

Constitution of Raas Royalty

June 2019

Preamble

Raas Royalty was created to further spread the culture, community, and philanthropy associated with an inter-collegiate dance competition throughout the Midwest. We are an organization committed to providing a unique cultural opportunity to the IU and Bloomington community in the form of an Indian Dance Competition.

Article I: Membership

Raas Royalty allows any interested student to participate in, become a member of, and seek leadership positions in the organization without regard to arbitrary consideration of such characteristics as age, color, disability, ethnicity, gender, marital status, national origin, race, religion, sexual orientation, or veteran status.

There are no limitations on the amount of members. The president or director of the organization will determine the final number of members.

Membership will be divided into 3 categories:

1. Executive Board – Elected by the membership
2. Liaisons – Elected by the membership
3. General members – Interested members who will be allowed to help during the show. No qualifications are needed for this position.

All members in the organization are added or removed from the organization by the vote of the executive board by majority vote. If there is controversy regarding the adding or removal of a specific individual, the executive board will vote with a majority rule.

Members will be removed for reasons including violating the student code, putting members at risk, hurting the reputation of the group, general inactivity, and not maintaining a professional attitude. Other reasons may come up for removal, and will be arbitrated by the board for their merit. The member in question will be present at an executive board meeting and have the ability to appeal. This appeal will include the ability to present their case to the executive board. If a majority of the board votes for removal, the member will be removed.

There are no dues necessary to be a part of Raas Royalty.

Article II: University Compliance

This organization shall comply with all Indiana University regulations, and local, state and federal laws.

Article III: Executive Officers

President/Director & Vice President/Associate Director (2):

The position of director entails managing other board positions and assisting with problems and concerns when necessary. Problem solving and people management skills are essential to the position. Additionally, the director should be comfortable reaching out and working closely with other organizations, both in Bloomington and on the national level. Requirements include at least one year on the Raas Royalty Roundtable prior to application for director. If additional space is required, please feel free to add on to the end of the document.

Logistics Chairs (2):

Logistics chairs are responsible for the operational fluidity of the show. These chairs are primarily responsible for working with transportation to and from the various venues of the weekend. Additionally, the progression of the show is attributed to this role. Logistics Chairs act as liaisons between the board and the exhibition acts and the auditorium. Logistics Chairs also must plan the coordination of various activities on the Saturday of the competition including but not limited to: the transportation schedule, the timing and facilitation of on-stage and off-stage practices, the timing and facilitation of the show, and delegating responsibilities to the board over the entire weekend. Additionally, the Logistic Chairs must work with the auditorium employees along with the competing teams, with regards to each performance's stage technicalities.

Strong candidates have ample leadership ability in the form of delegation, time management, and problem-solving skills. Logistics chairs are constantly communicating with the teams during the rehearsal and the show, and the auditorium for concerns regarding lighting, props and music. Due to the large level of responsibility, both punctuality and organization are key to effective management of time-sensitive situations. Logistics will work closely with registration and external events.

Hospitality Chairs (2):

Hospitality chairs are responsible for researching, organizing, and finding official hotel locations for the weekend. The chairs are also required to contact food vendors for possible donations as well as finding discounts and deals for several meals throughout the weekend. This position should have someone who has the ability to communicate well and broker deals as well as the ability to manage and act appropriately regarding any hotel issues throughout the entire weekend. This position also requires professionalism when communicating with hotel staff/management. Furthermore, the hospitality chairs must be capable of effectively coordinating pick-up schedules with various restaurants according to the weekend's timings.

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Creative Lead (1):

The Creative Lead chair will assist the directors and various other positions on board that pertain to the creativity aspect of the event. Specifically, this position will work mainly with the Head Liaisons and Registration chairs. The position will always be a lending hand to other board members and has the freedom to work on a variety of tasks.

Fundraising Chairs (2):

Fundraising chairs are responsible for presenting and writing grants for sponsorship from businesses, Indiana University, organizations, and other potential partners. This position requires excellent oral and written communication skills. Two new changes for this position include having grants due in the summer and involvement in the budgeting and SOA Process, which will require special training. Additionally, fundraising chairs are responsible for working on partnerships with Kaplan Test Prep for selling courses, Dine and Donate fundraising, and personal board fundraising. The position requires punctuality, and strong organizational skills due to the high volume of applications that need to be completed during the early part of the year. Also, the Fundraising Chairs must be comfortable presenting proposals to various funding boards across campus and Bloomington.

Head Liaisons (2):

Head liaison is a position that requires much responsibility and creativity. This position will be required to interview and select 16 liaisons, who will be responsible for serving as a bridge in between the competing teams and the board. The Head Liaisons will work with them to communicate information from the board, answer all of their questions throughout the weekend, and plan the Friday mixer and the overall theme for Raas Royalty VII. Each team is paired with 2 liaisons, and the head liaison is responsible for guiding and training each liaison. The head liaison will also have to develop a theme for the mixer (which will be used for the entire weekend), design games for the event, organize and produce care packages, select gifts, and order shirts. Strong leadership abilities, creativity, and excellent communication skills are essential to this position. New to this position will be the implementation of the after-party theme, which will require communication with the external events chairs.

Public Relation Chairs (2):

To ensure the continued success of Raas Royalty, the marketing, advertising, and coverage of the event will be key. The Public Relations Chair will be the primary contact between the Roundtable and the general body of the campus. Through fliers,

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programs, and posters, the Public Relations Chair will be expected to raise awareness and excitement on campus leading up to the weekend. Additionally, this person will be expected to contact and build relationships with the major organization and media outlets in Bloomington and the throughout the Midwest. PR chairs will also run all social media outlets for Raas Royalty. They will also be tasked with coordinating efforts between photographers and videographers for the weekend. Finally, the Public Relations Chair will be expected to establish promotional ties with other national competitions as well as events on campus. This year, PR will be able to establish a limited committee to assist in marketing strategy for the competition and other Raas Royalty events.

The Public Relations Chairs will rely heavily on their social skills, charisma, creativity, and positive attitude to build substantial relationships with any and all partners. Additionally, these individuals must be innovative to maximize all possible mediums of advertisement. Knowledge or experience in creating eye-catching fliers and posters is recommended but not required. A PR chair must be able to think outside of the box!

Philanthropy Chair (1):

This position is responsible for finding opportunities for the Roundtable to get involved within the Bloomington community. For the show, the Philanthropy chair is encouraged to invite various student organizations to come and cheer for an assigned team. Collaboration with the External Events chairs is crucial as well as planning with the Roundtable to find opportunities to get involved.

Treasurer/Secretary (1):

The treasurer/secretary will be in charge of maintaining bank balances, handling reimbursements, and conducting monetary exchanges with sponsors. He or she will have to undergo official training by Indiana University to receive adequate knowledge of University policies and terms. The treasurer will dually serve as a secretary for the Executive Board and record meeting minutes. He or she will work with fundraising to keep track of how much money we are receiving/spending and determining budget. The position requires organization and the ability to keep track of important documents. The position requires a punctual person to attend each meeting to fill the secretary aspect of the role. This year, the treasurer will work significantly with the fundraising chairs in order to determine acceptable spending limits during the competition and to maximize funding for the weekend.

Registration Chairs (1):

Registration chairs are the first people whom the teams meet upon arrival: They should be friendly and welcoming people! Registration chairs will be in close

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contact with the competing teams prior to the competition as well as during the competition. Registration has undergone a significant overhaul in the past year and will mostly be done electronically. Therefore, it is imperative that registration chairs are comfortable with technology and can maximize its use. This position serves as the main link between the executive board and competing teams. The chairs should be very organized since they will be managing a large amount of information. Additionally, the chairs must be responsive and willing to communicate with the competing teams, ready to address all of their questions and concerns.

Webmaster/Graphic Designer (1):

The Webmaster position entails designing the Raas Royalty website on WordPress, videos, fliers, shirts, and any other promotional graphics related to the competition. All of these elements greatly enhance the appeal of the competition and are very important to Raas Royalty's continued success. The Webmaster should have prior experience and knowledge of relevant computer programs and website construction. They must be creative and have the ability to create visually appealing, quality work. Timeliness is an important quality in a successful Webmaster, as changes to the Website and other graphics will have to be made frequently. Videography skills are also necessary for this position to design promo videos for the show.

External Events Chair (2):

The external events chairs will be responsible for contacting venues and potential music DJs for Hoosier Hungama (after-party on Saturday of Royalty weekend), and potential new events for Raas Royalty. The position will also require close contact with the Logistics chairs regarding transportation to the after-party and Registration chairs regarding ticket sales.

Judging Chair (1):

The judging chair is responsible for vetting judges, establishing scoring systems during the initial and final phase, and to maintain close relations with RAS nationals regarding judging rules and regulations. Additionally, the judging chair is responsible for enforcing the rules of the Raas community during the event. The judging chair must seek dancers of various backgrounds to volunteer their time for the Raas Royalty application tapes and show, helping determine which teams will compete and the final rankings at the actual competition. The chair creates the rubrics for both events and is in charge of making sure the judges are adequately prepared. The chair also relays the judging format to the teams and Raas All-Stars. As judging chair, one would be in charge of developing an appropriate training program for the judges. The position of Judging Chair requires creative thinking in order to develop a fair rubric and excellent communication to keep in contact with judges and RAS Nationals.

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There are no specific requirements for President and Vice President positions other than 1 full cycle of active membership on the executive board.

Officers are elected for a cycle of Raas Royalty (one show). After this, they must reapply to be on the board.

Officer vacancies are filled by an election process as stated in Article VI Elections.

Elections will be for all executive board positions and new board members will take effect after elections are completed. These will take place 1 month after the cycle of Raas Royalty has been completed.

Removing an officer from the board requires a $\frac{3}{4}$ vote of no confidence for them to be removed. Anyone may call for this vote during any meeting where at least $\frac{3}{4}$ of the executive board is present.

Officers are subject to the same removal reasons as other members.

Officers will be removed for reasons including violating the student code, putting members at risk, hurting the reputation of the group, general inactivity, and not maintaining a professional attitude. Other reasons may come up for removal, and will be arbitrated by the board for their merit. The officer in question will be present at an executive board meeting and have the ability to appeal. This appeal will include the ability to present their case to the executive board. If a majority of the board votes for removal, the officer will be removed.

Article IV: Advisor

The role of the advisor is to:

- A. Serve as the official staff representative of the organization.
- B. Work closely with the club to ensure a cooperative relationship between the advisor, and the club membership.
- C. Assist each officer of the club in understanding their duties.
- D. Give particular attention to the financial activities of the group in order to prevent the incurring of organizational debts for succeeding members to pay.
- E. Assist students to understand and apply democratic principles within their own organizations, and in working with others
- F. Be familiar with university organizational codes and processes.
- H. Ensure that all reasonable steps are taken to ensure the safety, and welfare of club members.
- I. Ensure that appropriate college policies are upheld.

The executive board will select an advisor after they are formed. The advisor must serve for at least 1 full cycle of Raas Royalty. However, there is no cap as to how long

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they may serve. Raas Royalty will only have 1 advisor at any given point, but will maintain other mentors for help during the year.

Article V: Meetings

Meetings will be held biweekly (every 2 weeks) during the Fall semester and weekly during the Spring semester until the day of the event.

Meetings will be disseminated via GroupMe, Email, and through a GoogleDoc. Only the President/Director may call a meeting. If a meeting is requested, any member may ask the President/Director to call a meeting.

All elected members may set their agenda for their position. The President and Vice President set the overall agenda.

Rules of order include:

- Motion: To introduce a new piece of business or propose a decision or action, a motion must be made by a group member. A second motion must then also be made. After limited discussion the group then votes on the motion.
- Amend: This is the process used to change a motion under consideration. This also requires a second. After the motion to amend is seconded, a majority vote is needed to decide whether the amendment is accepted. Then a vote is taken on the amended motion.
- Adopt: This is the process to accept a report or action without discussion
- Adjourn: A motion is made to end the meeting. A second motion is required. A majority vote is then required for the meeting to be adjourned.

Emergency and special meetings are called via GroupMe, Email and GoogleDoc and are called by only the President. These meetings require an active participation of at least half of the executive board about any particular issue.

The secretary will take attendance for meetings. Meetings are required for all elected members. General members may or may not be required to attend meetings.

Article VI: Elections

The President/Director, Vice President and the rest of the executive board will be elected by the membership.

Nominations will be made via an application basis. Thus, the applicant must nominate himself or herself.

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Voting for the President will be done via a group interview process and then a secret ballot method. There is no quorum necessary for the elections, but it is preferred to have most of the current executive board in attendance.

The new President will be notified within 2 days of the vote. The executive board will be selected within 2 months of the President's election.

Article VII: Non-Hazing

Hazing is strictly prohibited. Hazing shall be defined as any conduct which subjects another person, whether physically, mentally, emotionally, or psychologically, to anything that may endanger, abuse, degrade, or intimidate the person as a condition of association with a group or organization, regardless of the person's consent or lack of consent.

Article VIII: Dues & Budgets

Dues are not allocated to members. As such, there is no necessary fee to pay to be a part of the organization. However, the board may or may not require fundraising by members up to \$100. This amount is not mandatory and can be written off if necessary.

The Director/President, the fundraising chairs and the treasurer maintain the budget. These individuals will budget as necessary throughout the year to maintain a positive cash balance. There is a minimum of two budgets created: one at the beginning of the year and a reconciliation budget at the end of the year.

Article IX: Finances

The treasurer and fundraising chairs will be responsible with all finances.

The organization will maintain a S.O.A. and will correspond with all S.O.A. policies and procedures. All finances will flow through this account.

Should the group dissolve, the excess funds will be donated to a charitable cause selected by the executive board.

Article X: Personal Gain Clause

This organization, if raising funds, shall ethically raise and distribute profits from organizational functions to either the organization or to members who provide a service that directly benefits the organization. Individual members may not receive compensation from for-profit companies if acting as a representative of a student organization.

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Article XI: Amendments

Amendments will be brought up at meetings. They must have a presentation in the meeting and a corresponding email to be valid.

Any amendment change requires a two-thirds vote at a general club meeting and must then be approved at the Officers' Agenda Meeting.

Article XII: Ratification

A majority of the board must vote on the constitution in order to be ratified.

Article XIII: Travel

No student in this organization will be traveling overseas on behalf of this organization.