**Dance Marathon Constitution**

**Mission Statement**

*Dance Marathon at the University of Florida strives to bring together the campus and community to raise funds and awareness For The Kids at UF Health Shands Children’s Hospital, our local Children’s Miracle Network Hospital.*

1. **Name of Organization**
	1. The name of this organization is Dance Marathon. This organization will utilize the acronym DM in all publicity materials and correspondence. Dance Marathon is affiliated with Children’s Miracle Network Hospitals through UF Health Shands Children’s Hospital, operating in Gainesville, FL**.** The website of Dance Marathon is www.floridadm.org.
2. **Purpose**
	1. To provide an opportunity for philanthropic students to give back to society through hard work, commitment of free time, and unselfishness.
	2. To provide a fun and safe avenue for students to meet new people and develop new friendships.
	3. To raise funds and awareness for UF Health Shands Children’s Hospital.
3. **Compliance Statement**
	1. Upon approval by the Department of Student Activities and Involvement, Dance Marathon shall be a registered student organization at the University of Florida. Dance Marathon shall comply with all local, state and federal laws, as well as all University of Florida regulations, policies, and procedures. Such compliance includes but is not limited to the University’s regulations related to Non-Discrimination, Sexual Harassment (including sexual misconduct, dating violence, domestic violence, and stalking), Hazing, Commercial Activity, and Student Leader Eligibility.
4. **University Regulations**
	1. Non-Discrimination
		1. Dance Marathon agrees that it will not discriminate on the basis of race, creed, color, religion, age, disability, sex, sexual orientation, gender identity and expression, marital status, national origin, political opinions or affiliations, genetic information and veteran status as protected under the Vietnam Era Veterans' Readjustment Assistance Act.
	2. Sexual Harassment
		1. Dance Marathon agrees that it will not engage in any activity that is unwelcome conduct of sexual nature that creates a hostile environment. Behaviors that could create a hostile environment include sexual harassment (which could include inappropriate sexual comments), sexual misconduct, dating violence, domestic violence, and stalking.
	3. Hazing
		1. Dance Marathon agrees that it will not initiate, support, or encourage any events or situations that recklessly, by design, or intentionally endanger the mental or physical health or safety of a student for any purpose including but not limited to initiation or admission into or affiliation with any student group or organization.
	4. Responsibility to Report
		1. If this organization becomes aware of any such conduct described in this article, Dance Marathon will report it immediately to Student Activities and Involvement, the Director of Student Conduct and Conflict Resolution, or the University’s Title IX Coordinator.
5. **Membership**
	1. Membership in this organization is open to all enrolled students at the University of Florida. Non-enrolled students, spouses, faculty, and staff may be associate members; however, they may not vote or hold office. All members and associate members are free to leave and disassociate without fear of retribution, retaliation, or harassment.
6. **Student Organization Advisors**
	1. *UF Faculty Advisor*
		1. An Advisor will be recommended by the Division of Student Affairs and must be approved by a majority vote of the Managers for one calendar year, starting in August.
		2. Provide advice, support, and guidance to the Overall Team on university procedures.
		3. Have regular meetings with respective Managers.
		4. Attend weekly Manager/Advisor meetings.
	2. *Hospital Advisor*
		1. Appointed by UF Health Shands Children’s Hospital for one calendar year, starting in April.
		2. Provide advice and support to the Overall Team, help organize UF Health Shands tours, and serve as the point of contact for UF Health Shands Children’s Hospital.
		3. Have regular meetings with Family Relations, Finance, Merchandise, Hospitality Overall Directors.
		4. Work directly with the Marathon Relations North Overall and Marathon Relations South Overall to help communicate with all high schools.
		5. Advise and assist the Finance Overall Director in tracking Dance Marathon donations.
		6. Attend weekly Manager/Advisor meetings.
		7. Replaced by UF Health Shands Children’s Hospital.
7. **Officers**
	1. *Executive Director (Manager/President)*
		1. Responsible for overseeing all Dance Marathon events and the organization as a whole.
		2. Responsible for communicating with University of Florida Administration and UF Health Shands Hospital officials if necessary.
		3. Responsible for communicating with City of Gainesville officials if necessary.
		4. Responsible for “big picture” event and fundraising planning, including tracking of all strategic goals as outlined by the Overall Team members.
		5. Responsible for working with the Membership Manager in creating partnerships with other student organizations.
		6. Responsible for working with the Operations Manager in coordinating all applications
		7. In charge of all communication and coordinating attendance/visits with other collegiate Dance Marathon programs.
		8. Work with the University of Florida Athletic Association to foster the current relationship and set-up events.
	2. *Operations Manager (Vice President)*
		1. Responsible for overseeing the following Overall Directors:
			1. Productions, Family Relations, Hospitality and Morale
			2. Should hold regular meetings throughout year with Overall Directors to provide advice and assistance
		2. Responsible for coordination of all Captain Teams leading up to the Main Event.
		3. Responsible for maintaining regular communication with the Overall Team through meeting agendas and minutes.
		4. Responsible for overseeing all Captain, ELP, Ambassador, and Assistant Director applications, interviews, and selections.
		5. Responsible for creating a minute-by minute in-event timeline.
		6. Responsible for maintaining regular contact with the Stephen C. O’Connell Center concerning event planning and logistics.
		7. Responsible for maintenance of Dance Marathon office and keeping of office logs.
		8. Responsible for planning/organization of all on-campus permits and reservations
	3. *Finance Manager (Treasurer)*
		1. Responsible for overseeing the following Overall Directors:
			1. Fundraising & Organization Development, Marathon Relations North, Marathon Relations South, Merchandise, and Sponsorships
			2. Should hold regular meetings throughout year with Overall Directors to provide advice and assistance
		2. Responsible for collecting, tracking, forecasting, and maintaining all money collected and spent by Dance Marathon throughout the year.
		3. Responsible for working with all Overall Teams in making sure their efforts are fiscally responsible.
		4. Responsible for working on new ideas for revenue streams and improving old ones.
		5. Responsible for creating and implementing incentives for fundraising
			1. With the assistance of the Fundraising & Organization Development Overall Director and the Merchandise Overall Director
		6. Responsible for having regular reconciliation meetings with UF Health Shands Office of Development to maintain accurate records.
		7. Responsible for tracking sponsorship benefits for all external companies, student organizations, and individual donors.
			1. Including, but not limited to, t-shirt recognition, program recognition, promotional items, and at-event banners.
		8. Must be able to maintain secrecy of the total money raised, and have previous experience with bookkeeping.
		9. Responsible for communicating Captain, AD, and ELP monetary tracking with respective members of the Overall Team
			1. Information will be communicated on a weekly basis
	4. *Marketing Manager*
		1. Responsible for overseeing the following Overall Directors:
			1. Design & Technology, Public Relations, and Multimedia
			2. Should hold regular meetings throughout the year with Overall Directors to provide advice and assistance
		2. Responsible for updating all marketing materials before the beginning of Fall semester.
		3. Responsible for approving all press releases, advertisements, contracts, and social media initiatives.
		4. Responsible for helping Public Relations Overall maintain media outlet relationships and that DM at UF social media is following contract and branding guidelines.
		5. Responsible for making sure all output (graphics, videos, pictures, etc.) follow the current Dance Marathon Branding Guide.
		6. Responsible for ensuring the execution of both a cohesive yearlong campaign, as well as additional seasonal campaigns.
	5. *Membership Manager*
		1. Responsible for overseeing the following Overall Directors:
			1. Community Outreach, Dancer Relations, Leadership Development, and Recruitment
			2. Should hold regular meetings throughout year with Overall Directors to provide advice and assistance
		2. Responsible for helping the Community Outreach Overall maintain contact and encourage involvement with Dance Marathon Alumni and greater Gainesville community.
		3. Responsible for all member retention, motivation, and development programs.
		4. Responsible for the coordination and oversight of all members, ranging from potential members to the Overall Team.
		5. Responsible for maintaining regular communication with Captains, ELP, and Ambassadors through monthly newsletters, which include spirit point/fundraising rankings, calendars, and letters.
		6. Responsible for the non-monetary tracking of all members.
		7. Responsible for collecting and implementing feedback on all events and programs.
		8. Responsible for the goal planning and assessment of the organization.
	6. *Community Outreach Overall Director*
		1. Responsible for fostering and improving alumni engagement through both Dance Marathon and University of Florida alumni members.
		2. Responsible for sitting on the board of the Dance Marathon Alumni and maintaining constant communication with members of said organization.
		3. Responsible for communicating and acquiring faculty ambassadors for each respective college and program.
		4. Responsible for enhancing communication and interaction within UF Health Shands Children’s Hospital.
		5. Responsible for spreading awareness of the Dance Marathon mission and campaign to all pertinent areas of the Gainesville community.
		6. Responsible for planning and executing all community awareness and fundraising activities prior to Dance Marathon.
			1. Including, but not limited to, the Miracle Gala and Giving Day.
	7. *Design & Technology Overall Director*
		1. Responsible for creating all graphics needed by any Overall Team member.
		2. Responsible for creation of the media kit and event program, along with any print media advertisements.
		3. Responsible for creating and maintaining a cohesive Dance Marathon brand.
		4. Responsible for working with the Multimedia and Public Relations Overall Directors to maintain the website, mobile application, and other online presences (such as applications and registration pages).
		5. Responsible for any technical needs at Dance Marathon.
	8. *Dancer Relations Overall Director*
		1. Responsible for active engagement of Registered Dancers throughout the year.
			1. Including weekly Check-Ins, Fall/Spring Dance Weeks, and Spirit Point tracking.
		2. Responsible for working with the Fundraising & Organization Development Overall Director to allocate all Dancer spots.
		3. Responsible for Dancer registration, the Spirit Point competition, study room, guest passes and any additional in-event details concerning Dancers and Organizations.
		4. Responsible for Dancer follow-up communication following main event
			1. Noting retention of First-, Second-, and-Third year Dancers
	9. *Family Relations Overall Director*
		1. Serves as the liaison between Dance Marathon and UF Health Shands Miracle Families.
			1. Maintain regular contact (including monthly Family Newsletters) and support whenever needed.
			2. Including, but not limited to, weekly communication with a minimum standard of two weeks for Miracle Family appearances at Dance Marathon events
		2. Responsible for contacting and hosting Miracle Families, organizing the pen pal program and helping facilitate family-oriented activities before Dance Marathon.
		3. Responsible for coordinating speaking opportunities for Miracle Families to connect with the University of Florida community.
		4. Responsible for setting up and maintaining the Family Room, and logistics of Family Dinner during Dance Marathon.
	10. *Fundraising & Organization Development Overall Director*
		1. Focused on maintaining internal fundraising and communicating with Organizations within the University of Florida.
		2. Responsible for the coordination and implementation of the Organization Ambassadors program that relays information to Ambassadors and thereby Organizations
			1. The main focus of this program is to ensure greater participation and fundraising from Ambassadors and their respective Organizations
			2. Will work with the Membership Manager to ensure that Ambassadors are respected and stewarded analogously to Captains and Emerging Leaders
			3. The Fundraising & Organization Development Overall will hold weekly Ambassador meetings (i.e. small groups) and maintain an Ambassador listserv.
		3. Responsible for coordinating presentations to currently involved and new organizations regarding Dance Marathon.
		4. Responsible for the allocation of Dancer Spots with the Dancer Relations Overall Director.
		5. Responsible for working with the Finance Manager and Merchandise Overall Director in creating incentives and motivating fundraisers.
	11. *Hospitality Overall Director*
		1. Responsible for planning, soliciting, and serving a continuous and consistent flow of snacks and meals to the Dancers and Miracle Families for the duration of the Main Event.
		2. Responsible for any food-related needs for pre-event activities, including but not limited to, community events.
			1. Must have at least six weeks notice if food is requested
		3. Responsible for securing corporate sponsorships and grants to act as additional food sources.
		4. Responsible for securing partnerships with local companies to host benefit nights (“Hospitality Nights”).
	12. *Leadership Development Overall Director*
		1. Responsible for coordinating and overseeing all activities related to the Dance Marathon Emerging Leaders Program.
		2. Responsible for the development of a curriculum for the Emerging Leaders Program.
		3. Responsible for tracking all Emerging Leaders to ensure minimum standards are met.
		4. Responsible for coordinating the transition from Emerging Leader to the next position.
		5. Responsible for Bag Check at Dance Marathon.
	13. *Marathon Relations North Overall Director*
		1. Responsible for the recruitment, acquisition, and development of High School Dance Marathon (termed "Mini Marathon") programs in all counties as outlined in the updated zoning guide, including Lake County and all counties north of Lake County.
		2. Responsible for assisting with all north Mini Marathon program expansion and sustainability, including but not limited to: community events, hospitality nights, marketing, merchandise distribution, and main events.
		3. Responsible for communicating and acquiring faculty advisors for each respective north Mini Marathon program.
		4. Responsible for acting as the liaison between respective school programs and all other members of the Overall Team.
		5. Responsible for attending all Mini Marathon main events except in extenuating circumstances.
		6. Responsible for overseeing and developing the foundation for north middle and elementary school programs.
		7. Responsible for financial tracking of all north Mini Marathon programs.
	14. *Marathon Relations South Overall Director*
		1. Responsible for the recruitment, acquisition, and development of High School Dance Marathon (termed "Mini Marathon") programs in all counties as outlined in the updated zoning guide, including Indian River County and all counties south of Indian River County.
		2. Responsible for assisting with all south Mini Marathon program expansion and sustainability, including but not limited to: community events, hospitality nights, marketing, merchandise distribution, and main events.
		3. Responsible for communicating and acquiring faculty advisors for each respective south Mini Marathon program.
		4. Responsible for acting as the liaison between respective school programs and all other members of the Overall Team.
		5. Responsible for attending all Mini Marathon main events except in extenuating circumstances.
		6. Responsible for overseeing and developing the foundation for south middle and elementary school programs.
		7. Responsible for financial tracking of all south Mini Marathon programs.
	15. *Merchandise Overall Director*
		1. Responsible for coordinating with t-shirt vendors for Overall polos, Captain polos, ELP polos, Ambassadors polos, Check-In t-shirts and in-event t-shirts.
		2. Responsible for ordering and selling creative and appealing Dance Marathon merchandise.
		3. Responsible for creating an official product offering for DM at UF apparel and accessories, facilitating pre-orders with Ambassadors and Organizations, taking inventory, and organizing Check-In shirt and event shirt orders.
		4. Responsible for planning and collaborating with the Fundraising & Organization Development Overall Director and Finance Manager to order fundraising incentive merchandise.
	16. *Morale Overall Director*
		1. Responsible for planning activities and games to keep dancers entertained and motivated throughout Dance Marathon.
		2. Responsible for creation of the Linedance, creation and production of various Theme Hours, and downtime activities.
		3. Responsible for teaching previous Linedance to use at High School Dance Marathons and other schools’ Dance Marathons.
		4. Responsible for maintaining a positive attitude and Captain dynamic throughout the year by encouraging morale at every level of Dance Marathon.
	17. *Multimedia Overall Director*
		1. Responsible for recording and editing videos before and during Dance Marathon.
		2. Responsible for taking high-quality pictures at all Dance Marathon events and updating these photographs on all forms of Dance Marathon media outlets.
		3. Responsible for the acquisition of equipment for all filming and photography including all software involved for editing videos and photos.
		4. Responsible for collaborating with other members of Overall Team to create content for their personal teams.
	18. *Productions Overall Director*
		1. Responsible for soliciting diverse and varied types of entertainment and activities for Dance Marathon in order to create a professional event.
		2. Responsible for hosting all entertainers who perform at Dance Marathon, communicating with a DJ company, and organizing all technical and audio/visual equipment at Dance Marathon.
		3. Responsible for potential planning of pre-event activities, i.e. a benefit concert.
		4. Responsible for communication with the Stephen C. O’Connell Center staff prior to, but especially during, Dance Marathon.
		5. Responsible for designing all floor layouts, and facilitating set-up, maintenance, strike and security at Dance Marathon.
		6. Responsible for planning and executing all smaller-scale “campus events” prior to Dance Marathon.
			1. Including, but not limited to, Miracles in Color 5K, and FTKickball.
	19. *Public Relations Overall Director*
		1. Responsible for promotion of Dance Marathon events and activities throughout the year to the University of Florida campus and the Gainesville community.
			1. Creation of a Social Media Calendar every week.
			2. Creation of specific Social Media Calendar for every Dance Marathon Event, including communication with all necessary school and media outlets.
		2. Responsible for working closely with the Multimedia and Design & Technology Overall Directors to design and distribute all advertisements, public services announcements, and press releases for all forms of media.
		3. Responsible for maintaining, soliciting, and corresponding on a weekly basis with local media outlets.
			1. Including, but not limited to, weekly press releases to media outlets in the state of Florida, pending approval from the Marketing Manager.
		4. Responsible to act as the primary public information officer and handle all Dance Marathon-focused news stories.
		5. Responsible for all social media initiatives, postings, and videos.
	20. *Recruitment Overall Director*
		1. Responsible for recruiting new student organizations and individual Dancers to participate in Dance Marathon.
		2. Responsible for organizing all forums, informational sessions that involve the potential acquisition of new members.
		3. Responsible for maintaining communication with new student organizations to further their involvement with Dance Marathon.
	21. *Sponsorships Overall Director*
		1. Responsible for solicitation of local and corporate businesses for cash and in-kind donations.
		2. Responsible for meeting as many of Dance Marathon’s financial and operational needs as possible through donations from Sponsors.
		3. Responsible for in-event fundraising activities including, but not limited to, a bounce house and a Silent Auction.
		4. Responsible for organization of a Silent Auction to use in-kind donations acquired throughout the year.
		5. Responsible for acquiring national Sponsors and certain highly valued local Sponsors.
		6. Responsible for stewardship of all local and national Children’s Miracle Network Sponsors.
		7. Responsible for orchestrating all canning days throughout the year.
	22. All Managers and Overall Directors are elected into office following the previous year’s Main Event in March, prior to the conclusion of the Spring Semester
	23. Positions are held for one calendar year (March-March)
	24. Vacancies
		1. Cause of Vacancy
			1. Resignation
			2. Dismissal at the discretion of the Managers and Advisors
		2. Alternative Offers
			1. Can offer the dismissed a Captain position on a team if that respective team’s Overall agrees
		3. Applicant Requirements
			1. Must have demonstrated past involvement with Dance Marathon
			2. Must fill out application, submit it and pay the application fee by assigned deadline
			3. Must be a full time student during the semester of application, in good academic and financial standing with University of Florida
		4. Election of Replacement
			1. Interviewed by current Overall Team and Advisors
			2. Elected by a majority vote
			3. Are notified by phone call and expected to attend Overall Meetings and fulfill all requirements of their respective position immediately
	25. Impeachment Procedure
		1. Any officer of Dance Marathon may be removed from office through the following process:
			1. A written request by at least three voting members of the organization shall be submitted to either the President, Vice President, or Treasurer. Written notification shall be sent to the officer in question asking that officer to be present at the next meeting and prepared to respond to the removal request.
			2. A two-thirds majority vote of Managers present is necessary to remove the officer.
			3. In the event of the removal of an officer, a special provision may be granted to the remaining officers to appoint an interim replacement until an election may be held.
	26. Officers shall assume their official duties at the close of the last general meeting of the academic year and shall serve for a term of one academic year and/or until their successors are elected/appointed.
8. **Elections**
	1. *Managers and Overall Team*
		1. Selections schedule is at the discretion of outgoing Managers.
		2. Managers
			1. Interviewed and selected within two weeks of Dance Marathon, in April.
			2. Interviewed by the outgoing Overall Team and Advisors, excluding Overall Team members applying for the following year.
			3. Elected by a majority vote of the outgoing Overall Team, excluding any members applying for a position in the current application cycle.
		3. Overall Team
			1. Interviewed and selected following Manager selection, in April.
			2. Interviewed by outgoing Overall Team, Advisors and new Managers.
			3. Elected by a majority vote of all new Managers following an open discussion of nominees with the outgoing Overall Team and Advisors, excluding any members applying for a position in the current application cycle.
		4. All applicants are notified by phone call immediately following interviews and are expected to attend Overall Transitions before the end of Spring semester.
		5. Selection Process
			1. Voting will take place through a secret ballot that is collected and counted by the Student Organization Advisors.
		6. In the event of a tie, the top two candidates that received votes will be voted on again. In the event of another tie, the Management Team will make the final decision.
	2. *Assistant Directors*
		1. Applications and interviews are held before the end of the Spring semester.
		2. Interested applicants submit an online application ranking position preferences.
		3. Applicants who are selected to be interviewed by their prospective Overall Director are notified to schedule interview times via email.
		4. Selection Process
			1. Applicants will be given their highest-ranked position
			2. Overall Directors will communicate with their respective Manager to choose the best applicants for their positions
			3. The following day, final selections are posted on the website, and the Operations Manager will notify the applicants of their status via email.
	3. *Captains*
		1. Applications are due and interviews are held within the first month of the Fall semester, in September.
		2. Interested applicants submit an online application ranking their top two team preferences.
		3. Applicants who are selected to be interviewed by their prospective Overall Directors are notified to schedule interview times via email.
		4. Selection Process
			1. Process will start at a set meeting following the completion of interviews that must include all Overall Team members
			2. Overall Team members may choose how many Captains they want to take on their team
			3. Overall Team members are expected to have read all applications and taken notes during interviews to help selections move quickly
			4. Overall Team members should start with applications that ranked them first on their application preferences
			5. Applicants who are not selected for their first choice can be selected for their second choice
			6. Each Overall Team member chooses their list and reads their names to all Overall Team members
			7. Any issues with selections are discussed among the entire group
			8. Any questions of character or past involvement can be discussed among the entire group
			9. The following day, final selections are posted on the website, and the Operations Manager will notify the applicants of their status via email.
				1. If an applicant was given a denial from a Captain position but an acceptance to an Emerging Leader position, then they will just get an acceptance email for the Emerging Leader position.
	4. *Emerging Leaders*
		1. Applications are due and interviews are held within the first month of the Fall semester, in September.
		2. Interested applicants submit an online application.
		3. Applicants who are selected to be interviewed by Assistant Directors are notified to schedule interview times via email.
		4. Selection Process
			1. The selection process is to be determined by the Leadership Development Overall Director
			2. If an applicant is offered both a Captain position and an Emerging Leader position, the Captain position takes precedence
			3. Any issues with selections are discussed among the entire group
			4. Any questions of character or past involvement can be discussed among the entire group
			5. The following day, final selections are posted on the website, and applicants will be notified of their status via an email from the Membership Manager.
	5. *Ambassadors*
		1. Applications are due and interviews are held within the first month of the Fall Semester, in September.
		2. Interested applicants submit an online application.
		3. Applicants who are selected to be interviewed are notified to schedule interview times via email.
		4. Selection Process
			1. The selection process is to be determined by the Fundraising and Organization Development Overall Director.
			2. Any issues with selections are discussed among the entire group.
			3. Any questions of character or past involvement can be discussed among the entire group.
			4. The following day, the applicants will be notified of their status via and email from the Fundraising and Organization Development Overall Director.
		5. Vacancies
			1. Cause of Vacancy
				1. Resignation
				2. Dismissal at the discretion of the Fundraising and Organization Development Overall Director and Finance Manager.
			2. Applicant Requirements
				1. Must have demonstrated past involvement with Dance Marathon
				2. Must be appointed by their respective Organization.
				3. Must be a full time student during the semester of application, in good academic and financial standing with University of Florida
			3. Election of Replacement
				1. Interviewed by current Fundraising and Organization Development Overall Director and Assistant Directors.
				2. Elected by a majority vote
				3. Are notified by phone call and expected to attend Ambassador Meetings and fulfill all requirements of their respective position immediately
		6. A maximum of two Ambassadors will be selected from each organization, unless otherwise approved by the Fundraising and Organization Development Overall Director: the Head Ambassador and the Assistant Ambassador.
	6. *Eligibility*
		1. Managers
			1. Must have demonstrated past involvement with Dance Marathon
				1. Executive Director must have past experience on the Overall Team
			2. Must fill out application, submit it and pay the application fee by assigned deadline
			3. Member must be a full time student for both the semester in which they apply, and all semesters that follow so long as they serve on the Overall Team (with exception of Summer semester).
		2. Overall Team
			1. Must have demonstrated past involvement with Dance Marathon
			2. Must fill out application, submit it and pay the application fee by assigned deadline
			3. Member must be a full time student for both the semester in which they apply, and all semesters that follow so long as they serve on the Overall Team (with exception of Summer semester).
		3. Captains, Assistant Directors, Emerging Leaders, Ambassadors, and Dancers
			1. Must fill out application, submit it and pay the application fee by assigned deadline
			2. Must be a full time student at time of application
				1. Students abroad may be considered for positions at the discretion of the respective Overall Director
			3. Prior involvement will not serve as a barrier to selections
				1. When interviewing previous Emerging Leaders, the Overall Director should consult their evaluation and recommendations from the previous year.
9. **Finance**
	1. *Application Fees*
		1. Manager and Overall Team application fees are $20 and are due at the time of interview.
		2. Captain, Emerging Leader, and Ambassador application fees are $25 and are due with the application.
	2. *Dancer Registration Fees*
		1. Any member who wishes to register as a Dancer must pay a $30 registration fee in the fall or a $35 registration fee in the spring. These are due on Dancer Registration Turn-In Day which will be set by the Dancer Relations Overall Director.
	3. *Fundraising*
		1. Every member involved with Dance Marathon is asked to fundraise for Children’s Miracle Network Hospitals by sending out letters and e-mails to friends and families and attending different fundraising events throughout the year
	4. All funds are submitted to Children’s Miracle Network Hospital at UF Health Shands Children’s Hospital. The Finance Overall Director works directly with the Hospital Advisor in managing these funds.
10. **Dissolution of Organization**
	1. In the event this organization dissolves, all monies left in the treasury, after outstanding debts and claims have been paid, shall be donated to Children’s Miracle Network at UF Health Shands Children’s Hospital.
11. **Maintaining Good Standing**
	1. *Overall Team Attendance*
		1. Overall Team members must attend ALL Dance Marathon sponsored events deemed mandatory by Managers.
			1. Can only be excused on a case-by-case evaluation by Managers
	2. *Captain Attendance*
		1. Captain attendance and evaluation is at the discretion of their Overall Director.
		2. Captains may be removed at the discretion of their Overall Director with the approval of the Managers.
	3. *Financial Obligations*
		1. Managers, Overall Team members, Captains, and Emerging Leaders are expected to pay an application fee before they are considered for the respective positions.
		2. Managers, Overall Team members, Captains, and Emerging Leaders should be notified of their respective fundraising goals based on position at the time of their application.
	4. Any other discrepancies should be handled by Overall Team members, and then Managers, on a case-by-case basis.
12. **Overall Team Meetings**
	1. Meetings must be held weekly.
	2. Attendance is expected by all Overall Team members each week.
	3. Absences must be excused by the Executive Director.
	4. Changing the meeting time or location requires a majority vote.
	5. *Order of Business*
		1. Agenda is set at the discretion of the Operations Manager.
		2. Overall Team members must send their agenda items four hours prior to the meeting’s start time
		3. An opportunity must be given for directors to speak about any issue they feel is relevant
		4. Topics discussed should be pertinent to all Dance Marathon members
13. **Ownership**
	1. Any graphic, product or media released by Dance Marathon must comply with the most updated version of the Dance Marathon Branding Guide.
	2. Any graphic, product or media produced by a Dance Marathon Overall Director, Captain or Emerging Leader for the purpose of Dance Marathon is the property of Dance Marathon.
14. **Structural Amendments**
	1. Changes to the structure of the Overall Team must be made before the new team is selected and will not affect the decision making council.
	2. Changes must be discussed by Managers, with Overall Team members agreeing through a majority vote.
	3. Impeachment of elected/appointed persons will be discussed by Managers and advisors on a case-by-case basis.
15. **Amendments to Constitution**
	1. This constitution must be reviewed and updated each year.
	2. Amendments can be suggested by the Overall Team members or Advisors, but ultimately the Managers make the final decision.
	3. Changes must be approved by a 2/3 majority vote of the Managers.
	4. All amended constitutions must immediately be submitted directly to the Department of Student Activities and Involvement for review and approval.