

Constitution of the Indiana University Dance Marathon

Mission Statement

To create a Dance Marathon, a dynamic organization of friends in the community, that will provide hope for the children of Riley Hospital by generating funds which have built the Ryan White Infectious Disease Center and continue to support the Hospital's efforts to treat all of it's patients, regardless of financial concerns.

I. Purpose

- a. To provide an opportunity for philanthropic students to give back to society through hard work, commitment of free time, and unselfishness.
- b. To provide a fun and safe avenue for students to meet new people and develop new friendships.

II. University Compliance

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

III. Membership

- a. Participation in the proposed organization must be without regard to arbitrary consideration of characteristics such as age, race, disability, ethnicity, gender, marital status, national origin, religion, sexual orientation, or veteran status.
- b. Eligibility
 - i. *Executive*
 1. Must have been a chair or committee member
 2. Must properly fill out application and turn it in by assigned deadline
 3. Must be a full time undergraduate student during the semester of application
 4. Must be in good academic and financial standing with Indiana University
 - ii. *Chairperson*
 1. Must have been a committee member, RHRC member, DGR, or Dancer
 2. Must fill out application and turn in by assigned deadline
 3. Must be interviewed by chairperson selection committee

4. Must be a full time, undergraduate student at time of application
- iii. *Committee Member*
 1. Must fill out application and turn in by assigned deadline
 2. Must be interviewed by selection committee
 3. Must be a full time, undergraduate student at time of application
 - a. Students abroad may be considered for positions at the discretion of the director.
 4. Prior involvement will not serve as a barrier to selections

c. Selections

- i. *Executive Selections committee*
 1. Must be an outgoing Executive Council member
 2. Must be graduating within the academic year
 3. Must attend 2/3 of interviews in order to have a say in the final selections process
- ii. *Executive Selections process*
 1. Selections method and schedule is at the discretion of the selections committee
 2. Applications must be made available to all applicants by the second Monday after the marathon
 3. Selections must be completed by the Sunday before dead week, with the letters delivered that evening
- iii. *Chair Selections Committee*
 1. At least two executive member must be present to conduct a proper interview
 - a. It is preferred that one male and one female sit in each interview
 2. The preferred director must be present
 3. Interviews are conducted in focus groups and as many focus group members as possible should be present
- iv. *Chair Selection Process*
 1. Selections method is at the discretion of the selections committee
 2. Process will start at a set meeting that must include ALL executive council members
 3. Meeting must be on or before the Sunday following the final interview
 4. VP of respective focus must approve chair selections
 5. All letters must be delivered immediately after the final committee decisions

- v. *Committee member Selections committee*
 1. At least two executive member must be present to conduct a proper interview
 - a. It is preferred that one male and one female sit in each interview
 2. The preferred director must be present, unless extenuating circumstances occur in which the focus VP must be present
 3. Interviews are conducted in focus groups and as many focus group members as possible should be present
- vi. *Committee member selection process*
 1. Process will start at a set meeting that must include ALL Executive Council members
 2. Meeting must be on or before the Sunday following the final interview
 3. Directors must start with all applications that preferred them “number one”
 4. After applications are reviewed and decisions made, still available applicants will be passed on to the committee they preferred “number two,” and then if not chosen on to “number three.”
 5. Once an applicant’s top three directors have viewed the application, if they have still not been placed, all applications will be thrown into a general pool.
 6. All open positions will be filled by this pool
 7. It is to the Director’s discretion, with advice from BOM, how many committee members they take onto their committee.
 8. BOM must approve committee selections
 9. All emails must be delivered immediately and simultaneously after the final decisions and prior to Executive Council ending selections.

IV. Maintaining Good Standing

- a. Executive Attendance
 - i. Executive members must attend ALL IUDM sponsored events deemed mandatory by BOM
 1. BOM must give two weeks notice for an event to be considered mandatory
 2. Members can only be excused on a case-by-case evaluation by BOM
 - ii. Two unexcused absences will yield a meeting, with the members of BOM, where executive membership will be evaluated
- b. Chairperson/committee member Attendance

1. Oversee entire IUDM Council; run weekly meetings; weekly meetings with IUDM Advisor; work as a liaison between Indiana University officials and IUDM Council.
 2. Get IUDM involved in various other activities to increase organization awareness
 3. Communicate specifically with on-campus organizations and pass on information to Dean's Advisory Board Meetings
 4. Stay in constant communication with Ryan White Infectious Disease Center doctors and other hospital staff unrelated to Riley Development
 5. Work with other VPs to relay relevant information to their directors
 6. Works with VP External to set up and utilize Participant and Official IUDM Email listservs and Oncourse site
- ii. Vice President of Finance*
1. Oversee Directors of Accounting, Corporate Relations, and Fundraising
 2. Oversee ALL IUDM expenses, pay bills, update the books, and create the current year's prospected budget
 3. Work closely with IUDM Advisor to validate expenses
 4. Organize the Finance Spring and Fall Focus Fundraisers
 5. Maintain accurate financial statements throughout year
- iii. Vice President Internal*
1. Oversee Directors of Catering, Morale, Entertainment, Operations Management, and Riley Development
 2. Construct and manage IUDM event timeline, run timeline meetings (weekly during school term starting the last week of Spring Semester), make sure all committees know their marathon responsibilities
 3. Organize the Internal Spring and Fall Focus Fundraisers
 4. Upon date selection, secure back-up location for the marathon in case the original venue cannot be used
 5. Communicate with IUPD and Bloomington Hospital for marathon requirements
 6. Communicate directly with all directors to ensure understanding of floor space, timeline, etc.
- iv. Vice President Event Coordination*
1. Oversee Directors of Public Relations, Marketing, and Special Events

2. Work with Finance Vice President to ensure that IUDM events are cost conscious and run efficiently
 3. Coordinate event dates to get the maximum out of all IUDM events
 4. Coordinate volunteer opportunities for executive council
 5. Work with Hoosier Hills to coordinate food collection at marathon
 6. Organize the Event Coordination Spring and Fall Focus Fundraisers
 7. Work with Indiana Blood Center to organize blood drive prior to marathon
 8. Work with Indiana Bone Marrow Center to put on annual bone marrow drive at the marathon
- v. *Vice President External*
1. Oversee Directors of Alumni Relations, Dancer Relations, Marathon Relations, and Recruitment
 2. Work with CMN to maintain the fundraising website
 3. Work with faculty to build and maintain relationships
 4. Works with the President to set up and utilize Participant and Official IUDM Email listservs
 5. Work to ensure the marathon is publicized accurately throughout the campus, community, and business world
 6. Organize the External Spring and Fall Focus Fundraisers
 7. Work to organize and communicate with Faculty Advisory Board (FAB)
- b. Directors
- i. Each director is responsible for overseeing and delegating tasks to their respective chairs and committee members
 - ii. *Accounting*
 1. Oversee In-hand/Counting and Donor Retention & Analysis Chairs
 2. Maintain donation database and fundraising database
 3. Keep track of all received donations and direct mail campaign for previous donors
 4. Count and deposit all money
 5. Record all checks and other donor information
 6. Work with VP Finance to maintain financial statements
 - iii. *Alumni Relations*
 1. Oversee Events, Communication, Historian, and Fundraising Chairs
 2. Collaborate with Alumni Board bi-weekly

3. Create in and out-of-state IUDM alumni events while extracting maximum participation at existing IUDM functions
4. Utilize IUDM alumni who live outside the tri-state area via IUAA alumni chapters based on location
5. Work closely with IUAA, further utilizing their resources to keep alumni aware of current affairs
6. Solidify future IUDM alumni involvement from graduating members – gather contact information
 - a. Alumni include any post-marathon Executive Council member, Chairperson, Committee Member, Dancer, or Mass Member
7. Work with IUAA to coordinate Homecoming activities for IUDM.

iv. Catering

1. Oversee Food Fundraisers, New Donors, and Old Donors Chairs
2. Solicit all food for the marathon for over 1500 participants
3. Ensure that all food donors receive proper sponsorship benefits, including but not limited to opportunity to put items in Dancer Bags, banners at the marathon, 1-hour recognition time, etc.
4. Provide food (with advanced notice) at any other IUDM sponsored events requiring catering needs i.e. Golf Outing

v. Corporate Relations

1. Oversee Sponsorship, Events & Stewardship, Grants, and Internal Chairs
2. Update sponsorship levels/benefits and create corporate solicitation packet (CSP)
3. Coordinate with IUDM Alumni Board to solicit sponsors for special events (spring) and the marathon (fall)
4. Seek out sponsorship contacts within the IU/IUDM community – committee members, alumni, previous sponsors, and university funding
5. Assist other committees within DM when securing in-kind donations for auction items, golf outing, dancer incentives, etc.
6. Ensure that all sponsors receive appropriate benefits
7. Maintain relationships with sponsors from previous years
8. Organize annual Corporate Awareness Luncheon during the Spring for all potential and past sponsors

vi. Dancer Relations

1. Oversee Greek Relations, Independent Relations, Color Wars, and Dancer Education Chairs
2. Recruit Dancer Group Representatives and hold weekly meetings
3. Responsible for relaying all IUDM information to DGRs and Dancers
4. Recruit Dancers from organizations
5. Educate Dancers about the Marathon through Dancer Education meetings
6. Organize Dancer registration and physical check-in at the Marathon
7. Organize Color Wars groups and promote and monitor Color Wars leading up to the Marathon

vii. Entertainment

1. Oversee Acts, Bands, and Games, and Skits & Clips Chairs
2. Solicit bands, speakers, and alternative acts for the entire 36-hour marathon
3. Provide bands for any IUDM event, i.e. spring/fall concert, date auction, and celebrations
4. Promote bands that will be playing at the marathon
5. Create and run floor games that are at the marathon
6. Create and perform skits at the marathon
8. Organize DM Idol leading up to the marathon and run it at the marathon
9. Organize 3 v 3 Basketball tournaments
10. Create Clips for every theme hour

viii. Fundraising

1. Oversee Summer Fundraising/Care Packages, Fundraising Events, Road Rules/Canning, and Online Fundraising Chairs
2. Organize entire council off-campus, fundraising opportunities
3. Provide Dancer Relations with fundraising opportunities for dancers
4. Organize Fall and Spring Road Rules, as well as all Council-wide Canning Extravaganzas, i.e. canning on campus and in classrooms.
5. Coordinate the dancer care packages to be given to dancers at the marathon
6. Organize all summer fundraising opportunities for DM participants
7. Organize all Internet-based fundraisers for DM participants
8. Educate DM participants on fundraising best practices
9. Plan and execute the annual Torch Relay

ix. Marathon Relations

1. Oversee High School Marathon Chairs
2. Maintain communication with our mini-marathons to help plan and put on their marathon.
3. Attend at least one in person meeting with all first year mini marathon schools.
4. Build new relationships with high schools around the state
5. Provide fundraising opportunities for High School Marathons
6. Maintain relationships with other College Dance Marathons and CMN
7. Work closely with Director of Morale to organize line dance teaching and morale at mini marathons.
8. Formulate a formal recruitment plan for high school marathons

xi. Marketing

1. Oversee Campus Education, Event Documentation and Videos, and Social Media and Branding Chairs
 - a. Social Media Subcommittee is comprised of a Twitter Guru and a Facebook Guru both of whom are in charge of promoting every event and keeping all followers aware
2. Maintain and constantly update the IUDM website via the Website Guru who is fully responsible for daily website upkeep
3. Responsible for all electronics within the IUDM office
4. Coordinate production and distribution of marathon videos (Road to DM and others)
5. Promote all events i.e. the marathon, golf outing, gala, etc.
6. Coordinate ALL campus promotional activities: chalking, flyers, emailing student organizations and presidents of Greek houses, and promotional tables at fairs
7. Produce the live webcast at the marathon
8. Take pictures of events throughout the year
9. Responsible for ALC and RW awareness on campus (Ryan and Ashley Week)
10. Responsible for Spirit week to raise awareness about Dance Marathon

xii. Morale

1. Oversee Color Wars, Line Dance, Stage Games, and High School Marathons Chairs
2. Create IUDM line dance

3. Develop games and other entertainment for dancers at the marathon
4. Work with mini-marathon morale committees and assist them in any way necessary
5. Prepare and run Color Wars competition among dancers before and during the marathon
6. Organize Moraler-in-Training program
7. Schedule organized Exec linedance teachings

xiii. Operations

1. Oversee Floor Plan/Rental, Security, and Setup & tear Down Chairs
2. Organize layout, setup, and teardown of the marathon
3. Coordinate security efforts at the marathon
4. Work with Physical Plant, Building Services, and SRSC/HPER administrators
5. Create VIP list for the marathon
6. Create risk management plans for the marathon and Rockin' for Riley
7. Reserve all rooms for IUDM events with at least one week's notice

xiv. Public Relations

1. Oversee Apparel, Press & Media and Events Chairs
2. Produce IUDM press plan (x2), press kits, and press releases for all major IUDM events
3. Work with ALL state-wide and national media outlets: TV, Radio and newspaper
4. Work with the IDS to publicize events and other note worthy causes
5. Work with the Odyssey in the fall semester to promote IUDM to Greek dancers
6. Work with IU Athletics Department and other student organizations to create PR events and IUDM awareness

xv. Recruitment

1. Oversee Miracle Makers/Spirit Dancers, Organization Relations, Neighborhood Recruitment Council, and Residence Hall Representative Council Mentors/Freshman Experience Chairs
2. Recruit dancers and Miracle Makers/Spirit Dancers from all organizations and independent students through call-outs, advertisements, and networking
3. Recruit and coordinate Residence Hall Representative Council, RHRC, through RHA and dorms
4. Recruit independent dancers through neighborhoods and NRC

5. Maintain and work with President to build relationships & partnerships with the organizations on Dean Advisory Board and RHA
6. Organize and develop Miracle Maker/Spirit Dancer program

xvi. Riley Development

1. Oversee Education, Family Recruitment & Relations, Riley Tent, and Special Events Chairs
2. Work with Riley Hospital to plan events
3. Establish and maintain relationships with Riley families
4. Educate Dance Marathon participants about Riley Hospital in coordination with the Director of Dancer Relations
5. Accommodate Riley families within our means and plan events for Riley kids during Dance Marathon weekend
6. Organize all family speaking times with ample notice before the marathon
7. Organize and finalize Riley Kid Talent Show prior to the event
8. Coordinate with IU Athletics to plan Riley at the Rock event

xvii. Special Events

1. Oversee Golf Outing, Bar Events, Gala Auction, and Gala Speaker and Setup Chairs
2. Organize Campus Events
3. Plan the Golf Outing – sponsors, teams, gifts, raffle items, etc.
4. Plan and execute the IUDM Gala
5. Create new events adding to the overall goal of IUDM
6. Plan sporting events for Dance Marathon
7. Organize the Inspiration Tent for the marathon

b. Sub Committees

i. Accounting

1. In-hand/Counting
 - a. Count and track all offline donations
 - b. Record all check info for future referencing
 - c. Assist in maintaining of fundraising database
 - d. Assist in compiling on-line donations from CMN website
2. Financial Planning and Analysis
 - a. Coordinate with other committees to plan financial aspects of their events

- b. Keep record of costs, revenues for each IUDM event
 - c. After events, prepare analysis/trend of success compared to previous year's event
 - ii. Alumni Relations
 - 1. Events
 - a. Make all reservations for Alumni for marathon weekend: Hotels, Nicks, and location for Alumni meeting (Upland, Oliver)
 - b. Plan events in-state for Alumni (IUDM Parent's Weekend, Little 500, Homecoming; possibly include Riley families)
 - c. Plan events for alumni in other cities
 - i. Create contact person
 - ii. Work with contact person to plan event
 - iii. Actively recruit all alumni in specific city to event
 - d. Coordinate with Special Events to recruit maximum attendance at all IUDM events(Gala, Golf Outing, etc.)
 - 2. Communication
 - a. Obtain accurate contact information for current seniors & maintain that of older alumni as well
 - b. Utilize Facebook, LinkedIn, IUDM alumni website to find, communicate and connect
 - c. Work with IUAA to create Spring & Fall Alumni Newsletters
 - d. Delegate specific alumni groups to each subcommittee member, allowing personal interaction to better target individual segments
 - 3. Fundraising
 - a. Identify specific alumni via LinkedIn (or other sources) whose organizations will benefit by becoming a sponsor
 - i. Actively pursue with these individuals throughout the year to form an optimal sponsorship proposal
 - b. Identify each IUDM alumni, his/her potential to donate, and tailor contribution plans accordingly
 - c. Implement stewardship efforts to recognize alumni support (personal thank you's, recognition at the marathon, Riley Society involvement, etc.)
 - iii. Catering
 - 1. Food Fundraisers

- a. Plan percentage nights, eating contests, and other food fundraisers
- 2. New Donors
 - a. Educate restaurants about IUDM
- 3. Old Donors
 - a. Maintain relationships with restaurants that have previously donated
 - b. Secure donations from restaurants that donated the previous year
- iv. Corporate Relations
 - 1. Events & Stewardship
 - a. Work with other committees and Sponsorships subcommittee to help find sponsors for DM events (Golf Outing, Loop for Life, Gala, etc).
 - b. Work with the Sponsorships subcommittees to make sure all sponsors receive the proper sponsorship benefits and recognition
 - c. Create and send thank you letters to all DM sponsors directly after they make a donation. This letter should include information about their sponsorship and define exactly what the sponsorship benefits will be
 - d. Create and send thank you's (baskets, cards) to all DM sponsors after the marathon
 - 2. Sponsorships
 - a. Coordinate with Marathon Relations to help High School marathons solicit sponsorships
 - b. Apply for IUDM tax exemption status; apply for non-profit free postage
 - c. Work with Events & Stewardship subcommittee to secure sponsors (national and local) for DM events
 - d. Secure largest sponsors as marathon approaches, approaching all previous DM sponsors while seeking out new opportunities
 - e. Make sure all sponsors receive the appropriate sponsorship benefits
 - 3. Internal & Education
 - a. Organize all canning and fundraising events (Road Rules, summer events, etc.) pertaining to the committee
 - b. Educate all committee members on Riley Hospital, Riley kids/families, and all other information that will be pertinent to attaining sponsorships

- c. Edit/Add to Committee Development packet to help committee members become more effective at attaining sponsorships
 - d. Organize social events and gatherings that fall outside of committee meetings
 - e. Responsible for communication between committee and Riley Pen Pal
 - 4. Grants
 - a. Limit Sub-committee size to 3 people including chair - to the discretion of the Director
 - b. Actively pursue potential funding grants on campus, locally and nationally
 - c. Collaborate with Riley Children's Foundation to identify and apply for grants which best suit our unique purpose
- v. Dancer Relations
 - 1. Dancer Education & Awareness
 - a. start speaking to organizations in the spring about IUDM
 - b. Work with Riley D to plan dancer education at houses
 - c. Create Dancer Book
 - d. Educate dancers about what it means to dance by promoting and holding dancer education nights
 - e. Create free dancer incentives, i.e. massages
 - 2. Dancer Group Representative Mentors
 - a. Recruit DGRs
 - b. Work with DGRs to promote DM to Organizations
 - c. Run DGR meetings
 - d. Promote Color Wars
 - e. Help Dancers with letter writing campaign
 - f. Work with Fundraising to provide opportunities to raise dancer minimums
 - g. Educate dancers on how to effectively use fundraising website
 - 3. Color Wars and Dancer Incentives
 - a. Put organizations into Color Wars groups
 - b. Collaborate with Morale to run Color Wars in both spring and fall
 - c. Plan Color Wars Olympics in the spring
 - d. Work with Corporate Relations to find Dancer Incentives
- vi. Entertainment
 - 1. Acts

- a. Contract local entertainment acts for the marathon, i.e. Dance groups, comedy clubs, etc
 - b. Maintain relationship with acts by attending their performances throughout the year
 - c. Plan all non-band events on stage that entertainment is responsible for, i.e. lip sync, rave, etc
- 2. Bands
 - a. Search for new bands to play at marathon
 - b. Contract bands for marathon
 - c. Find bands to play at events throughout the year
- 3. Games
 - a. Create back pocket games
 - b. Create and run all floor games at marathon
 - c. Create and run all games played in the upstairs gym at marathon
- 4. Skits & Clips
 - a. Write and perform skits at marathon
 - b. Create videos for theme hours
- vii. Fundraising
 - 1. Summer Fundraising/Care Packages
 - a. In the spring semester and summer, organize summer fundraising opportunities for all DM participants
 - b. Organize the contents of the care packages and the logistics for handing out care packages during the marathon
 - c. Work with Corporate Relations and Catering to get items donated
 - d. Responsible for sending letters and keeping track of the letters sent back
 - 2. Fundraising Events
 - a. Create new fundraising events for Dance Marathon
 - b. Developing, implementing and executing of the following events
 - i. IUDM Torch Ride
 - ii. IUDM 5K
 - iii. Roses for Riley (Carnations for Kids)
 - iv. IUDM Poolside – Welcome and Recruit incoming Freshman
 - v. 3 vs. 3 basketball tournament
 - c. Work with Dancer Relations in helping dancer groups hold fundraising events for Dance Marathon

3. Road rules & Canning
 - a. Responsible for organizing two Road Rules each semester
 - b. Utilizes the all-Indiana Wal-Mart and Kroger database to set up canning at locations within an hour drive from Bloomington
 - c. Responsible for arranging weekly canning in the local and Indianapolis area
 - d. Preparing canning/road rules education materials, how-to's, etc.
 4. Online Fundraising
 - a. Preparing and tweaking all letter templates found on the website
 - b. Identifying and promoting internet-based fundraisers
 - c. Managing relationships with MyEdu, TextYard, BobBuysBooks, Zimride, etc.
- viii. Marathon Relations
1. High School Relations (2-3 Chairs at the discretion of the Director after chair interviews)
 - a. Work directly with MR Director and HSDM Presidents to ensure the immediate growth of each HSDM.
 - b. Attend all HSDM's and all retreats, including Riley's Indiana HSDM Retreat.
 - c. Work with MR Director to plan and implement IUDM HSDM Spring Retreat and HSDM Appreciation Day at IUDM.
 - d. Assist in hosting visiting Universities that attend IUDM.
- ix. Marketing
1. Campus Education (biggest subco)
 - a. Plan and organize Ryan and Ashley Week
 - b. Plan and organize Spirit Week
 - c. Evaluate and analyze campus knowledge of DM to find opportunities for improvement
 - d. Create slides and fliers for year round promotion/education
 2. Event Documentation (only around 5 people)
 - a. Take pictures to document all DM events
 - i. At least 3 members must be at each event
 - b. Upload pictures on website and Flickr
 - c. Make slideshow for Marathon
 3. Social Media and Branding
 - a. Maintain relationship with IUSTV

- b. One member in charge of Facebook events, groups, updates, etc.
- c. One member in charge of IUDM Twitter
- d. Plan and produce the live webcast at the marathon
- e. One member in charge of daily website upkeep of iudm.org
- f. Create and maintain a common theme for all IUDM Marketing outlets (font, logo, etc.)

4. Videos

- a. Work with Pictures Subcommittee to create videos for the marathon
- b. Composes Road to DM and other videos throughout the year
- c. Each member is well-versed and able to utilize iMovie or Quicktime

x. Morale

1. Color Wars

- a. Create Color Wars board for marathon
- b. Attend organizations fundraisers
- c. Motivate colors throughout the year
- d. Coordinate Color Wars teams with Dancer Relations
- e. Create Color Wars point system and track during marathon
- f. Visit Color Teams near the marathon to explain color wars, rotations, etc

2. Line Dance

- a. Compile song list for line dance
- b. Track song database (black list)
- c. Work with Marketing to ensure video of L D at marathon
- d. Organize voting of songs
- e. Cut songs for line dance
- f. Compile line dance
- g. Create Riley kid line dance
- h. Create HSM Line Dance and create website tutorial

3. Stage Games

- a. Brainstorm, organize, and host stage games
- b. Plan and run survivor at marathon
- c. Find prizes for survivor and other stage games winners
- d. Create extra stage games for filler time
- e. Plan and run games for events such as Rockin' 4 Riley and High School Marathons

- f. Organize voting of theme hours
 - 4. High School Marathons
 - a. Track attendance of committee members at HSMs and update committee
 - b. Organize committee fundraiser
 - c. Communicate with MR director
 - d. Teach line dance to high school marathons beforehand
 - e. Work with them to determine theme hours and games at high school marathons
 - f. Visit high schools to support Riley Spirit days to promote marathons
- xi. Operations
 - 1. Security
 - a. Find problems in previous year security
 - b. Work with IUPD to ensure security during marathon
 - c. Work with IUPD to ensure security during problem times during marathon (shift time, near stage throughout marathon, DJ sets)
 - d. Work with director to work out a smooth shift transition
 - e. Set up check-in table for security during marathon
 - f. Monitor security stations throughout marathon
 - 2. Setup/Tear Down
 - a. Plan times for committees to assist with setup pre-marathon (DR, Riley D, Catering ect.)
 - b. Plan setup and cleanup schedules for both the marathon and Rockin' 4 Riley. Schedules should be divided up amongst available internal committees.
 - c. Create tear down schedule for marathon and Rockin' 4 Riley
 - 3. Floor Plan/Rentals
 - a. Assist in creating floor plan for marathon and Rockin' 4 Riley
 - b. Get all items needed for both Rockin' 4 Riley and the marathon (refer to list of items provided by director)
 - c. Find deal and discounts to lower overall cost for events
- xii. Public Relations
 - 1. Apparel
 - a. Responsible for designing IUDM apparel line and other ALL IUDM apparel items

- b. Work with Under Ground Printing for all apparel items
- c. Ensure that Marathon Relations has apparel at ALL high school marathons
- d. Hold at least one major apparel sale

2. Press

- a. Establish and maintain communication with both print (magazines, newspapers, internet) and broadcast (radio, t.v.) press
- b. Maintain relationships with current press contacts (IDS, B97, Herald Times)
- c. Work with Riley's PR department and CMN
- d. Establish new contacts both locally and nationally
- e. Write press releases for all events
- f. Update and maintain media contact database

3. Events

- a. Create Public Service Announcements for IUDM
- b. Help coordinate events and maintain constant communication with PR Riley Families
- c. Organize IUDM awareness events throughout the year
- d. Coordinate with the Marketing Department to help raise awareness for Ryan and Ashley week and Spirit Week

xiii. Recruitment

1. Miracle Makers/Organizations

a. Miracle Makers

- i. Recruit miracle makers
- ii. Organize miracle maker timeline
- iii. Organize Informational meetings for Miracle Makers
- iv. Work with internal focus to determine tasks for miracle makers at marathon
- v. Work with miracle makers to sign them up for shifts
- vi. Educate miracle makers about jobs they will work
- vii. Spirit Dancers
 - 1. Recruit Spirit Dancers
 - 2. Organize education for organizations

b. Organization relations

- i. Recruit new organizations to participate in dance marathon
- ii. Maintain relationships with organizations

- iii. Help organize participation in events put on by other organizations on campus
 - iv. Create awareness in off campus living, mainly targeting apartment complexes
 - 2. Neighborhood Recruitment Council (NRC)
 - a. Recruit independent dancers off campus
 - b. Run weekly council meetings for education and further recruitment
 - c. Help NRC fundraising
 - d. Be in contact with independent dancers around campus
 - e. Plan fundraising events to sponsor dancers
 - f. Hold education nights twice a semester (can combine with RHARC)
 - 3. Residence Hall Association Representative Council Mentors/Freshman Experience
 - a. Recruit RHARC council with Residence Hall Association
 - b. Work with RHRC to promote DM to freshmen
 - i. Use RHA resources/Point people
 - c. Run RHARC meetings
 - d. Help RHARC fundraise
 - e. Be in contact with freshmen dancers and serve as the DGR to both individuals in the dorms as well as independents
 - f. Hold Dancer Education nights in the dorms
- xiv. Riley Development
 - 1. Education
 - a. Create presentation for Riley awareness
 - b. Create Riley awareness to Greek houses, other organizations, and dorms
 - c. Present Riley awareness to all committee members, dancers, miracle makers, DGRs, and RHRC
 - d. Create Riley inspiration for Pep Rally and call-outs
 - 2. Family Recruitment & Relations
 - a. IUDM Pen Pal program
 - b. Make sure the brochure stays stocked in the stands at the hospital
 - c. Work with committee members to find new families
 - d. Secure hotels for Riley families for Dance Marathon weekend
 - e. Write and publish fall and spring newsletters for families

- f. Find family sponsors for the marathon
 - g. Create welcome packets for the marathon
 - h. Create Celebration of Life video
3. Riley Tent
- a. Create theme for Riley Tent
 - b. Get all decorations
 - c. Create games and activities for Riley families at the marathon
 - d. Get all material needed for games and activities
 - e. Get moon bounce for marathon
 - f. Work with Corporate Relations In-kind committee to get supplies donated
4. Riley Special Events
- a. Set up events with families throughout the year including
 - i. Waterman's
 - ii. Indians game
 - iii. Indianapolis Zoo
 - iv. Kirkwood's Rockin' for Riley
 - b. Create new events for Riley families
 - c. Send out invitations for all events
 - d. Work with Riley to setup inpatient parties for Riley Development and Executive council
 - e. Work with catering committee to secure food for all events
- xv. Special Events
1. Campus Events
- a. At least half of members must be over the age of 21 years old
 - b. Work with Bars to maintain relationship
 - c. Plan DM cover nights with Bars
 - d. Work with Marketing director to market all event details
 - e. Work with AR to create Alumni Bar Nights in Indianapolis or Chicago
 - f. Plan and execute the following events
 - i. Mardi Gras
 - ii. St. Practice Day
 - iii. IUDM Date Auction/Halloween Party
2. Gala Auction
- a. Acquire auction items through wish list and asking IUDM committees, chairs, dancers, etc.
 - b. Maintain database of all items (Category, description, donor, organizations, market value, etc.)
 - c. Monitor auction at Gala

3. Gala Set up and Speakers
 - a. Utilize subcommittee to organize and distribute invites via email templates, formal invites, flyers and announcements at committee meetings
 - b. Secure entertainment and speakers for event
 - c. Organize and execute security and greeters at the event
4. Golf Outing
 - a. Work with Corporate Relations to get sponsors for Golf Outing holes, then cart sponsors
 - b. Plan and organize annual Golf Outing
 - i. Venue
 - ii. Hole sponsors
 - iii. Recruiting players
 - iv. Food
 - v. Hole competitions
 - vi. Prizes

2. Changes and Amending Responsibilities

- i. Changes to the structure of the Executive Council must be made before the new council is selected and will not effect the decision making council
- ii. Changes must be discussed by the Executive Council and agreed on by a 2/3 majority vote

3. Impeachment of Elected/Appointed Persons

- a. Procedure
 - i. Members of BOM should discuss the situation with individual directors before making a final decision.
 - ii. An executive member may only be removed from council by a 2/3 majority vote.
 - iii. Vote can be done in private and kept confidential, or in meeting; this is to BOM's discretion
- b. Replacing the President
 - i. Must be replaced by a BOM member
 - ii. BOM will decide on a candidate, then directors will ratify the decision with 2/3 majority approval
- c. Replacing Vice President
 - i. Pending time of year and circumstances of decision...
 1. A VP must be replaced by an existing Director
 2. If a new VP is not installed then responsibilities will be shared between existing BOM members
 3. ALL executive members will decide on a candidate and ratify with a 2/3 majority vote
- d. Replacing Directors

- i. Pending time of year...
 1. Director must be replaced by a student who interviewed that year
 2. If a new Director is not installed then VP assumes responsibilities of former Director, including control of committee and their meetings
 3. ALL executive council members will decide on a candidate and ratify with 2/3 majority vote

4. Finance

- a. Each year, before the total is finalized, the VP of Finance must set aside between 15,000-20,000 dollars to provide a supple Operating Budget for the next Executive Council
- b. This policy MUST be reviewed every two years

5. Riley Coordinator

- a. Provide advice and support to the Executive Council, help organize Riley tours, and serve as the point of contact for Riley Hospital for Children
- b. Work directly with the Director of Marathon Relations to help communicate with all high schools
- c. Advise the VP Finance on final cumulative donation amount

6. Advisor

- a. The role of the advisor is to support, assist and provide guidance to the Executive Council

7. IUDM Alumni Board

- a. Support current DM Council through retreats, operating expenses, and in-kind gifts
- b. Fundraise
- c. Maintain and build relationships/friendships

8. Amendments

- a. This constitution must be reviewed and updated every year
- b. Changes to Section VII part C must be reviewed and updated every year and voted on before selection of the new council
- c. All other changes must be discussed and decided on by the end of the council's first month in office
- d. These amendments can be suggested by the Alumni or advisor, but ultimately the Executive Council makes the final decision
- e. Changes must be approved by a 2/3 majority vote

9. Non-Hazing Policy

- a. Hazing is strictly prohibited from both an external and internal perspective. Hazing shall be defined as any conduct with 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