

# BALLET FOLKLORICO LA JOYA DE MEXICO CONSTITUTION

## ARTICLE I. NAME OF STUDENT ORGANIZATION\*

The organization shall be called Ballet Folklórico La Joya de México at UCSD. The abbreviation BFLJDM can be used interchangeably with the official organization name.

## ARTICLE II. STATEMENT OF PURPOSE\*

Ballet Folklórico La Joya de México is a non-profit student-run organization that aims to engage members in the preservation of Mexican culture through folklorico dance.

## ARTICLE III. NONPROFIT STATEMENT\*

Ballet Folklórico la Joya de México at UCSD is a non-profit student organization.

## ARTICLE IV. REQUIREMENTS FOR MEMBERSHIP\*

UCSD registered students, staff, and affiliates willing to **positively** and **respectfully** partake in our weekly practices and events may be members of our organization. Attending our weekly practices and events constitutes one a member.

## ARTICLE V. FREQUENCY OF ORGANIZATION MEETINGS\*

General Body Meetings are to occur up to four nights a week for one and a half to two hours per meeting. Weekly meeting dates and times are voted on at the beginning of each quarter. No meetings can happen during Finals Week. Executive meetings are to happen on a monthly basis separate from General Body Meetings, or however the current Executive Board sees fit for the academic school year.

## ARTICLE VI. QUALIFICATIONS FOR HOLDING OFFICE AND METHODS OF SELECTING AND REPLACING OFFICERS\*

**Only registered UCSD students may hold office in the organization. Only registered UCSD students may vote in elections for the selection of the organization's officers.**

Holding office is strictly an act of organization. Officers are by no means in a hierarchical position. Officers are responsible for their duties from September to September. They must be registered students at UCSD both to hold office and to vote for office members. They must be at all times open to suggestions from the body and willing to work in conjunction with the rest of the officers. All officers should welcome input and effort by other members and should uphold their corresponding responsibilities. If officers fail to fulfill their duties or act against this constitution, they are subject to removal and/or impeachment. Respective officers will first have a private discussion with the officer in question, and actions seen as best fit in the judgment of these respective officers will follow. All decisions must be communicated to and approved by the Executive Board. If an e-mail is to be sent out regarding decision-making, a window of 24 hours should be allowed for responses; after that only the input of those who replied will be considered as members present. Officers should consult with the Treasurer and Fundraising Chairs before making a decision that requires expenses. Those holding office hold a great

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responsibility in making the group function. Keep in mind this responsibility, for you are the key to its organization; and also make sure that the members are having fun.

### **A. Event Coordinator(s)/President (total up to 2): Elected on the 8th week of Spring Quarter**

- Facilitate and plan agenda
- Lead all dance practices including warm-up exercises.
- Start practices at designated times.
- Plan the dances and choreography ahead of time, before the actual practices.
- Work in partnership with both the Recreational and Academic Advisors
- Proofread all-important documents.
- Maintain a log or calendar of all events.
- Keep members updated with events, performances and announcements through e-mail.
- Organize annual showcase date, location, and details.
- Schedule performances, (on and off campus) and be the designated contact person for all performances
- Provide officers and bodies with the finalized dates of programmed events and performances. -Be the designated representative for campus-wide cultural events applicable to the organization.
- Research regions and provide historical information relevant to the dances that are being performed.
- President (Emily Espinoza) will have authority to open a banking account

### **B. Apprentice (1) Elected on the 8th week of Spring Quarter**

- Be open to input and suggestions regarding the choreography and the dances from the rest of the body.
- Be present for all practices unless otherwise announced by emergencies -Assist President with choreographies, planning, and teaching respective dances -fall under guidance of the President for additional tasks and responsibilities

### **C. Publicity/Social Chair (2) – Elected on the 8th week of Spring Quarter**

- Have knowledge of the group's history.
- Promote and publicize the organization. (post up flyers, instagram, facebook, etc.)
- Promote and publicize presentations. (on and off campus)
- Recruit potential members.
- Arrange and encourage social activities for the group
- Organize tabling activities for on campus events. (ex. Welcome Week, Summer Bridge Orientation, Triton Day, etc.)

### **D. Secretary (1) - Elected on the 8th week of Spring Quarter**

- Maintain an updated contact list with the current information of all the members. (Name, telephone number, address, e-mail address, and any other necessary information).
- Print out necessary documents and keep hard copies neatly organized in the binder.
- Collect every member's schedule on a quarterly basis, and make sufficient copies for every officer.

-Collect and distribute necessary paperwork to all members.

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-Maintain an organized binder containing all paperwork (including an e-mail log, and a copy of every handout).

**E. Treasurer (1): Elected on the 8th week of Spring Quarter**

- Maintain a thorough record of monetary transactions in an organized fashion.
- Request and secure funding from the recreational director on a quarterly basis.
- Work in partnership with the organization's financial advisor.
- Serve as the primary account holder for the organization's bank accounts.
- Maintain a neatly organized binder containing all financial documents.
- Keep a manila envelope containing all transaction receipts.
- Update the body on account balances as needed.
- Manage student organization Debit card and bank account records.
- Be an official signer for the off-campus bank account.

**F. Fundraising Chair (2) – Elected on the 8th week of Spring Quarter**

- Plans and executes at least three fundraisers per quarter
- Works closely with Finance Director to maintain a fundraising budget
- Reports updates on money spent and money profited from fundraisers
- Keeps record of all organization fundraisers
- Be an official signer for the off-campus bank account.
- Fundraising chair (Denise Mellado) will have authority to open a banking account along with the President (Emily Espinoza)

**G. Costume Chair (2) – Elected on the 8th week of Spring Quarter**

- Manage inventory of BFLJDM Team Costumes
- Be responsible for storage and care management of BFLJDM Team Costumes before and after performances
- Keep a log of team member's appropriate outfit sizes for use of costumes and accessories
- Keep track of any damages, rips, missing pieces, etc. to BFLJDM Team costumes and accessories

Note: If a position requires 2 officers, one may hold an additional position if desired at the discretion of elected individual(s).

**ARTICLE VII. RISK MANAGEMENT\***

**BALLET FOLKLORICO LA JOYA DE MÉXICO AT UCSD IS A REGISTERED STUDENT ORGANIZATION AT UNIVERSITY OF CALIFORNIA, SAN DIEGO, BUT NOT PART OF THE UNIVERSITY ITSELF.**

**Ballet Folklorico La Joya de México at UCSD understands that the University does not assume legal liability for the actions of the organization.**

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Possible risks associated with this organization include, but are not limited to, sprained ankles, pulled muscles, and other athletic injuries. In order to prevent such injuries, Ballet Folklórico La Joya de México at UCSD requires stretching and warming up at the beginning of each practice.

### **ARTICLE VIII. FINANCIAL MANAGEMENT**

The Treasurer and Fundraising Chairs will be the holders and managers of our organizations finances (please see Article VI for a thorough explanation of the Treasurer and Fundraising Chairs responsibilities.) Any money earned or gathered for the organization shall be deposited to our off-campus account. The Treasurer and the President shall automatically be the new co-signers for the account. A formal meeting shall be held following elections in the 8th week of Spring Quarter where formal minutes will be taken and a motion shall pass to remove the previous academic year co-signers and replace them with the newly elected Treasurer and Fundraising Chairs and President. Minutes must be printed and kept by the Secretary. All co-signers (including previous co-signers and newly elected signers) must go to an off-campus bank branch and meet with a banker to do the formal transfer of co-signers. If and when funds are to be used for University specific events, the Treasurer and Fundraising Chairs must deposit an allocated amount of money voted on by the body from the organization off-campus account into the University Student Organization Account.

Funds are to be used strictly to hold fundraisers, fund social events, fund the end of the year showcase, and fund the repairing, replacement, or enhancement of dance team costumes. Funds shall not be used for anything other than the aforementioned items.