

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 and families of Riley Hospital by generating funds to support the Hospital's efforts to treat all of its 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 selflessness.
- 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.
- b. 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.
- c. This organization 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.
- d. This organization, when working with children, will be aware and abide by the University's Programs Involving Children (PIC) Policy

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 deadline
- 3. Must be a full-time undergraduate student during semester of

application, and an IU Bloomington student for the entirety of their term on the Executive Council

4. Must be in good academic and financial standing with Indiana University
5. Encouraged to raise an increase of 25% of your previous year total, or a minimum of \$2,500 during your term.

ii. Chairperson

1. Must have been a committee member, FYDE member, DGR, or Dancer
2. Must fill out application and turn in by deadline
3. Must be interviewed by chairperson selection committee
4. Must be a full-time, undergraduate student at time of application
5. Encouraged to raise an increase of 25% of your previous year total, or a minimum of \$850 during your term.

iii. Committee Member

1. Must fill out application and turn in application
2. Must be interviewed or reviewed by selection committee, unless they are a returner (with the exception of late add committee members)
 - a. Returners are subject to a review process at the Director's discretion.
3. Must be a full time, undergraduate student at time of application
4. Students abroad may be considered for positions at the discretion of the committee's Director
5. Encouraged to fundraise a minimum of \$650 during your term

iv. 36 Hour Dancers

1. 36-hour dancers must be one of the following types of participants: Dancers, FYDE, or DGR
2. Dancer Participant shifts are determined every year based on the highest fundraising dancers. Shifts are divided out in percentage increments.
 - a. Subsequent shift requirements are determined by VP of Membership

c. Selections

i. Executive Selections Committee

1. Must be an outgoing Executive Council Member
2. Must be entering The IUDM Alumni Association 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. If not earlier, 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 Council members must be present to conduct a proper interview
2. The Director of the applicant's preferred committee is required to be present
3. It is preferred that interviews are conducted in focus groups and as many focus group members as possible are 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 emails must be delivered immediately after the final committee decisions
6. Chair selections must be at least two weeks prior to committee member selections
7. Chairs may be added later at the discretion of the Director and their VP
8. Notes should be taken during the interview process, especially in cases where there are more applicants than open Chair slots

v. Committee Member Selections Committee

1. At least one Executive Council member and one Chair from the preferred committee must be present to conduct a proper interview
2. It is preferred that as many chairs as possible attend Committee Member interviews
3. Notes should be taken during the interview process, especially in cases where there are more applicants than open Committee Member slots

vi. Committee Member Selection Process

1. Process will start at a set meeting that must include ALL Executive Council members
2. Meeting must be following the final interview
3. Directors must start with all applications that preferred them "number one"
4. Once the applicant's "number one" Director has viewed the application and completed the interview, if they have not been placed, all applications will be put into the general pool
5. All open positions will be filled by this general pool
6. It is left to the Director's discretion, with the advice of BOM, how many committee members their committee can hold

- a. The maximum number of members for a committee is determined based on the number of applicants including students studying abroad, the chair team, and the Director
- 7. BOM must approve all committee selections
- 8. If a Director chooses to not select the maximum number of committee members, given they have more applicants than spots, then they cannot select applicants from the pool
- 9. All emails must be delivered immediately and simultaneously after the final decisions and prior to Executive Council ending selections
 - a. Selections will end at the discretion of BOM

IV. Maintaining Good Standing

a. Executive Attendance

i. Executive Council 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

i. Chairpersons are required to attend IUDM sponsored events deemed mandatory by either the Executive Council or individual Director

ii. Committee members are strongly encouraged to attend IUDM sponsored events

- 1. An event must be announced two weeks in advance in order to deem it mandatory
- 2. Absences will be excused or unexcused at the discretion of the individual Director
- 3. An accrual of absences by a chairperson may result in membership review conducted by the Director and VP

c. Financial Obligations

i. Any Executive Council member, chairperson, or committee member deemed not current with financial obligations will be subject to membership review conducted by two of the three parties listed: President, VP, or Director

V. Executive Meetings

a. Must have weekly meetings

i. BOM, Executive, Focus, Chair, and Committee

b. Time and location are preferred to be reported at least 24 hours in advance

c. There must be a two-thirds majority vote to change a meeting time or location

- d. Special meetings may be called by the President, BOM, or two-thirds of the Directors
- e. Two-thirds of Executive Council members must be present for a meeting to be official
- f. Robert's Rule of Orders apply to extenuating circumstances

VI. Order of Business

- a. Agenda is set at the discretion of the President
- b. An opportunity must be given for Directors to speak about any issue they feel is relevant
- c. The President holds the power to suspend anyone from the meeting at any time to ensure the order of business can carry on and continue a productive and supportive environment.

VII. Executive Board Duties

All members of the Board of Managers will hold voting seats on the IUDM, LLC Board of Managers. The responsibilities of holding a voting seat on this board includes:

- Quarterly meetings with LLC members, including Riley Children's Foundation members.
 - Managing relationships with various external IUDM stakeholders
 - Collaborating on budgetary and financial information with Riley Children's Foundation
- a. Board of Managers (BOM)
 - i. *President*
 1. Oversee the entire IUDM Executive Council; run weekly meetings; weekly meetings with IUDM Advisor; work as a liaison between Indiana University officials and IUDM Executive Council.
 2. Involve IUDM in various other activities to increase organization awareness
 3. Facilitate communication y with on-campus organizations and pass on information to relevant stakeholders
 4. Communicate with Riley Children's Foundation Coordinator and Riley Hospital for Children Staff unrelated to Riley Development and Hospital Relations
 5. Work with other VPs to relay relevant information to their Directors
 - ii. *Vice President of Communications*
 1. Oversee Directors of Hospital Relations, Marketing, Public Relations, and Special Events
 2. Work with Vice President of Finance to ensure events are cost-conscious
 3. Approve all IUDM graphics, social media campaigns, blog posts, and press releases.
 4. Update and improve IUDM official website
 5. Oversee the planning and execution of the annual Gala as well as outside events planned by Special Events
 6. Must upload the updated constitution to the IUDM Website for committee

members and other participants to review

iii. Vice President of Finance

1. Oversee Directors of Accounting, Corporate Relations, Fundraising, and Merchandise & Apparel
2. Oversee all IUDM expenses, pay invoices, maintain up-to-date books, and create the current year's prospective budget
3. Work closely with Riley Children's Foundation to validate expenses
4. Directly handle any communication that relates to the release of tax information
5. Maintain accurate financial statements throughout the year and prepare annual reports prior to year's end

iv. Vice President Internal Operations

1. Oversee Directors of Entertainment, Hospitality, Logistics, Morale, and Riley Development
2. Construct and manage IUDM event timeline, run timeline meetings, make sure all committee marathon responsibilities are known
 - i. Timeline meetings must occur weekly starting in the Fall semester
3. Communicate with IU Tennis Center staff and other relevant campus staff.
4. Communicate directly with all Directors to ensure understanding of floor space, timeline, etc.

v. Vice President Membership

1. Oversee Directors of Alumni Relations, Dancer Relations, Marathon Relations, Recruitment, and Stewardship
2. Set up and utilize participant and official IUDM email list services
3. Organize the summer and fall recruitment push
4. Determine and assign 36 Hour Dancers for the marathon
5. Facilitate the distribution and creation of awards for dancers and dancer groups at the end of the marathon
6. Must include language in all applications that applicants agree to abide by all rules, policies, and regulations stated in the IUDM Constitution and any and all IU policies, and must include the link to the IUDM Constitution

b. Directors

i. Each Director is responsible for overseeing and delegating tasks to their respective chairs and committee members. All Directors must oversee a fundraising chair and a culture chair(s) in addition to committee specific chair positions. Committee chair positions are subject to change based on what the current Director sees fit for the year.

ii. Accounting

1. Count and track all funds coming in throughout the year, organize canning events, and raise the total on 100 Days, Day of Hope, and at the end of the

marathon.

2. Oversee Stewardship, Analytics, and Canning chair positions

iii. Alumni Relations

1. Reconnect alumni to the organization through social media, annual events, and during organization wide fundraising initiatives.
2. Oversee Communications, Special Events, and Alumni Outreach chair positions

iv. Corporate Relations

1. Build and develop relationships with corporate partners in order to secure and retain sponsors for IUDM.
2. Oversee Campus Education & Outreach, Sponsorship, and Stewardship chair positions

v. Dancer Relations

1. Recruit campus organizations, including Greek and Independent organizations, to create dancer teams in order to expand IUDM's connection to campus.
2. Oversee Organization Relations and Dancer Operations chair positions

vi. Entertainment

1. Organize all forms of entertainment at large events, specifically the marathon, which include music, games, performances and the rave.
2. Oversee Bands and Acts, Games, and Media chair positions

vii. Fundraising

1. Help educate members on fundraising best practices, act as a resource for committee members and dancers to boost personal fundraising efforts and help plan organization wide fundraising initiatives, and oversees fundraising trackers
2. Oversee Stewardship, Education, and Merchandise chair positions

viii. Hospital Relations

1. Organize RMH meals, oversees the Riley Connect program, as well as interact with staff and doctors at Riley Hospital for Children to help all members develop a deeper passion and connection to the hospital through Riley Week and other events
2. Oversee Education, Outreach, Riley Connection and Riley Operations chair positions

ix. Hospitality

1. Set up dine and donates, manage in-kind donations, and secure sponsors to provide food for the marathon.
2. Oversee Logistics and Stewardship chair positions

x. Logistics

1. Organize and execute the vital details of each IUDM event throughout the year and both set-up and tear-down of the marathon.
2. Oversee Communications and Marathon Operations chair positions

xi. Marathon Relations

1. Oversee and advise a number of partner high school dance marathons in

fundraising, recruitment, engagement, and their actual events, as well as recruit potential new members of IUDM

2. Oversees High School Dance Marathon, Recruitment, and Stewardship chair positions

xii. Marketing

1. Create the marketing campaigns for IUDM, and capture all audiences through photos, videos, and graphic designs
2. Oversee Event Documentation, Graphics, and Promotional Videos chair positions

xiii. Merchandise & Apparel

1. Create apparel and accessories to help market the organization and help spread awareness for IUDM and Riley Hospital for Children across the state.
2. Oversee Apparel and Stewardship chair positions

xiv. Morale

1. Provide energy and hype to ensure a phenomenal dancer experience, create and teach the line dance, execute stage games at the marathon, and steward dancers throughout the year in meaningful ways.
2. Oversee Events, Line Dance, Stage Games, and Stewardship chair positions

xv. Public Relations

1. Work with statewide and national media outlets for tv, radio, and newspaper to publicize events, campaigns, and other noteworthy causes, as well as manage IUDM's website and social media accounts
2. Works with faculty to build and maintain relationships for student support
3. Oversee Social Media, Website, and Media and Campus Relations chair positions.

xvi. Recruitment

1. Recruit freshmen to join IUDM through the First Year Dancer Experience team and mentor freshmen within the organization.
2. Recruit new clubs and student organizations to create Dancer Teams.
3. Facilitates Committee Ambassador programming for weekly FYDE meetings in collaboration with Stewardship
4. Oversee First Year Dancer Experience, Stewardship, and Independent Relations chair positions

xvii. Riley Development

1. Interact and build relationships with Riley patients and their families through events including Kids Can't Wait Carnival, seasonal functions, and by sharing their stories with the entire organization.
2. Oversee Family Relations Events, Family Relations Logistics, Outreach, Riley Area, and Stewardship chair positions

xviii. Special Events

1. Plan and execute IUDM's largest fundraising campaign, the annual IUDM Gala.

2. Plan and execute outside events, such as Riley Family Baseball Game, For the Kicks, and the IUDM x IU Football Game
3. Oversee Silent Auction, Live Auction, Gala, Outside Events chair positions.

xix. Stewardship

1. Foster relationships with all members within the IUDM community including Executive Council members, chairs, committee members, dancers, donors, and both RCF and Riley Hospital staff, as well as plan and execute Ryan & Ashley Week, Mental Health Week, and monthly DEIA workshops
2. Oversees Committee Ambassador Program membership in collaboration with Recruitment
3. Oversee Communications, Eventship, Service, DEIA, New Member Experience, and Membership chair positions

Appendix #1: Membership Review Process

Membership Review Process

The Membership position exists within IUDM to further the development of the experience had by participants of all levels. This includes ensuring that the actions taken by members of IUDM represent the values, goals, and missions of the organization. In order to ensure that member behavior is in line with the ethics of the organization, a Member Ethics Review protocol has been put in place.

Member Ethics Review Process:

All members within IUDM are eligible to be entered into the Member Ethics Review process. This includes members of the Executive Council, committee chairs, committee members, dancer group representatives, and dancers. An individual is entered into the process through an ethics review submission from any of the following individuals:

- *President*
 - *Vice President, Membership*
 - In the case of a submission of a subcommittee chair or committee member: the *individual's Vice President*
 - In the case of a submission of a subcommittee chair or committee member: the *individual's Director*
 - In the case of a submission of a dancer group representative or dancer: the *Director of Dancer Relations or Director of Recruitment*

Upon entering the Member Ethics Review process, a committee member or subcommittee chair will be required to follow the following actions:

- *1st offense:* An individual meeting with the Vice President, Membership in order to further discuss the implications of the individual's actions upon IUDM. The purpose of this meeting serves as an opportunity to further the individual's understanding of the organization's values and missions as well as to explain the future consequences of

repeated actions.

- *2nd offense*: One-month restriction of social events or gatherings within IUDM.

The individual will be limited to only attending weekly meetings during this time

- *3rd offense*: Individuals will be dropped from their respective position within IUDM. In case-by-case circumstances, and by a 3/5 vote of the Board of Managers, an individual may bypass the 1st and/or 2nd offense situations.

A submission of a member into the Member Ethics Review is warranted by actions such as but not limited to:

- Misrepresenting the mission or values statement of IUDM.
- Deterring the experience of another IUDM member through harassment or disrespect.
- Failing to abide by the organization's social conduct rules.
- Failing to abide by the IU Student Code of Conduct.
- Failure on behalf of a member of the executive council to uphold their executive board duties

Special Circumstances

- If a Director on the Executive Council is placed under membership review, all members of the Board of Managers must be present.
- In the event a member of the Board of Managers is under Membership Review, IUDM's advisor will take his or her role in the review process.