

The Constitution of Orchesis: A Dance Group

Article I. Mission Statement

Orchesis: A Dance Group (henceforth referred to as “Orchesis”) is a club that endeavors to increase awareness of dance within the Barnard/Columbia community. We seek to provide a supportive and productive environment for the exploration of choreography and performance through staging productions, holding master classes, hosting social events, and attending professional dance performances. We resolve to create a framework within which:

- A. Those interested in dance can obtain information about classes, performances, and choreographic opportunities both on and off campus.
- B. Choreographers chosen from an application process each semester to have their work included in the showcase are guaranteed an hour per week of rehearsal space in aerobics rooms, Dodge Fitness Center, Barnard Dance Department studios, or alternative campus spaces.
- C. Orchesis choreographers/board members will teach master classes throughout the semester and will seek to hire professional teachers to teach a master class (emphasizing those that are not offered through the University) for the membership as well as the University community.
- D. Choreographers are chosen through an application and interview process to have their work included in the showcase each semester. At least one choreographer must agree to accept all dancers not placed in other pieces and manage the “Open Piece.” All dancers who attend auditions are guaranteed to be placed in a piece, but not necessarily one of their choice or one that fits into their schedule. A dancer may perform in a maximum of 3 pieces each semester (with the exception of the Board Interlude and Senior Interlude) so as to ensure the same dancers are not monopolizing the show.
- E. The group also sponsors an independent project each year (the MaMa Project) proposed by (a) choreographer(s) to create a show composed around a central theme. MaMa choreographers are chosen through an application and audition process and have been Dancers in Orchesis for at least three semesters. The project is produced and organized independently, however there must be a liaison appointed who attends weekly board meetings. All dancers who participate in the project must have had previous or simultaneous experience performing or choreographing with Orchesis.
- F. Orchesis’ showcases seek to feature a wide variety and range of levels and styles in order to foster inclusivity within the group and encourage dancers of all backgrounds.
- G. Orchesis is a member of the Columbia University Performing Arts League. Orchesis must send one representative to every CUPAL meeting. Orchesis participates in the CUPAL Showcase each year. Orchesis encourages its choreographers to include their works in this showcase, other events on campus, and off campus performing opportunities.

Article II. Membership

- A. Orchesis is open to all those, and only those, within the schools affiliated with Columbia University who are interested in dance and committed to the purposes and activities of

the club. Students may be pursuing degrees of any level within the university but must be enrolled as either a full-time or a part-time student. A Dancer must ensure that their name is placed on the email listserv.

B. We define the terms used in this document in the following way:

- a. Dancer:
 - i. Is renewed each semester
 - ii. Is cast and sees through the rehearsal process for at least one piece in the current semester and performs in the semesterly show, barring emergency circumstances
 - iii. Each dancer must sign a dancer contract at the start of each semester and in doing so agree to act respectfully in rehearsals and comply with the attendance policy of Orchesis. If a choreographer become aware that a dancer has acted in violation of the dancer contract, they may approach Executive Board with their concerns and E-Board will determine the appropriate punitive response.
 - iv. Each choreographer must confirm with the Producer at the start of the semester that all the dancers in his/her/their cast has signed the dancer contract.
- b. Orchesis Member
 - i. Is currently or has been a Dancer
 - ii. Is currently enrolled at Columbia University
- c. Board member:
 - i. Elected as per Article VI
 - ii. Signs a Board Member Contract at the beginning of their term
 - iii. Is a Dancer for the duration of their term, barring injury or emergency circumstances at the discretion of the E-Board. In the event of a board member receiving approval to not be a Dancer for any semester during their term, the board member will work with E-Board to find an alternative to participate in the show rehearsal process.
 - iv. Fulfills their duties as per Article IV
 - v. Transitions their successor(s) adequately
- d. Choreographer:
 - i. See Article I. Section B. and D. for selection process
 - ii. Is a Dancer in the current semester unless approved by the Producer prior to dancer auditions
 - 1. A choreographer may receive approval to not be a Dancer for the following reasons:
 - a. Has been a Dancer in Orchesis for at least 4 semesters
 - b. Injury or medical circumstances that prevent the Choreographer from safely dancing
 - c. Other circumstances at the discretion of the E-Board
 - iii. Must send their cast members an introductory survey at the start of the semester to learn about their dancers' backgrounds and intentions and facilitate communication with their dancers.

Article III. Community Guidelines:

- A. Orchesis: A Dance Group declares a zero tolerance policy for any form of harassment, discrimination, or violence. The Group pledges to support community members who choose to disclose instances of any forms of harassment, discrimination, or violence. We will not prejudge members who disclose sensitive information, and they will not incur blame for information disclosed. We will take reports regardless of the gender, sexual orientation, ability, or race of the survivor/victim (however they choose to identify). We will not question survivors/victim's experiences.
- B. Executive Board Accepts the Following Responsibilities:

The Executive Board will follow the procedures of incident reporting and taking action as detailed below. We will not share a complainant's experience with anyone outside the Board, unless there is serious concern of the member hurting themselves or others. We will help members access any resources they may need. If the survivor/victim wishes to report to either the university or law enforcement, the Board will help advocate for them and remain available for support.

We Understand Harassment, Discrimination, and Violence to Be the Following:

- a. Harassment
 - i. Sexual Harassment: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when the conduct creates an intimidating or hostile campus or living environment.
 - ii. Emotional/Physical Harassment: Unwanted, aggressive behavior. Emotional/Physical Harassment includes actions such as making threats and repeated physical or verbal attacks.
- b. Discrimination
 - i. Treating members of a Protected Class less favorably because of their membership in that class; or having a policy or practice that has a disproportionately adverse impact on Protected Class members. A Protected Class is a class of persons who are protected under applicable federal, state, or local laws against discrimination and harassment on the basis of race, color, sex, gender (including gender identity and expression), pregnancy, religion, creed, marital status, partnership status, age, sexual orientation, national origin, disability, military status, or any other legally protected status.
- c. Violence
 - i. Sexual Violence:
 - 1. Nonconsensual Sexual Intercourse, which is any form of intercourse (oral, anal, or vaginal), using any object, without consent.
 - 2. Nonconsensual Touching: Any intentional sexual touching without a person's consent.
 - 3. Physical Assault: Unwanted or harmful physical violence

d. 3. Mechanisms of Reporting

- i. The Executive Board will maintain a Reporting Form that is submitted to the general Orchesis email. The Executive Board will make this form available to all current members of the Group at the beginning of every semester/rehearsal process. Submissions via this form must be readable at all times by all non-mandatory reporter members of the Executive Board (see below). The Chair will take responsibility to read any new complaints that are submitted or to appoint the designated board member to handle complaints. If a complainant wishes to file an anonymous report, there is an opportunity to do so via an anonymous form. However, the complainant must recognize that many of the actions taken by the E-Board on this form require the involvement and consent of the complainant. The anonymous enables the E-Board to meet with relevant directors or offenders and take action as the E-Board sees fit. If a complainant does not wish to file a formal Orchesis complaint, but wishes to inform the Executive Board of an incident, they can speak to a member of the Executive Board. This member must inform the rest of the Executive Board of the complaint, although the complainant may stay anonymous if they wish. The complainant must be made aware of the formal Orchesis Complaint process, Columbia resources, and the Executive Board's support. If a complainant does wish to file a formal Orchesis complaint, they will fill out a form that will be sent to all members of the E-Board. They will also have a face-to-face meeting with any member of the E-Board to verify the complainant's wishes. This E-Board member will be either the designated board member who handles complaints or a board member of the complainant's choice. The E-Board must then meet to ensure that the complaint is disclosed to the entire E-Board, including the wishes of the complainant with regard to further action (see Section: Action Taken). If the offender is on the E-Board, they will not be present at this meeting. Members of the Board are not mandatory reporters within the university and may act as confidential resources except in instances of imminent threat of physical harm to self or Others. Complainants do not have to be current Members of Orchesis. Offenders must be a Member of Orchesis but can be any member of Orchesis, including E-Board members.

Article IV: Requirements for Nomination to the General Board & Executive Board

- A. Nominees must have been a Dancer for at least one semester prior to the start of their term.
- B. All Nominees must show passion for the group as a whole and dedication to the responsibilities of the office.
- C. Nominees for Chair, Producer, and Treasurer:
 1. Must have previous General Board experience.

a. If there are insufficient Board members to fill the Executive Board positions, see Article VI. Elections.

2. Are appointed by the current Chair, Producer, and Treasurer.

Article V. Requirements of Office

I. Chair:

- A. Oversees all activities to make sure that Board members are performing their jobs.
- B. Coordinates weekly board meetings and writes the agenda for said meetings.
- C. Ensures that Board members make weekly progress reports and creates anonymous, semesterly forms for board members to receive feedback from one another.
- D. Addresses suggestions and complaints.
- E. Makes sure that all decisions/motions are constitutionally voted on by the entire board before being executed.
- F. Responsible for helping the choreographer in charge of Open Piece if necessary.
- G. Creates board documents at the beginning of term as incoming Chair, and facilitates Board transitions at the end of term.
- H. Responsible for any communication and correspondence with other organizations inside and outside of the Columbia community.
- I. Organizes a Board photoshoot at the beginning of each term.
- J. Ensures that all members of E-Board complete Barnard and Columbia Club Refuel in order to stay dually recognized and in good standing
- K. Oversees the Board's process of locating and hiring a photographer and videographer for the show each semester.

II. Producer:

- A. Responsible for finding, and following the guidelines of the theater space. Must work with the Office of Student Activities advisor and treasurer to ensure that all guidelines are being met.
- B. Responsible for coordinating tech staff, including soundboard operator and stage managers. Creates the tech schedule and negotiates between tech staff and choreographers. This includes running every night of tech rehearsal including show night.
- C. Communicates with the Ticket & Information Center to make sure that the tickets for the show are printed and meet theater, University, and Treasurer's stipulations.
- D. Guides the choreographers and ensures that they adhere to time limitations and guidelines. Holds choreographer meetings after each Works In Progress.
- E. Organizes and runs Works In Progress Showings.
- F. Runs and organizes all parts of auditions. During casting, ensures that all members who attend the audition are placed in a piece and contacted by a choreographer.

- G. Responsible for organizing and maintaining dancer forms to be used at casting each semester.
- H. Encouraged to attend at least one rehearsal of each piece.
- I. Communicates with CUPAL and ensures Board members are attending CUPAL meetings.
- J. Organizes a Choreographer photoshoot each semester.
- K. Distributes show photos and videos to Dancers and Choreographers in a timely fashion
- L. Posts all show videos to Orchesis' YouTube account.

III. Treasurer:

- A. Prepares the yearly ABC/SGA request packets for the club's allocation.
- B. Keeps clear records of the Orchesis budget.
- C. Keeps copies of all Financial Transaction Forms, receipts, previous budget proposals, and contracts.
- D. Records hours of pay for guest teachers, photographers, videographers, etc. and makes sure that they are paid in a timely manner.
- E. Provides FTF for the Board members if requested.
- F. Designates budgets for costumes to Costume Coordinators in both Orchesis and MaMa shows.
 - a. Orders costumes for Orchesis and MaMa shows using Orchesis' p-card; distributes costumes to choreographers once arrived
- G. Keeps in contact with financial services, the ABC representative, and Orchesis' advisors to ensure all expenses are properly paid on time.
- H. Ensures that all money acquired through performances is deposited into the general fund of the club and applied to the needs of the club.
- I. Seeks out and applies for external sources of funding each semester; completes necessary reconciliation processes to ensure funds are transferred
- J. Coordinates design, ordering, storing, transporting, and selling of gear each semester.
- K. Prints posters and programs for Orchesis and MaMa Shows.

IV. Social Chair

- A. Organizes a Bagel Breakfast after each Works In Progress.
- B. Seeks to organize multiple small and large social events each semester.
- C. Organizes Orchesis master classes.
- D. Responsible for obtaining contracts and checks for Master Class Instructors.
- E. Organizes a cast party after each performance.

F. Organizes at least one Board bonding event per semester.

V. Archivist

A. Records minutes of the Board meetings. A copy of these minutes should be kept on file and sent to each Board member.

B. Responsible for creating the program for the Orchesis showcase.

C. Manages and updates Orchesis' website, including video archives.

VI. Public Relations Chair(s)

A. Sends e-mail messages to club members and current dancers through Orchesis's listservs.

B. Keeps an updated list of Dancers and Members' email addresses via the listserv.

C. Designs, copies, and distributes all posters and flyers with the approval of cost by the Treasurer

D. Advertises Orchesis events on Facebook and Instagram consistently and engages with members of the Orchesis Community via social media.

E. Responsible for creating and posting board spotlights, choreographer spotlights, promotional videos, and Facebook events.

VII. Space Coordinator:

A. Responsible for reserving space in the Barnard Dance Department studios and Aerobics Rooms III and IV (Dodge Fitness Center) for weekly rehearsals, choreographer auditions, dancer auditions, studio run, master classes, and other rehearsals.

B. Holds a meeting to allocate adequate rehearsal space/time for all choreographers.

C. Keeps an updated rehearsal schedule that includes all Orchesis pieces and free space allocated to Orchesis.

D. Communicates with Columbia and Barnard P.E. and Dance Departments to reserve space and inform them of which choreographers will be using the spaces.

E. Informs all choreographers about each studio's regulations.

F. Oversees scheduling of choreographers' make-up rehearsals.

IX. Costume Coordinators:

A. Work with the choreographers to find costuming options.

B. Ensures each choreographer reviews the contents of the costume closet to prevent against unnecessary/inefficient expenditures. Obtains costumes from costume closet upon choreographers' request.

C. If a choreographer chooses to order costumes, communicates with Treasurer about order details and costume distribution according to the timeline set by Treasurer

D. Collects, washes, folds, catalogues (via updating spreadsheet), and returns costumes to the costume closet following each show.

E. Assist with various tasks assigned by E-Board once jobs of ordering/communicating with choreographers has concluded.

F. Maintain and update master costume inventory spreadsheet each semester.

X. CUPAL Liaison:

A. Attends CUPAL meetings each week as Orchesis' representative to contribute to CUPAL's endeavors with Orchesis' best interests in mind.

B. Attends Orchesis board meetings to communicate pertinent CUPAL information.

XI. The Executive Board will meet with all General Board members individually for semesterly board evaluation meetings. General Board members will submit anonymous feedback evaluations of themselves and each other describing their job performance during the semester. The Executive Board can consider these evaluations when reviewing a person's qualifications for Executive Board candidacies.

XII. MaMa Project Liaison- The MaMa Project liaison is a current Board Member at the time of the MaMa Project application process appointed by the choreographer(s) of the project to represent their interests to the board and to obtain and provide relevant information at board meetings.

Article VI. Elections

Yearly elections are to be held during tech week of Orchesis' Fall Showcase and the new Board members are instituted at the end of the semester. The Board members hold office for the full calendar year. This term structure does not make it possible for seniors to run for office. However, it does ensure that the previous officer has one full semester to properly train the successor. This system offers a smoother transition between Boards and prevents disruption of the club's activities.

I. Structure:

A. The positions of incoming Chair, Producer, and Treasurer are self-nominated and appointed by the outgoing Chair, Producer, and Treasurer.

B. All other positions are self-nominated and elected by Orchesis Dancers and non-Dancing Choreographers at dress rehearsal for the Fall Showcase.

C. Copies of the Orchesis Constitution must be made available at the election. Members must understand the duties of an office before running for that position. Once elected, the officer is given a copy of the constitution to keep as reference, following the editing of the constitution by incoming and outgoing E-Board members.

II. Incoming Executive Board Selection Process

A. Nomination: Current Board Members self-nominate for Executive Board positions via an application form created by the outgoing Chair

B. Interview: Following the application period, each prospective E-board member will be individually interviewed by the current E-board to further assess fit. The interview must address:

a. Prioritization of Orchesis: Executive board members cannot be declined on account of their involvement in other organizations, but are expected to sufficiently fulfill their duties, acting in the optimal interest of Orchesis, with

absolute disregard for potential conflicting interests of other organizations and must demonstrate their ability to do so.

- b. Demonstrated Competency: Incoming E-board members should have demonstrated ability to complete tasks well in a punctual manner.
 - c. Concern for the Group: Executive board members must have shown concern for the group and its members
- C. Appointment: Following deliberation by the outgoing E-board, selected candidates will be notified of their intended appointment to the next year's E-board . This selection is not officialized until formal announcement of these appointments at General Board elections during Fall Showcase Dress Rehearsal. The intended appointment may be revoked at any time during this intermediary period at the discretion of the outgoing E-board in response to
 - a. New incriminating information that leads to reasonable belief that the intended appointee is unfit to carry out duties of the respective position as outlined in the Constitution. It is up to the discretion of the outgoing E-board as to how to notify the revoked appointee of their revocation.
 - b. In the event of revocation, the outgoing Executive Board must nominate at least one member of the General Board whom they see fit to fill the revoked position in accordance with the expectations detailed in the constitution to apply. If outgoing E-Board determines that there are no fit General Board members, then see Section D for nomination procedure. Upon accepting their nominations, the nominees must undergo the same interview process required of self-nominated applicants (described in Section II.B).
- D. In the case that there is an insufficient number of qualified and interested current Orchesis Board members to fill the Executive Board positions (Chair, Producer, and Treasurer), the outgoing Executive Board must nominate a Member of Orchesis outside of the current Orchesis Board to apply for the unfilled position. Upon accepting their nominations, the nominees must undergo the same interview process required of self-nominated applicants (described in Section II.B).
 - a. Nominees should be selected on the basis of the following criteria:
 - i. Previous choreographers and long-term dancers (participation as an Orchesis Dancer for at least 3 semesters) who demonstrate commitment to Orchesis and its values, in addition to qualities necessary for the position.
- E. At any point, barring extenuating circumstances, at least two of the Incoming Executive Board members must have had previous General Board Experience.

III. Removal of an Officer:

A. Grounds for removal:

1. Failure to uphold the goals of the group as stated in the Mission Statement.
2. Failure to fulfill the duties as specified by the Constitution.

3. Failure to maintain a respectful and helpful manner toward other Board Members and General Members.

B. Procedure for removal of a board member:

1. If a violation occurs, it must be called to the attention of the Board member in an individual meeting between the offending board member and the E-board. In this meeting, E-board must communicate the violation and explain that the offending member has the option of either (a) resigning from their position or (b) proceeding with a vote by the general board as explained below

2. Removal is decided by the Board through an anonymous electronic vote. Options on the voting form must be "Vote for the board member to be removed; Vote for the board member to keep their position; abstain". The offending board member does not participate in the vote. The offending board member is removed from office in the event that the majority of non-abstaining votes are to remove.

3. Should the board member be removed, E-Board will work with remaining board members to distribute responsibilities of the removed board member.

4. Should any additional violations occur, this process shall repeat itself.

III. Resignation of an Officer:

A. In the event that an officer resigns, they must continue performing the duties of the position until a replacement can be found.

B. The Board must officially vote on this replacement during the following Board meeting.

Article VII. Changes in the Constitution

A. Changes in the Constitution may be suggested by any member of the Orchesis community. The suggestion must be approved by an official Board vote before the Constitution can be amended. A majority vote results in a change in the constitution. The Constitution must be made available to any club member.

B. The Constitution is jointly edited by the Incoming and Outgoing Executive Board members during Board transition. This is the only window of time during which changes to the Constitution may be made without a majority vote by the General Board.

Article VIII. Orchesis' Relationship with the Barnard Dance Department

Orchesis and the Barnard Dance Department continue to maintain a mutually supportive relationship. The Dance Department offers rehearsal space, advice, and information, while Orchesis provides them with an alternative outlet for the rapidly growing dance community on the Barnard/Columbia campus. Within this affiliation:

A. The Producer and the Dance Department must agree on a maximum number of hours a week that Orchesis may use studio space free of charge. However, Orchesis must understand that this space is not guaranteed; members of the Dance Department have priority.

B. Orchesis may borrow costumes from the Department. When costumes are borrowed, an agreed sum of money is left as a deposit. This fee will be refunded if the costumes are cleaned and returned within the week following the show.

C. Orchesis is allowed to advertise club events in Dance Department space.