FSTUDENT LIFE & LEADERSHIP

#### Titan Student Union 234 • (657) 278-7622

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**Constitution**

**California State University, Fullerton**

1. **NAME AND PURPOSE OF THE ORGANIZATION**
   1. The name of this organization shall be “Ballet Folklorico de Cal State Fullerton.”
   2. We, Ballet Folklorico de Cal State Fullerton (BFdeCSUF), exist to educate, preserve and promote cultural awareness of our Mexican heritage by celebrating the diversity and beauty of Mexico’s folk dance.
   3. The purpose of this organization is to provide opportunities for association and interaction with the faculty and administration at CSU Fullerton.
2. **REQUIREMENTS FOR MEMBERSHIP AND SELECTION OF MEMBERS**
   1. Membership in the organization shall be open to all those regularly-enrolled California State University, Fullerton students who are interested in membership. There shall be no other requirements for admission to regular membership. Each member has equal rights and privileges.

\*For NON-CSUF students please refer to Section 6.

* 1. Membership in this organization shall not be denied to any student at California State University, Fullerton on the basis of race, religion, national origin, ethnicity, color, age, gender, marital status, citizenship, sexual orientation or disability.
  2. There shall be a minimum of five (5) CSU Fullerton students who are currently enrolled in at least one class with a maximum of 20 percent of the members who are not CSU Fullerton students.
  3. There shall be two types of membership in the organization: general, advanced
  4. Voting membership is limited to regularly enrolled (non-extended education) students, faculty and staff at California State University, Fullerton who have signed the contract and paid their dues/fees.
  5. Any eligible CSU Fullerton student and non CSU Fullerton student, faculty or staff member who completes and signs a membership agreement shall be a general member upon filing the agreement with the club secretary and will hold voting rights.
  6. Any eligible CSU Fullerton student, faculty, staff, or non-CSU Fullerton student who completes and signs a general membership agreement form, advanced member contract, and is accepted through the audition process shall be a advanced group member upon agreement with the club Artistic Director(s).
  7. 8.1 Any member may be suspended or expelled from the organization for conduct obviously contrary to the Constitution of the organization or for conduct that impairs the rights of the members to enjoy the benefits of the organization. The offense must be written and submitted by a club member. After the offense is submitted to the organization, the offending member has the right to a 24-hour notice of a hearing before his/her peers at a regular meeting and the offending member may be suspended or expelled by a 2/3 affirmative vote of the voting members present

8.2 The offending member has the right to appeal to the General Member Body.

* 1. Each general member is required to fulfill 12 hours of academic studying per semester in order to be eligible to perform at the end of the year showcase.

1. **OFFICERS**
   1. The elected officers of the organization shall be the President, Vice President, Treasurer, Secretary and other officers as necessary. The term of office will be one academic year beginning July 1st. They will each be elected by a majority of the General Members present at a General Member Meeting.

* 1. Powers and Duties of Officers:
     1. The President shall preside at all meetings of the organization. He/She shall be the official spokesperson of the organization, representing the policies, views and opinions of the organization in its relations with the campus and community at large. He/She has further powers and duties as prescribed by the organization.
     2. The Vice President presides at the organization meetings in the absence of the President. He/She performs all duties as requested by the Executive Board and also acts as the University Folklorico Summit Representative during his/ her term of office. He/She will be in charge of maintaining records of all academic studying hours. He/She will be responsible for the Tios/Tias program per semester. He/She will assist any Eboard member at time of need.
     3. Treasurer handles all financial affairs and budgeting of the organization. He/She maintains the ASI Account(s) in the organization’s name, which requires signatures of the Treasurer, President and Advisor. All withdrawals require approval by a majority vote of the Executive Board at Executive Board meetings.
     4. Secretary takes minutes at all meetings of the organization, files minutes and submits required copies to all organization members. He/She is responsible for all organization correspondence and keeps copies of all correspondence on file. He/She maintains all records of the organization. Must keep record of performances and attendance.
     5. Public Relations Officer shall maintain the organizations publicity, image and networking. This includes maintaining the website, designing, creating and promoting the club events’ advertising.
     6. The Historian shall organize and maintain a visual record of the organization, including pictures, scrapbooks, video and online media.
     7. The AICA Reps must be a general member, CSU Fullerton student or an Executive Board Member. The AICA reps will attend all AICA meetings and retreats. All related information received at the meetings would be relayed back at our General Members and Eboard Meetings.
     8. The Mesa Representative must be a general member, CSU Fullerton student, or an Executive Board Member. The Mesa Delegate will attend all Mesa Cooperativa meetings and retreats. All related information received at the meetings would be relayed back at our General Member Meetings and Eboard meetings.
     9. The Wardrobe Manager is in charge of overseeing all costumes, hairpieces, accessories and other property belonging to Ballet Folklorico de Cal State Fullerton used for performances. They will be the person responsible for keeping in contact with the club’s seamstress(es).
     10. The Event Coordinator is in charge of overseeing all of Ballet Folklorico de Cal State Fullerton’s events and is required to be in every planning committee for all events.
     11. The Artistic Director will be elected by the General Members and will be approved by the Executive Board. The Artistic Director can be a CSU Fullerton student or non CSU Fullerton student.  If the appointed Artistic Director is a CSU Fullerton student, he/she will hold the position as an Executive Board member. If the appointed Artistic Director is not a CSU Fullerton student, he/she will not hold an Executive Board position and will have Associate member voting rights unless voted on and approved two thirds of the members of the Executive Board.
  2. Officer qualifications (President and Treasurer only):
     1. The President and Treasurer of the student organization are required to meet the minimum requirements established for Minor Student Representative Student Officers by the CSU Chancellor’s Office.
        1. Officers must be matriculated and enrolled (non-extended education) at Cal State Fullerton.
        2. Officers must maintain a minimum cumulative 2.0 grade point average each term.
        3. Officers must be in good standing and must not be on probation of any kind.
        4. Undergraduates are required to earn six semester units per term while holding office. Graduate and credential students must earn three semester units per term while holding office.
        5. Undergraduate officers are allowed to earn a maximum of 150 semester units or 125 percent of the units required for a specific baccalaureate degree objective, whichever is greater. Graduate and credential officers are allowed to earn a maximum of 50 semester units or 167 percent of the units required for the graduate credential objective, whichever is greater.
  3. Petition by 1/3 of the total number of members is cause for a recall election. The offense must be stated in writing and submitted by a member. After the offense is submitted to the organization, the offending officer has the right to a 48-hour notice of a hearing. A recall election will be conducted as a "Special Election".  Recall requires an affirmative vote of 2/3 of the total voting membership where it will then be decided by the incoming e-board.
  4. In the event an elected officer is unable to fulfill his/her term of office, there will be a "Special Election."  Any eligible member can be nominated for a vacated officer position. A member already holding office is ineligible for picking up a vacated officer position.

1. **MEMBERSHIP DISTINCTIONS**
   1. A general member who is not a performance group member shall perform under the name of Ballet Folklorico de Cal State Fullerton at any Ballet Folklorico de Cal State Fullerton organization sponsored event or as requested by the Artistic Director.
   2. An advanced member shall fulfill all general member requirements in accordance with the general member agreement form and shall perform under the name Ballet Folklorico de Cal State Fullerton at any paid or non-paid performance when hired by a third party.
2. **MEETINGS**
   1. Regular meetings are scheduled as needed during the academic year.
   2. Special meetings are called by any elected officer or by 5% of the voting members of the organization. All members must be given a minimum of 48 hour notice (2 working days) prior to the Special Meeting time.
   3. Business cannot be conducted unless a quorum of the membership is present. Quorum for this organization is defined as 51% of the voting membership.
   4. General Member meetings in which voting will take place requires a notification to all members at least one week in advance. The vote will be decided by majority rule of those present.
   5. Practices are held weekly for the entire body. The Artistic Director may call additional practices as necessary.
3. **ELECTIONS AND AUDITIONS**
   1. Officers are elected once an academic year. Elections are held at the end of each academic year for the following year’s term.
   2. At least one week's notice will be provided for any meeting at which an election is held.
   3. Votes will be cast by secret ballot and counted by an unbiased committee.
   4. A candidate must receive at least 51% of the votes or if necessary run-off elections will be held.
   5. Auditions for the advanced and performance group are to be held at the beginning of Fall and Spring semesters. Additional auditions can be requested by the Artistic Director(s).
4. **ADVISORS**
   1. Any non-auxiliary employee on a minimum half time basis employed by CSU Fullerton can serve as advisor to this organization. (Please see the Office of Student Life and Leadership for more information on Auxiliary Employee Advisors.)
   2. The advisor(s) will serve a term of one academic year and is selected at the same time as the officers of the organization.
   3. The advisor(s) may be removed by a 2/3 vote of the membership at a regularly scheduled organization meeting.
   4. A staff member from the Office of Student Life and Leadership or a School Based Assistant Dean may be assigned to work with this organization to assist the faculty advisor and the organization.
5. **DUES**
   1. This organization can assess membership fees. Assessments are determined each semester or each academic year by the Executive Board at an Executive Board meeting.
   2. All money must be deposited into an Associated Students, Incorporated Accounting Office agency account.
6. **METHOD TO AMEND THE CONSTITUTION**
   1. Proposed constitutional amendment or changes will be presented, in writing, to the organization one meeting before this amendment is voted on.
   2. Approval by 2/3 of the executive board members present at a regular organization meeting will pass this proposed amendment. The amendment is immediately effective unless otherwise stipulated in the proposal.
   3. A copy of this constitution/by-laws and/or amendments to this constitution must be filed in the Office of Student Life and Leadership at CSU Fullerton every 2 years or within 90 days after any substantive change or amendment.

### ARTICLE X. DISBURSAL OF ORGANIZATION ASSETS

**Section 1.** In the event the "Sample Organization" should become defunct, all assets will be turned overto the CSU Fullerton Associated Students, Inc., to be used to promote student programming on campus.

1. **STATEMENT OF AFFILIATION**
   1. Ballet Folklorico de Cal State Fullerton is affiliated with Mesa Cooperativa.
   2. A copy of any constitution/by-laws of Mesa Cooperativa must be filed in the Office of Student Life and Leadership at CSU Fullerton.
2. **RULES OF ORDER**
   1. Ballet Folklorico de Cal State Fullerton accepts "Roberts Rules of Order" (newly revised) as its Rules of order. Any issue not directly written in this document will be resolved by referring to the Rules of Order.