before dress rehearsal by each choreographer.
- The list of cues should be given to the person working the sound booth, who will be running lighting and sound during the show.
- A CD should be created of all the songs in the show by the technology chair and given to the sound booth operator.

Section 4 Choreographers

- Choreographers are to have scheduled practices each week with their dancers.
- As time gets closer to the performance, choreographers may have more practices than once a week.
- Choreographers are in charge of ordering costumes for their dancers based on the allotted budget (if no budget is available choreographers must coordinate costumes with dancers; costumes may also be found in the loft of Carriage House in boxes labeled Martini Swingers), reporting attendance at practices and progression in the routine, contacting the president if any problems arise, and keeping dancers informed of all practices and what is required of them at those practices.
- Choreographers must prepare a short speech for their choreographed dance to present before their dance is performed or they must designate an alternative member of their dance to give the speech which they have written. The speech must include: choreographer names, name of song and artist name, dance style and a brief history of the dance style.

Section 5 Contract and Paperwork

- Everyone in the showcase must sign a contract, which says if they drop out of the showcase after a week of signing the contract they will have to pay a \$30 fine to Martini Swingers. This must be signed on the first day of practice.
- All paperwork required by the school including membership forms, informed consent forms, club roster forms, insurance forms, private vehicle forms...etc., must be filled out before starting practices.

Article XV. Resigning Elected Executive Position

- Section 1 If an executive member decides to resign their position they must speak to the president of the club as to why they are choosing to resign their position. After the talk with the president, they will be required to sign a contract saying they are willingly stepping down from their positions and relinquishing their right to all executive accounts and decisions made by the club.
- If member stepping down has an outstanding balance with the club, or with QC Soda Dance Studio, they must pay off the balance due within a month of their resignation to the appropriate affiliation.
 - In the case that an executive board member resigning their position, they should be unshared from all documents pertaining to Martini Swingers and all passwords to Martini Swingers accounts must be changed.

- Don Umbland, OSL, and SGA should all be informed of the resignation of said member being removed from the executive board and who will be taking over their position.

Section 2 Order of Succession

- 1.) President (If the president drops, Vice President takes over, Vice President position stays unfilled because the New president should be capable of doing both jobs. If the new president wants they can offer the Secretary to do both jobs.)



- 2.) Vice President (If the VP drops, Secretary will take over the position if he/she wants to. However, if there are other members on the executive board planning to run for Vice President or President in the following year, the Secretary is to split responsibilities of the Vice President with those members. All members should continue doing their elected job, even if they are taking on additional responsibilities.)



- 3.) Secretary



- 4.) Treasurer



- 5.) Publicity Officer



- 6.) Events Chair



- 7.) Historian Chair



- 8.) Technology Chair (If this position is dropped, it can be done by any of the other positions, simultaneously with their elected position.)

- No matter what the succession is, the person taking the new position has to continue doing their elected position.

Article XVI. Bradley University Swing (BULX) Exchange

Section 1 This is an annual trip to Bradley University for their Swing Dance Weekend.

- This weekend incorporates: dance workshops, evening dances, competitions, and late night dances with college students and community members from all around the country.
- Martini Swingers will arrange and pay for housing and transportation for all members participating.
 - When calling a month in advance to reserve rooms for the weekend speak to only the manager and ask for a discounted rate because you are an Augustana College group looking to stay “X” number of nights.
 - Hotel we usually stay at is Baymont Inn & Suites Peoria at 2002 W War Memorial Dr, Peoria, IL 61614. Their number is (309) 686-7600.
 - The group rate we have been offered since 2014 was \$54 + \$7.56 tax per night. Total stay per room is \$108.00+ Tax. Try to match this rate yearly!
 - To reserve the room give them your credit card number. Then contact Don Umland and give him all information on the hotel so that he can call and switch credit cards.
 - Money for the rooms will be taken off the Martini Swingers account.
 - Each hotel room should have two queen beds.
 - Transportation
 - Contact Don Umland and Trisha Hynes on the number of vehicles you are requesting, the amount of people each vehicle has to seat, days of the trip/ times leaving and coming back, and driver information.
 - Each driver will be required to go through an online training and will have to fill out an enterprise form for Trisha Hynes. They will also have to make a copy of their driver's license and go through a background check.
 - All drivers must be 21 at the time of the event.
 - Fees for renting vehicles will depend on the vehicle and will be taken off the Martini Swingers account.
- President will have to contact the President of Bradley Swingers in the beginning of Fall term and continue contacting the president for group rates and registration information which will be passed along to members.

- Registration will take place online and will require members to write in comment box that the student is covered by the Augustana Group Rate.
- Group rates will either be paid online by participant or paid to the President who will take the collected amount and pay Bradley Swingers.
 - In the case that there is enough money in the budget and Martini Swingers can afford to pay for all participating members admission fees, then an invoice will be required.
- Alcohol and Drug policy
 - Alcohol and drugs are strictly prohibited during this event for even those 21 years and up.
 - If a person(s) is caught participating in such activities they will be escorted back to the hotel to pack their bags and IMMEDIATELY drove back to Augustana College at which point the Dean of Students, Don Umland, and Jeff Couscouss will be notified. Also, an incident/ accident report will be filed.
- No member of Martini Swingers attending the trip is allowed to separate from the group at any point in time unless specifically discussed with president or lead chapron of the trip and permission is granted.
 - If members attend different workshops or go to different restaurants, they must inform president or lead chapron prior to departing for said event and then they must check in with the president or lead chapron via phone call or text message before and after the event. This includes leaving the hotel for any reason.
 - If this procedure is not followed, after reestablishing contact, member will have to be with the lead chapron or president at all times following the incident.
 - If the incident occurs again, the member will be escorted to the hotel, asked to pack their bags, and drove back to Augustana College. At this point, disciplinary action will be taken by informed administration.
- Members attending the trip, must sign a contract in which it states that if they are to back out of the trip for any reason after confirming their participation on the trip, they will be required to pay full price of admissions ticket for the full weekend event prior to established group rate.
 - This is a fine due to the fact that Martini Swingers covers the cost of housing and transportation for the entire weekend.

- Those students attending the event with Martini Swingers must read, sign and date Article XVI and Article XVII of the Martini Swingers Constitution. They must return these sections with their signature to the president for record keeping.

Section 2 What should be brought to Bradley?

- All members attending BULX should bring money for food for the entire weekend.
 - Breakfast is generally served at the hotel.
 - If there is enough money in the Martini Swingers Budget, there will be a pizza dinner brought to the hotel Saturday night of the trip.
- Due to the large amount of dancing, please bring comfortable and appropriate shoes and clothes.
 - The event is always in November and the weather can be extremely unpredictable. Bring warm clothing.
 - If desired, bring two more formal outfits for the more formal dances Friday and Saturday nights.
- Late night dances are optional since they go to about 3AM but are highly encouraged.
 - If half the group would like to leave early two cars can be taken.
 - If part of the group would not like to go to the late night, they may stay at the hotel, but cannot leave the hotel.

Section 3 Injuries and Accidents

- In the case of an injury or accident, injury/accident reports must be filled out and appropriate medical attention must be sought. The president or lead chapron must companion the injured individual to the hospital or other medical locations. President or lead chapron must then contact the Dean of Students and Don Umland to report the incident. They must contact the family members of the injured person(s).

Article XVII. Alcohol and Drug Policy

Section 1 No alcohol or drugs can be present at a Martini Swingers event or trip. No person(s) are allowed to be under the influence of alcohol or drugs while attending a Martini Swingers event or trip.

Section 2 If a person(s) is thought to be under the influence of drugs or alcohol or in

possession of either substance, this must be brought to the attention of the president and Public Safety IMMEDIATELY. An incident/accident report must also be filed in this case. Following the event, appropriate members of school administration such as Dean of Students, Don Umland, and Jeff Couscous should be informed of the incident as soon as possible.

Section 3 If an executive board member is caught in any of the situations mentioned in Article XVII Sections 1 and 2, then they will automatically be impeached.

Article XVIII. All members of the executive board or those looking to run for the executive board position, must read the Constitution. They must then sign and date acknowledging that they have read and will abide by the Constitution. Then they must return the signed and dated Constitution to the president for record keeping.

Section 1 If a member refuses to sign the Constitution, then they are relinquishing their right to run for or be a member of the Martini Swingers executive board.

Section 2 Having read and signed the Constitution, if the executive board member does not abide by the Constitution, it may be cause for impeachment of said executive member.

Article XIX. Martini Swingers “Bible”

Section 1 All Martini Swingers records of trips, events, attendance, members (forms)...etc. must be kept for five years in the “Bible”. After five years, all records should be shredded.

Section 2 Martini Swingers “Bible” should be kept organized and up to date with all member, itinerary, event information, and contact information.

***I authorize that I have read, understand, and will abide by all terms and conditions stated in this Constitution.

Sign (First, Last name)

____/____/____
Today's Date