

DANCE MARATHON USSO CONSTITUTION 2025-26

Mission Statement

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

ARTICLE I. NAME OF ORGANIZATION

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.

ARTICLE II. ORGANIZATION AFFILIATION

As outlined in the RSO Classification Policy, Dance Marathon is considered a University Sponsored Student Organization. As a USSO, this organization is considered an extension of the university unit UF Health, and operates within the scope and function of it. As such, Dance Marathon is governed by and under the jurisdiction of internal University policies, standards, and business practices as well as gains access to exclusive university resources through our sponsoring University unit. University-sponsored student organizations are not eligible for Student Government funding.

ARTICLE III. PURPOSE STATEMENT

- A. To provide an opportunity for philanthropic students to give back to society through hard work, commitment of free time, and unselfishness.
- B. To provide a fun and safe avenue for students to meet new people and develop new friendships.
- C. To raise funds and awareness for UF Health Shands Children's Hospital.

ARTICLE IV. COMPLIANCE STATEMENT & UNIVERSITY REGULATIONS

Upon approval by the Department of Student Engagement, 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.

Section A. Non-Discrimination

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. Discrimination on the basis of the protected classes described in University of Florida Regulation 1.006 (Non-Discrimination/Harassment/Invasion of Privacy Policies) is prohibited.

Section B. Sexual Harassment

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 and repeated instances of cyber abuse. Sexual harassment as described in University of Florida Regulation 1.006 (Non-Discrimination/Harassment/Invasion of Privacy Policy) is prohibited.

Section C. Hazing

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. Hazing as defined in the University of Florida Regulation 1.0081 (Prohibition of Hazing; Procedures and Penalties) and 4.040 (Student Honor Code and Student Conduct Code) is prohibited. If found responsible for hazing, sanctions may be imposed against the organization, its leaders and/or members.

Section D. Responsibility to Report

The University of Florida identifies Responsible Employees and Campus Security Authorities to support the health, safety, and wellbeing of campus. If Dance Marathon becomes aware of any such conduct described in this article, they are encouraged to report it immediately to staff in Student Engagement, the Director of Student Conduct and Conflict Resolution, the University's Title IX Coordinator, or to their Student Organization Advisor, who are identified as mandated reporters.

Section E. Officer Eligibility

Dance Marathon understands, acknowledges, and agrees to uphold and abide by the specific minimal requirements regarding officer eligibility as defined in the Registered Student Organization Classification and Officer Eligibility Policy.

ARTICLE V. MEMBERSHIP

Membership in this organization is open to all enrolled students at the University of Florida. Non-enrolled students, spouses, faculty, and staff are prohibited from holding membership, office or voting powers. All members are free to leave and disassociate without fear of retribution, retaliation, or harassment.

ARTICLE VI. BYLAWS FOR DANCE MARATHON

Dance Marathon may elect to maintain separate bylaws document to outline the day-to-day operations of the organization and to clarify policies and procedures otherwise not included in the previous articles. Bylaws and/or other guiding documents may not take precedence over the requirements sent forth by local, state, and federal laws, the university of Florida's regulations, policies, and procedures, and the Student Engagement constitution requirements. Amendments and changes may be made to the bylaws and shall be consistent with the Student Engagement approved constitution on file and student engagement's constitution requirements. Should the organization transition leadership, all bylaws and guiding documents will be transitioned to new student organization leaders and/or advisor(s). Dance Marathon agrees to provide all unaltered by laws and guiding documents and/or clarify its procedures in writing to any University of Florida student, faculty, or staff upon request.

ARTICLE VII. STUDENT ORGANIZATION ADVISOR

Each registered student organization must have an eligible student organization advisor. The student organization advisor must be a full-time, salaried faculty or staff member not on extended leave for 4 consecutive weeks or longer during their advisor term. The advisor and UF Health holds the responsibility to oversee the day-to-day functions and operations of Dance Marathon, including the management of its finances, the selection of its members, and ensuring the organization adheres to University and department policies.

A. UF Faculty Advisor(s)

- a. An Advisor will be recommended by the University of Florida and must be approved by a majority vote of the Managers for one calendar year, starting in August.
- b. Provide advice, support, and guidance to the Overall Team on university

procedures.

- c. Have regular meetings with respective Managers and Overall Directors.
- d. Attend weekly Manager/Advisor meetings.

B. *Hospital Advisor*

- a. Appointed by UF Health Shands Children's Hospital for one calendar year, starting in April.
- b. 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.
- c. Have regular meetings with respective Managers and Overall Directors
- d. Work directly with the Marathon Relations to help communicate with all high schools.
- e. Advise and assist the Finance Overall Director in tracking Dance Marathon donations.
- f. Attend weekly Manager/Advisor meetings.
- g. Replaced by UF Health Shands Children's Hospital.
- h. The advisor and UF Health Office of Development holds the responsibility to oversee the day-to-day functions and operations of Dance Marathon at the University of Florida, including the management of its finances, the selection of its members, and ensuring the organization adheres to University and department policies.

ARTICLE VIII. OFFICERS

Registered student organizations are required to have a minimum of a President, Treasurer, and Vice President as elected officers. These officers must abide by the Registered Student Organization Classification and Officer Eligibility Policy.

The elected officers of Dance Marathon shall be President, Vice-President, and Treasurer. At no time should one person hold more than one of these positions.

A. *Executive Director (Manager/President)*

- a. Responsible for overseeing all Dance Marathon events and the organization as a whole.
- b. Responsible for communicating with University of Florida Administration and UF Health Shands Hospital officials if necessary.
- c. Responsible for communicating with City of Gainesville officials if necessary.
- d. Responsible for the creation of a historical record in collaboration with Managers.
- e. Responsible for "big picture" event and fundraising planning, including

tracking of all strategic goals as outlined by the Overall Team members.

- f. Responsible for working with the Membership Manager in creating partnerships with other student organizations.
- g. Responsible for working with the Membership Manager in coordinating all applications.
- h. Responsible for the goal planning and assessment of the organization.
- i. In charge of all communication and coordinating attendance/visits with other collegiate Dance Marathon programs.
- j. Responsible for assisting Marketing Manager in approval/ review of internal and external communications.
- k. Responsible for timely communication with all stakeholders and internal teams; expected to respond to time-sensitive inquiries in a reasonable timeframe and maintain proactive, consistent updates to ensure transparency and alignment.

B. Operations Manager (Vice President)

- a. Responsible for overseeing the following Overall Directors:
 - i. Event Management, Family Relations, and Morale
 - ii. Should hold regular meetings throughout year with Overall Directors to provide advice and assistance
- b. Responsible for maintaining regular communication with the Overall Team through meeting agendas and minutes.
- c. Responsible for creating a minute-by minute Transform Today timeline, Beyond Tomorrow timeline, and timelines smaller-scale on-campus events.
- d. Responsible for creating a minute-by minute Dance Marathon in-event timeline.
- e. Responsible for maintaining regular contact with the Stephen C. O'Connell Center concerning event planning and logistics.
- f. Responsible for maintenance of Dance Marathon office and keeping of office logs.
- g. Responsible for coordination of all on-campus events, including on-campus permits, reservations, facility requests, etc.
 - i. On-campus events include but are not limited to Transform Today, Beyond Tomorrow, Moralloween, Miracles in Color 5k, etc.
- h. Responsible for coordinating and executing setup and strike documents in collaboration with the Event Management Overall Director.
- i. Work with the University of Florida Athletic Association to foster the current relationship and set-up events.
- j. Responsible for working with the Partnerships Overall Director for any

events on campus where food is present and facilitating meals and Happy Hour For Hope during the Main Event.

C. *Finance Manager (Treasurer)*

- a. Responsible for overseeing the following Overall Directors:
 - i. Finance, Marathon Relations, Merchandise, and Partnerships.
 - ii. Should hold regular meetings throughout year with Overall Directors to provide advice and assistance
- b. Responsible for collecting, tracking, forecasting, and maintaining all money collected and spent by Dance Marathon throughout the year.
- c. Responsible for working with all Overall Teams in making sure their efforts are fiscally responsible.
- d. Responsible for working on new ideas for revenue streams and improving old ones in collaboration with the Finance team.
- e. Responsible for creating and implementing incentives for fundraising
 - i. With the assistance of the Finance Overall Director and the Merchandise Overall Director
- f. Responsible for tracking partnership benefits for all external companies, student organizations, and individual donors.
- g. Including, but not limited to, t-shirt recognition, promotional items, and at-event banners in collaboration with Partnerships and the Hospital Advisor.
- h. Must be able to maintain secrecy of the total money raised.
- i. Responsible for communicating Captain, AD, and ELP monetary tracking with respective members of the Overall Team
 - i. Information will be communicated on a weekly basis
- j. Responsible for acquiring national Sponsors and certain highly valued local Sponsors in collaboration with the Partnerships Overall and CMN/Shands personnel.
- k. Responsible for communication with the Marketing Manager in creation of fundraising campaigns.
- l. Responsible for communication with the Membership Manager in creation of Miracle Maker recruitment and fundraising activation plan.
- m. Responsible for overseeing fundraising push planning including but not limited to incentives, merchandise, fundraising resources, segmented communication, and trackers.

D. *Marketing Manager*

- a. Responsible for overseeing the following Overall Directors:
 - i. Digital Marketing, Communications and Public Relations, and Multimedia
 - ii. Should hold regular meetings throughout the year with Overall

Directors to provide advice and assistance

- b. Responsible for updating all marketing materials before the beginning of Fall semester.
- c. Responsible for the oversight of the creation of the Main Event Tech Timeline in collaboration with the Digital Marketing Overall.
- d. Responsible for approving all press releases, advertisements, sponsor contracts, and social media initiatives.
- e. Responsible for helping Communications and Public Relations Overall maintain media outlet relationships and that DM at UF social media is following contract and branding guidelines.
- f. Responsible for making sure all output (graphics, videos, pictures, etc.) follow the current Dance Marathon Branding Guide.
- g. Responsible for ensuring the execution of both a cohesive year long campaign, as well as additional seasonal campaigns.
- h. Responsible for communication with the Finance Manager in creation of fundraising campaigns.
- i. Responsible for communication with Membership Manager and Communications and Public Relations Overall in the creation of a year long communication timeline for each respective member group.
 - i. Responsible for reviewing all internal and external communications.
 - ii. Integrating communication plans in collaboration with the Communications and Public Relations Overall to all audiences.

E. *Membership Manager*

- a. Responsible for overseeing the following Overall Directors:
 - i. Member Advancement, Leadership Development, and Organization Relations
 - ii. Should hold regular meetings throughout year with Overall Directors to provide advice and assistance
- b. Responsible for overseeing all Captain, Emerging Leader, Ambassador, and Assistant Director applications, interviews, and selections.
- c. Responsible for all member retention, motivation, and development programs.
- d. Responsible for the coordination and oversight of all members, ranging from potential members to the Overall Team.
- e. Responsible for maintaining regular communication with internal and external members.
- f. Responsible for the non-monetary tracking of all members.
- g. Responsible for collecting and implementing feedback on all events and programs.

- h. Responsible for prioritizing identity and belonging of all members of the organization.
- i. Responsible for sitting on the board of the Dance Marathon Alumni and maintaining constant communication with members of said association.
- j. Responsible for communication with the Finance Manager in creation of Miracle Maker recruitment and fundraising activation plan.
- k. Responsible for coordination of all internal member organization involvement and the creation of Internal Changemakers contacts.

F. *Communications and Public Relations Overall Director*

- a. Responsible for promotion and communication of Dance Marathon events and activities throughout the year to the University of Florida campus and the broader community including but not limited to alumni, donors, parents, and related staff.
 - i. Creation of a Social Media Calendar every month, created a month in advance.
 - ii. Responsible for promoting DM at UF events to the external community including, but not limited to Miracles in Color 5K, Moralloween, Miracle Market, etc.
- b. Responsible for working closely with the Multimedia and Digital Marketing to design and distribute all social media promotion, public services announcements, DonorDrive app notifications, and press releases for all forms of media, and segmented communication in collaboration with Finance and Member Advancement Overall Directors.
- c. Responsible for maintaining, soliciting, and corresponding with local media outlets based off of Dance Marathon Events.
- d. Responsible for acting as the primary public information officer and handle all Dance Marathon-focused news stories.
- e. Responsible for all social media initiatives, postings, and videos.
- f. Responsible for collaboration with Marketing Manager and Membership Manager in creation of a yearlong communication timeline.

G. *Digital Marketing Overall Director*

- a. Responsible for creating all graphics needed by any member group for organizational needs.
- b. Responsible for creating and maintaining a cohesive Dance Marathon brand.
- c. Responsible for working with the Multimedia and Communications and Public Relations Overall Directors to maintain the website and other online presences (such as applications and registration pages).

- d. Responsible for any app and website maintenance.
- e. Responsible for the facilitation of MissionDM, including content creation, branding, and coordination with all relevant teams.
- f. Responsible for any technical needs at Dance Marathon, including setup, troubleshooting, and oversight of the tech booth during the Main Event.
- g. Responsible for creation of graphics and designs for all Dance Marathon at UF Merchandise.

H. *Event Management Overall Director*

- a. Responsible for soliciting diverse and varied types of entertainment and activities for Dance Marathon in order to create an engaging event.
- b. Responsible for hosting and conveying needs of all entertainers who perform at Dance Marathon.
- c. Responsible for collecting sound files, tech sheets, and contracts to be provided to Digital Marketing and Advisors, respectively.
- d. Responsible for communication with the Stephen C. O'Connell Center staff prior to, but especially during, Dance Marathon.
- e. Responsible for designing all floor layouts, and facilitating set-up, maintenance, strike and security at Dance Marathon in collaboration with the Operations Manager.
- f. Responsible for planning and executing all smaller-scale "campus events" prior to Dance Marathon.
 - i. Including, but not limited to, Miracles in Color 5K and Moralloween.
- g. Responsible for logistical planning of Theme Hours and ensuring that they are planned in compliance with Stephen C. O'Connell Center regulations.
- h. Responsible for collection of tech sheets and contracts from talent.

I. *Family Relations Overall Director*

- a. Serves as the liaison between Dance Marathon and UF Health Shands Miracle Families.
 - i. Including, but not limited to, regular email communication with a typical standard of two weeks for Miracle Family appearances at Dance Marathon events.
- b. Responsible for contacting and hosting Miracle Families and helping facilitate family-oriented activities before Dance Marathon.
- c. Responsible for creating and facilitating Internal and External Miracle Family Pairings
- d. Responsible for coordinating speaking opportunities for Miracle Families to connect with the University of Florida community.

- e. Responsible for setting up and maintaining the Family Room and Family Zone during Dance Marathon.
- J. *Finance Overall Director*
- a. Support DonorDrive Admin meetings with financial campaign planning
 - b. Help create fundraising resources and templates
 - c. Responsible for working with the Finance Manager in creating incentives and motivating fundraisers.
 - d. Uploading all offline donations to personal DonorDrive pages
 - e. Helping participants find other ways to fundraise such as concessions sign up, canning, etc. in collaboration with Partnerships when necessary.
 - f. Focus on maintaining internal fundraising
 - g. Responsible for tracking fundraising efforts of organizations and communicating fundraising plans to Organization Relations Captains and Ambassadors
 - h. Responsible for researching peer-to-peer fundraising tactics and educating members on how to successfully utilize them
- K. *Leadership Development Overall Director*
- a. Responsible for coordinating and overseeing all activities related to the Dance Marathon Emerging Leaders Program.
 - b. Responsible for the development of a curriculum for the Emerging Leaders Program.
 - c. Responsible for tracking all Emerging Leaders to ensure minimum attendance and financial standards are met.
 - d. Responsible for coordinating the transition from Emerging Leader to the next position.
 - e. Responsible for Bag Check at Dance Marathon for Miracle Makers.
- L. *Marathon Relations Overall Director*
- a. Responsible for the recruitment, acquisition, and development of K-12 Dance Marathon (termed "Mini Marathon") programs in the following counties: Suwannee, Lafayette, Dixie, Gilchrist, Alachua, Marion, Sumter, & Lake.
 - b. Responsible for assisting with all Mini Marathon program expansion and sustainability, including but not limited to: community events, hospitality nights, marketing, merchandise distribution, and main events.
 - c. Responsible for communicating and acquiring faculty advisors for each respective Mini Marathon program.
 - d. Responsible for acting as the liaison between respective school programs and all other members of the Overall Team.

- e. Responsible for attending all Mini Marathon main events except in extenuating circumstances.
- f. Responsible for financial tracking of all Mini Marathon programs.

M. *Member Advancement Overall Director*

- a. Responsible for overseeing the member lifecycle from recruitment to Main Event attendance
 - i. Plan and execute GBMs at a frequency decided by the Member Advancement Overall Director and Managers.'
 - ii. Responsible for collaboration with Organization Relations Miracle Maker recruitment and creation of long lasting relationships with organizations.
- b. Oversee Canvas page routinely updating it with information pertinent to members
- c. Oversee and continue developing Spirit Point program through internal and external teams
- d. Cultivate a yearlong Miracle Maker experience.
 - i. Responsible for the creation and execution of Miracle Maker events, including weekly Check-Ins
 - ii. Creating Miracle Maker activation plans for engagement and fundraising purposes.
- e. Responsible for any in-event Miracle Maker experiences and logistics
 - i. Including but not limited to Swim Shower, Zen Room, and all Miracle Maker Programming.
 - ii. Collaborate with Organization Relations and Event Management to execute said Main Event logistics
- f. Responsible for providing material each week for Organization Relations to convey in Ambassador Meetings
 - i. Miracle Maker Registration pushes, Miracle Maker Presentations, Miracle Maker Weeks, Miracle Maker GBMs
- g. Responsible for attending organization events as DM at UF Representatives, including club, involvement, or student fairs.
- h. Responsible for recruiting new student organizations and individual Miracle Makers to participate in Dance Marathon.
- i. Responsible for organizing all forums, informational sessions that involve the potential acquisition of new members.
- j. Responsible for coordinating presentations to new or uninvolved organizations regarding Dance Marathon in partnership with Organization Relations
- k. Member Advancement Overall Director responsible for facilitating collaboration between the Ambassador Program and Member

Advancement Captains, creating personalized recruitment plans for each active Dance Marathon organization.

- l. Responsible for the creation of a yearlong recruitment plan that provides insight on each of the following: potential new organization outreach, tabling opportunities (such as Preview and Involvement Fairs), classroom announcing, flyering opportunities, and outreach to different academic colleges, and campus organizations.
- m. Responsible for the creation of a yearlong recruitment calendar to be sent out to all Assistant Directors and the Recruitment Team to increase organization wide recruitment efforts.

N. *Merchandise Overall Director*

- a. 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.
- b. Responsible for ordering and selling creative and appealing Dance Marathon merchandise.
- c. 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.
- d. Responsible for planning and collaborating with the Finance Manager and Finance Overall to order fundraising incentive merchandise.
- e. Responsible for overseeing the Merchandise store biweekly.

O. *Morale Overall Director*

- a. Responsible for planning activities and games to keep Miracle Makers entertained and motivated throughout Dance Marathon.
- b. Responsible for creation of the Linedance, creative vision and execution of various Theme Hours, and downtime activities.
- c. Responsible for teaching previous Linedance to use at High School Dance Marathons and other schools' Dance Marathons.
- d. Responsible for maintaining a positive attitude and Captain dynamic throughout the year by encouraging morale at every level of Dance Marathon.
- e. Responsible for collaborating with the Operations Manager, Finance Overall Director, and Event Management Overall Director to plan and execute Moralloween.

P. *Multimedia Overall Director*

- a. Responsible for recording and editing videos before and during Dance Marathon.
- b. Responsible for taking high-quality pictures at all Dance Marathon

events and updating these photographs on all forms of Dance Marathon media outlets.

- c. Responsible for the acquisition of equipment for all filming and photography including all software involved for editing videos and photos.
- d. Responsible for collaborating with Marketing Manager and Overall Team members to create organization content.

Q. *Organization Relations Overall Director*

- a. Recruit and onboard Ambassadors from each organization that Dance Marathon works with
- b. Responsible for the coordination and implementation of the Organization Ambassadors program that relays information to Ambassadors and thereby Organizations
 - i. The main focus of this program is to ensure greater participation and engagement from Ambassadors and their respective Organizations
 - ii. Will work with the Membership Manager to ensure that Ambassadors are respected and stewarded analogously to Captains and Emerging Leaders
 - iii. The Organization Relations Overall will hold weekly Ambassador meetings (i.e. small groups) and maintain Ambassador contact information.
 - iv. Communicate membership information to Ambassadors each week that Member Advancement, Finance, and Member Advancement create.
- c. Responsible for coordinating presentations to currently involved organizations regarding Dance Marathon, in collaboration with Member Advancement.
- d. Responsible for maintaining communication with new student organizations to further their involvement with Dance Marathon.
- e. Overseeing the engagement and activation of Miracle Makers that are registered as individual participants or Gator Aides
- f. Responsible for the activation and communication amongst internal changemaker chats.
- g. Responsible for fostering relationships between Organization Relations Captains and their paired organizations registered Miracle Makers.
- h. Responsible for dissemination of information to Ambassadors weekly
- i. Overseeing Miracle Makers, Organization, and Ambassador communication to their paired organization
- j. Responsible for collaborating with the Finance team and

understanding fundraising efforts of organizations.

- k. Responsible for collaborating with the Finance team and communicating fundraising plans to Ambassadors.

R. *Partnerships Overall Director*

- a. Responsible for solicitation of local and corporate businesses for monetary and in-kind donations including the securing of food for all Dance Marathon Events
- b. Responsible for planning, soliciting, and serving a continuous and consistent flow of snacks and meals to the Miracle makers, Internal Members, and Miracle Families for the duration of the Main Event.
- c. Responsible for any food-related needs for pre-event activities, including but not limited to, community events.
- d. Responsible for securing corporate sponsorships and grants.
- e. Responsible for securing partnerships with local companies to host benefit nights (“Hospitality Nights” or “Drive-to-Business Nights” or “Spirit Nights”).
- f. Responsible for meeting as many of Dance Marathon’s financial and operational needs as possible through donations from Sponsors.
- g. Responsible for organization of a Silent Auction to use in-kind donations acquired throughout the year.
- h. Responsible for stewardship of all partners
- i. Responsible for orchestrating canning days in collaboration with the Finance Team.

S. All Managers and Overall Directors are elected into office following the previous year’s Main Event in March or April, prior to the conclusion of the Spring Semester

T. Positions are held for one calendar year (April-April)

U. Vacancies

- a. Cause of Vacancy
 - i. Resignation
 - ii. Dismissal at the discretion of the Managers and Advisors
- b. Alternative Offers
 - i. Can offer the dismissed a Captain position on a team if that respective team’s Overall agrees
- c. Applicant Requirements
 - i. Must have demonstrated past involvement with Dance Marathon
 - ii. Must fill out application, submit it and pay the application fee by assigned deadline
 - iii. Must be a full time student during the semester of application, in good academic and financial standing with University of Florida

- d. Election of Replacement
 - i. Interviewed by current Overall Team and Advisors
 - ii. Elected by a majority vote
 - iii. Are notified by phone call and expected to attend Overall Meetings and fulfill all requirements of their respective position immediately.
 - e. Impeachment Procedure
 - i. 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.
- V. 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.

ARTICLE IX. ELECTIONS

A. Managers and Overall Team

- a. Selection schedule is at the discretion of outgoing Managers.
- b. Managers
 - i. Interviewed and selected within two weeks of Dance Marathon, in April.
 - ii. Interviewed by the outgoing Overall Team and Advisors, excluding Overall Team members applying for the following year.
 - iii. Elected by a majority vote of the outgoing Overall Team, excluding any members applying for a position in the current application cycle.
- c. Overall Team
 - i. Interviewed and selected following Manager selection, in April.
 - ii. Interviewed by outgoing Overall Team, Advisors and new Managers.
 - iii. 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.

- d. All applicants are notified by phone call immediately following interviews and are expected to attend Overall Transitions before the end of Spring semester.
- e. Selection Process
 - i. Voting will take place through a secret ballot that is collected and counted by the Student Organization Advisors.
- f. 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.

B. *Assistant Directors*

- a. Applications and interviews are held before the end of the Spring semester.
- b. Interested applicants submit an online application ranking position preferences.
- c. Applicants who are selected to be interviewed by their prospective Overall Director are notified to schedule interview times via email.
- d. Selection Process
 - i. Applicants will be given their highest-ranked position
 - ii. Overall Directors will communicate with their respective Manager to choose the best applicants for their positions
 - iii. The following day, final selections are posted on the website, and the Operations Manager will notify the applicants of their status via email.
- e. Removal Procedure
 - i. Overall Director brings concern to Executive Director, Membership Manager, and Advisors.
 - ii. Conduct Meeting can be held based on the discretion of the Executive Director, Membership Manager, Respective Overall Director, and Advisors.
 - iii. Executive Director, Membership Manager, Advisors, and Respective Overall execute $\frac{2}{3}$ majority vote for official removal of individuals.

C. *Captains*

- a. Applications are due and interviews are held within the first month of the Fall semester, in September.
- b. Interested applicants submit an online application ranking their top two team preferences.

- c. Applicants who are selected to be interviewed by their prospective Overall Directors are notified to schedule interview times via email.
- d. Selection Process
 - i. Process will start at a set meeting following the completion of interviews that must include all Overall Team members
 - ii. Overall Team members may choose how many Captains they want to take on their team
 - iii. Overall Team members are expected to have read all applications and taken notes during interviews to help selections move quickly
 - iv. Overall Team members should start with applications that ranked them first on their application preferences
 - v. Applicants who are not selected for their first choice can be selected for their second choice
 - vi. Each Overall Team member chooses their list and reads their names to all Overall Team members
 - vii. Any issues with selections are discussed among the entire group.
 - viii. Any questions of character or past involvement can be discussed among the entire group
 - ix. The following day, final selections are posted on the website, and the Operations Manager will notify the applicants of their status via email.
 - x. 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.
- e. Removal Procedure
 - i. Overall Director brings concern to Executive Director, Membership Manager, and Advisors.
 - ii. Conduct Meeting can be held based on the discretion of the Executive Director, Membership Manager, Respective Overall Director, and Advisors.
 - iii. Executive Director, Membership Manager, Advisors, and Respective Overall execute $\frac{2}{3}$ majority vote for official removal of individuals.

D. *Emerging Leaders*

- a. Applications are due and interviews are held within the first month of the Fall semester, in September.
- b. Interested applicants submit an online application.
- c. Applicants who are selected to be interviewed by Assistant Directors are notified to schedule interview times via email.

- d. Selection Process
 - i. The selection process is to be determined by the Leadership Development Overall Director
 - ii. If an applicant is offered both a Captain position and an Emerging Leader position, the Captain position takes precedence
 - iii. Any issues with selections are discussed among the entire group.
 - iv. Any questions of character or past involvement can be discussed among the entire group
 - v. 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.
- e. Removal Procedure
 - i. Overall Director brings concern to Executive Director, Membership Manager, and Advisors.
 - ii. Conduct Meeting can be held based on the discretion of the Executive Director, Membership Manager, Respective Overall Director, and Advisors.
 - iii. Executive Director, Membership Manager, Advisors, and Respective Overall execute $\frac{2}{3}$ majority vote for official removal of individuals.

E. *Ambassadors*

- a. Responsible for primary communication to Miracle Makers registered under the respective organization.
 - i. Including but not limited to group chats and meetings decided at the discretion of the Ambassador and Organization Relations Captains
- b. Responsible for hosting a number of events decided at the discretion of the Organization Relations Overall with their organization.
- c. Applications are due and interviews are held during the Summer and then again in the beginning of the Fall Semester, but may be held as early as one week after Assistant Directors are chosen.
- d. Interested applicants submit an online application.
- e. Applicants who are selected to be interviewed are notified to schedule interview times via email.
- f. Selection Process
 - i. The selection process is to be determined by the Organization Relations Overall Director.
 - ii. Any issues with selections are discussed among the entire group.
 - iii. Any questions of character or past involvement can be discussed among the entire group.

- iv. The following day, the applicants will be notified of their status via an email from the Organization Relations Overall Director.
- g. Vacancies
 - i. Cause of Vacancy
 - 1. Resignation
 - 2. Removal Procedure
 - a. Overall Director brings concern to Executive Director, Membership Manager, and Advisors.
 - b. Conduct Meeting can be held based on the discretion of the Executive Director, Membership Manager, Respective Overall Director, and Advisors.
 - c. Executive Director, Membership Manager, Advisors, and Respective Overall execute $\frac{2}{3}$ majority vote for official removal of individuals.
 - 3. Applicant Requirements
 - a. Must have demonstrated past involvement with Dance Marathon
 - b. Must be appointed by their respective Organization.
 - c. 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
 - a. Interviewed by the current Organization Relations Overall Director.
 - b. Overall Director and Assistant Directors.
 - c. Elected by a majority vote
 - d. Are notified by phone call and expected to attend Ambassador Meetings and fulfill all requirements of their respective position immediately
 - h. A maximum of two Ambassadors will be selected from each organization, unless otherwise approved by the Organization Relations Overall Director.

F. *Eligibility*

- a. Managers
 - i. Must have demonstrated past involvement with Dance Marathon
 - 1. Executive Director must have past experience on the Overall Team
 - ii. Must fill out application, submit it and pay the application fee by assigned deadline
 - iii. 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).

- b. Overall Team
 - i. Must have demonstrated past involvement with Dance Marathon
 - ii. Must fill out application, submit it and pay the application fee by assigned deadline
 - iii. 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).
 - c. Captains, Assistant Directors, Emerging Leaders, Ambassadors, and Miracle Makers.
 - i. Must fill out application, submit it and pay the application fee by assigned deadline
 - ii. 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
 - iii. 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.
- G. In the absence of clear direction on election, amendment, and /or voting procedures, Dance Marathon agrees to follow the guidance and instruction of Robert's Rules of Order for the election or amendment process.

ARTICLE X. FINANCE

As a University Sponsored Student Organization, Dance Marathon does not receive any funding or resources from Student Government, rather, this organization is eligible to be funded by UF Health and/or:

- A. *Application Fees*
 - a. Manager and Overall Team application fees are \$25 and are due at the time of interview.
 - b. Captain, Emerging Leader, and Ambassador application fees are \$25 and are due with the application.
- B. *Miracle Makers Registration Fees*
 - a. The registration fee can change based on the discretion of the Finance Manager and Membership Manager.
- C. *Fundraising*
 - a. 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

- b. 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.

As a USSO, Dance Marathon will comply with UF Finance and Accounting policies on purchasing, funding and fundraising.

ARTICLE XI. DISSOLUTION OF ORGANIZATION

Upon dissolution, student organizations are prohibited from leaving their organizational assets to any individual or any other student organization. Rather, student organizations may designate a specific charity that will receive such organizational assets. At the time of dissolution, after all outstanding debts are paid, Dance Marathon will leave any assets and outstanding funds to be donated to Children's Miracle Network at UF Health Shands Children's Hospital.

ARTICLE XII: AMENDMENTS TO CONSTITUTION

Student Engagement has established a process through which constitutions may be amended, reviewed, and approved. Student organizations wishing to amend their constitutions must utilize their constitution on file listed on GatorConnect to make amendments and submit those changes to Student Engagement.

This constitution must be reviewed and updated each year.

- A. Amendments can be suggested by the Overall Team members or Advisors, but ultimately the Managers make the final decision.
- B. Changes must be approved by a 2/3 majority vote of the Managers.

All amended constitutions must be submitted directly to Student Engagement for review and approval.