

Date Submitted _____

Eastern Connecticut State University | Student Activities | Authorized Signature Form

Organization Name: Warrickthon

Meeting Day: Mondays

Meeting Time: 8pm

Location: StU 219

The following persons, whose signatures appear below, are authorized to sign all documents for the organization named above (after completion of trainings). It is the responsibility of the organization's officers to amend this form should the signature authority change. By signing this Authorized Signature Form, we affirm that we have read and understand the Club/Organization Policies and Procedures and agree to comply with the rules and regulations states on page 2 of this document.

Position	Full name (print clearly)	Eastern ID #	Signature
President	<u>Lauren Lanby</u>	<u>10252282</u>	<u>Lauren Lanby</u>
Vice President	<u>Felicity Dyer</u>	<u>10252589</u>	<u>Felicity Dyer</u>
Secretary	<u>Marylee West</u>	<u>10252219</u>	<u>Marylee West</u>
Treasurer	<u>Kendra Flanagan</u>	<u>10261887</u>	<u>Kendra Flanagan</u>
Public Relations	<u>Maddy Flaker</u>	<u>10251791</u>	<u>Madeelyn R Flaker</u>

Advisor's Name (print clearly)

Jemaine Whyte

Signature



Dance Marathon Meeting Minutes
Monday, April 16th, 2018
Student Center Room 219

President Landry called meeting to order @ 8pm

ATTENDANCE:

Lauren Landry
Felicity Dyer
Kendra Flanagan
Maddy Flader
Jess Wooding
AJ Jain
Kaylee West
Jess Colonese
Kat Hunt
Meagan Hanratty
Kalee Oelgoetz

*** April 6th for WarriorThon 2019 ***

Application email to be sent out: 4/23/18
Applications due: 7/21/18

Table @ club fair in fall ?

Chair Heads

President: Lauren Landry
VP: Felicity Dyer
Treasurer/Finance: Kendra Flanagan
PR: Maddy Flader
Family Relation: Jess Wooding
Fundraising: AJ
Secretary/Entertainment: Kaylee West
Catering + Giveaways: Jess Colonese + Kat Hunt
Recruitment: Meagan Hanratty
Morale: Kalee Oelgoetz

Things to change/look into for next year:

- Committees
 - Each committee will have a committee head (chair)
 - Each committee can meet as a group
 - Once a month we will have a whole group meeting

- Committee heads relay any info/questions to VP
- Every committee member dance
 - at least cheering on
 - be sure we keep our shifts for registration
- Teach committee heads how to navigate and work Donor Drive
 - need to ensure that everyone gets access
 - having to make sure that the emails go out to the participants
- Water plan
 - Water bottles, cups, pitchers ??
- Final decisions should be made by all members
 - Include everyone
 - Discussed at group meetings
- Morale Dance
 - Morale committee – dance team?
 - Dance music – mashup and change up dance– consider future continuation
- Communication - make sure to get an understanding
 - Everyone should be able to say what they think
 - No outside drama or negative comments
 - Be sure to communicate anything you/your committee will be doing or plan on doing
- Reveal Posters
 - Uniform numbers – neater
 - Have a couple of each number already made ?
 - Stencils ?
- Event activities
 - Themed hours for next year
 - More games/stations (games, etc)
 - Band – either organize a set-list with them or replace – too slow/wrong vibe
 - More fundraising incentives/motivation during event
 - Patient stories – more, and higher quality
 - Promotions
 - James @ entrance/ by registration tables and music be inside
 - MC ?
- Food
 - Pizza, chips, finger food, etc
 - Less dessert
 - Reach out to places earlier
- Master List
 - Create a master list within your committee and the committee as a whole for what needs to be done
 - Include materials that will be needed, supplied, and/or purchased for each thing
 - Be sure to stay true to what you agree to do – don't forget or back out
 - If you need help, ask!
 - Commit to what you say you'll do
 - Strike policy – get things done, not getting something significant done that you committed to results in a strike ??

- Purchases (ones not covered by funding)
 - Keep receipts – split later
 - Inform people and get a consensus before buying
 - Try not to have any last minute purchases – refer to master list
- Giveaway
 - Assist with applications for entered items
 - Reach out to more places, sooner
- Attendance
 - Clicker to check how many people are there
 - Bracelets or stamps for those already checked and let in
- Promoting
 - Less emails until closer to event
 - Meet with other clubs to encourage and/or walk through registration
 - Fundraising goals for shirts
- Maintenance – tarps
- Stop people from entering from the side stairs or any other side doors
- Start earlier ??
- Shirts
 - Search for other places – cheaper prices
 - Use shirts as prizes/incentives
- Attitude
 - More positivity
 - Remember your “why”
 - Be more engaged and proud to be there!

Motion to end meeting at 9:11pm:

Lauren Landry

Felicity Dyer

Club Constitution

Eastern Connecticut State University

Warriorthon Constitution

Mission Statement: To help students of Eastern get involved in raising awareness for Children's Miracle Network Hospital while providing opportunities to gain leadership, teamwork and nonprofit business experience.

ARTICLE I - NAME

The name of this club shall be Warriorthon of Eastern Connecticut State University.

ARTICLE II - PURPOSE

It shall be the purpose of this organization to encourage students to work together in raising awareness for Connecticut Children's Hospital

ARTICLE III - MEMBERSHIP

- Section 1 This organization will be open to all students currently registered at Eastern Connecticut State University.

- Section 2 Anyone who attends two consecutive meetings will be considered a voting member of Warriorthon. However, anyone who has two inexcusable absences from regular meetings during the same semester will lose their voting privileges.

- Section 3 Any voting member unable to attend a meeting for an excusable reason, as determined by the Executive Board, may vote by an absentee ballot.

- Section 4 All committee members must be actively involved with their Committee head.

- Section 5 Membership shall not be denied to any student because of race, religion, gender, color, ancestry, national origin, age, sexual orientation, disability or veteran status except as sanctioned by federal or state law.

ARTICLE IV - EXECUTIVE BOARD & OFFICERS

- Section 1 The membership of the Executive Board shall consist of the President, Vice-President, Secretary, Treasurer, and Public relations officer. The Faculty Advisor shall serve as a non-voting ex-officio member of the Executive Board.

- Section 2 The Executive Board shall have general supervision of the affairs of the organization between its regular business meetings and shall make policy recommendations to the organization. The Executive Board shall be subject to the rules of the organization and shall not act in conflict with actions taken by the organization.

- Section 3 The Executive Board shall have the power to establish all standing and ad hoc committees of the organization. The President, with the advice and

consent of the Executive Board, shall have the power to appoint the chairpersons of all standing and ad hoc committees.

Section 4 The Executive Board shall meet bi- weekly during the academic year. Meetings of the Executive Board shall be called by the President of the organization.

Section 5 A majority of the membership of the Executive Board shall constitute a quorum. All decisions made by the Executive Board shall be by a majority vote of the members present and voting.

ARTICLE V - ENUMERATION OF POWERS AND DUTIES OF OFFICERS

Officers shall perform the duties prescribed by this constitution and by the parliamentary authority adopted by the organization. Duties shall include but shall not be limited to the following.

Section 1 The President shall:

- a. Also known as the Executive Director
- b. communicates with MNDM
- c. prepare the meeting agendas;
- d. have the power to call executive board meetings and all regular and special meetings of the organization;
- e. sign all official papers related to the club (including financial paperwork in the absence of the treasurer);
- f. have the power, with the advice and consent of the Executive Board, to appoint the chairpersons of all standing and ad hoc committees;
- g. appoint a temporary secretary to take minutes when the secretary is absent;
- h. act as the spokesperson for the organization;
- i. be an ex-officio member of all standing and ad hoc committees except the nominating committee.

Section 2 The Vice-President shall:

- a. Also known as the Internal Director
- b. Work directly with the finance chair in setting up donor drive
- c. assist the president with responsibilities as needed;
- d. carry out the duties of the president in the absence of the president;
- e. automatically assume the powers and duties of the President if the President resigns, if the office of President becomes vacant, or if the President is impeached;
- f. coordinate all social functions of the organization;

- g. serve as coordinator of all standing and ad hoc committees; acts as the main source of contact for the committee heads;
- h. be an ex-officio member of all standing and ad hoc committees.

Section 3 Treasurer shall:

- a. Also known as Finance chair
- b. expend funds as authorized by the membership of the organization as indicated in the organization's minutes;
- c. keep an accurate account of all receipts, membership dues, and expenditures of the organization;
- d. complete, sign, and submit all financial paperwork;
- e. submit a financial report;
- f. keep track of the club's accounts, income, and expenditures;
- g. give a Treasurer statement of balance at every meeting;
- h. request financial assistance from the Student Government Association and Budget and Management Committee if needed;
- i. be responsible for the organization complying with the policies and procedures set forth by the Student Activities office.

Section 4 The Secretary shall:

- a. keep a proper record of all activities of the club, including the minutes of every meeting;
- b. take attendance at all business meetings of the organization;
- c. prepare a roll call of members and call it when necessary;
- d. authenticate by his/her signature all records and documents of the organization;
- e. carry on the official correspondence of the club; which will be signed by the president;
- f. give 72 hours of notice of all meetings;
- g. distribute minutes within 48 hours of the meeting in accordance with the procedure set by the Student Activities Office.

Section 5 The Public Relations officer shall

- a. promotes all events to the students and the community;
- b. corresponds with other clubs and sport teams
- c. keep social media accounts updated
- d. creates/ obtains flyers and poster

ARTICLE VI- Committees

Section 1 Dancer relations

- a. works with Public Relations officer with communicating with dancers

- b. develops incentives during the event
- c. keeps all dancer information on file
- d. recruits more dancers
- e. have a presentation as a sales pitch

Section 2 Family relations

- a. the liaison for communicating with the Miracle families
- b. create a family time line
- c. arrange for videos to be played if families can't attend
- d. family newsletter quarterly

Section 3 Morale

- a. maintain the morale of the committee
- b. keep up the spirit during the year
- c. make a music set list for events
- d. appoints subcommittee heads for theme hours and morale dance
- e. create a line dance

Section 4 Catering

- a. secure all food for events
- b. obtain food and donations
- c. work with public relations for all donation recognition
- d. work with event manger to set up a floor plan

Section 5 Entertainment

- a. secure all live entertainment
- b. works with internal director in setting up a timeline
- c. secure a group to be able to handle emergency situations

Section 6 Fundraising

- a. Create a plan for canning on campus
- b. Help dancers with their fundraising efforts
- c.

ARTICLE VII - ADVISOR(S)

- Section 1 The advisor shall be chosen by the membership at a duly constituted meeting of the organization by majority vote.

- Section 2 The faculty advisor shall serve as a non-voting ex-officio member of the Executive Board.
- Section 3 The advisors shall give advice for the better performance of the organization.
- Section 4 The advisor shall meet his/her responsibilities to the organization as stated in written directives issued by the Student Activities Office and in the Club Advisor's Operating Manual located on the Student Activities Website.
- Section 5 The advisor shall serve at the discretion of the University.

ARTICLE VIII - NOMINATION AND ELECTION OF OFFICERS

- Section 1 Elections shall be held for all offices, including those that are filled temporarily.
- Section 2 Officers shall be elected for a term of one (1) year or until their successors are elected. They shall hold office until the end of the Spring semester when their successors shall assume office.
- Section 3 Elections shall be held during the spring semester. Elections shall take place no earlier than April 10th and no later than May 5th of each year. Dates are subject to change based on the date our major event takes place.
- Section 4 Only active members shall be allowed to vote. Voting shall be by secret ballot unless there is only one candidate for an office in which case election may be by voice vote.
- Section 5 Officers shall be elected by a majority of those members voting in the election. If no candidate receives a majority vote on the first ballot, a revote will occur with the President casting a vote.
- Section 6 Notification of elections and nominations must be given a week's notice prior to voting.

ARTICLE IX - VACANCIES

- Section 1 In the event of the vacancy of the office of President, the duties will be carried out by the Vice-President. The office of Vice-President will be offered to the Secretary and/or Treasurer. If neither officer wish to fill the Vice Presidency and election for the position will be held. If an existing

officer does accept the Vice Presidency an election will be held for the vacant position.

Section 2 In the event of the vacancy of any other offices, the President will appoint a temporary officer and an election will be held as per the provision of Article VI Section 1.

ARTICLE X - IMPEACHMENT AND/OR RECALL

Section 1 Any officer is subject to impeachment and /or recall and removal from the office for failing to fulfill his/her constitutional responsibilities.

Section 2 An impeachment request must be given at least a week in advance of the actual impeachment voting. Both the request and the voting must take place during regular meetings.

Section 3 Upon conclusion of the discussion and arguments for and against impeaching the officer, a vote shall be taken. No officer shall be impeached except by a two-thirds (2/3) vote. Voting shall be by secret ballot.

Section 4 An officer who is impeached shall immediately relinquish his/her office but shall be allowed to maintain active membership in the organization unless his/her actions have brought discredit to the organization.

Section 5 If an officer is impeached, the organization shall fill the position following the procedures outlined under Vacancies.

Article XI - Meetings

Section 1 Meetings of the organization shall be held at least once a month during the fall semester. Meetings will then be at least bi-weekly throughout the spring Semester. There must be 48 hours of notice of all emergency meetings.

Section 2 Quorum... a quorum shall be defined as 50% + 1 member of the club's total voting membership. A quorum must be present for any action to take place by membership.

Section 3 A quorum shall be required to conduct any official business of the organization except to adjourn.

Section 4 If voting results in a tie a re-vote will take place with the President casting a vote.

Article XI - Amendments

- Section 1 Amendments to this constitution must be approved by a 2/3 majority of the voting membership present.
- Section 2 Proposed amendments to the constitution shall be automatically tabled until the next scheduled meeting of the organization.
- Section 3 Prior written notice of the proposed change(s) and the date of the meeting at which the proposed change(s) shall be voted on shall be provided to all members of the organization.
- Section 4 The constitution may be amended at a duly constituted meeting of the organization by a two-thirds (2/3) vote provided that prior notice has been given.

Article XII - Parliamentary Authority

Robert's Rule of Order, Newly Revised shall act as the Parliamentary authority for all meetings of the club.

Article XIII - Ratification

This constitution must be ratified by a majority vote at a regular meeting and approved by the Student Government Association Budget and Management Committee.