

TAPS Constitution

I. Name

The name of the organization shall be TAPS.

II. Purpose

TAPS provides interested Harvard students with the opportunity to practice and perform many styles of tap dancing. The group also seeks bring tap dance to the greater Harvard community, in order to entertain and expose them to the flexibility of the art form.

III. Membership

1. Membership in this organization shall be open to all students currently enrolled in Harvard College, regardless of race, creed, color, sex, sexual orientation, or non-disqualifying physical disabilities. Harvard graduate students are welcome to audition.
2. Membership depends upon both technical skill and performance ability, as determined by audition.
3. Membership shall be retained for one year from the time of audition, or until student severs relations with this organization whether by graduation or otherwise.
4. Types of members
 - a. Level of membership is to be determined at auditions.
 - b. A “company member” is defined as a member of TAPS who participates in all company pieces as well as any student choreographed piece in which they choose to participate and are accepted by the choreographer. All company members are invited to choreograph pieces of their own.
 - c. An “apprentice” is defined as a member of TAPS who participates in all company pieces, but does not participate in student choreographed pieces. Apprentices are not invited to choreograph pieces of their own. Apprentices cannot be excused from the technical class requirement. If an apprentice cannot make the OFA class, he/she must find an equivalent class to take.
5. Types of membership
 - a. An active member is defined as a member of TAPS who is performing with TAPS in the current semester. Active members are expected to meet all the attendance requirements outlined in this document.
 - b. Accepted company members may choose to be inactive for a semester. An “inactive member” is defined as one who does not participate in TAPS rehearsals and performances for that semester. Members should announce their plans to be inactive by the first company rehearsal of the semester. Inactive members may choreograph for TAPS, but cannot perform in the piece. If there are more interested choreographers than number of pieces needed, preference will be given to active members.
 - c. Apprentices may not be inactive. Participation in company rehearsal and technical rehearsal is mandatory to the apprentice status.
6. If a member seeks to disaffiliate, the member should complete the semester, then announce to the Dance Director his/her desire to withdraw. A member who does

- this will be welcome to audition again in future years. A member who does not complete the semester after declaring his/herself active for the semester will not be welcome to audition again in the future (except in extenuating circumstances, as determined by the officers).
7. Membership of any member may be terminated at any time due to misconduct or violation of the group's purposes by unanimous vote of all officers. If the disputed member is an officer, she/he shall not participate in the vote. A member whose membership has been terminated will not be welcome to audition in future semesters.

IV. Officers

1. The officers of TAPS shall consist of the following positions, as well as any others that may be designated by the group in the future (such as an Archivist or an Alumni Liaison).
 - a. Dance Director – As the main choreographer, the Dance Director leads rehearsals and has final say regarding which routines shall be included in the performances. This director must also maintain a close relationship with the Administrative Director and the Performance Coordinator (keeping an open dialogue regarding performances and constituent pieces). This director is to lead workshops on choreography and improvisation, and must guide the group and push it forward. This director shall be responsible for keeping records of attendance.
 - b. Administrative Director – The Administrative Director is involved, at least in part, with almost all tasks undertaken by TAPS. This director must maintain communication with all members of TAPS, keeping strong relationships with the other officers. This director oversees the Business Coordinator, works with the Dance Director regarding grants, and works with the Performance Coordinator regarding performance spaces. The Administrative Director is given final responsibility for the submission of grant applications and other paperwork that is required of TAPS. This director is charged with the role of supervising TAPS to make sure that all is running smoothly, that deadlines are met, and that people are doing their jobs properly.
 - c. Performance Coordinator – The Performance Coordinator is responsible for organizing TAPS' performances. This coordinator deals with costumes, guest performers, non-dance portions of the performance, publicity, lighting and sound operators (and the equipment they require), and photographers. This coordinator works with the Dance Director to achieve a vision of the performance and the dance order. The Performance Coordinator is in charge of everything related to a TAPS performance.
 - d. Business Coordinator – The Business Coordinator deals with the fiscal aspects of TAPS, including the organization of the budget, maintenance of TAPS' bank account(s), collecting and depositing grant checks, organizing receipts and writing reimbursement checks, and paying any bills. Working with the two directors, this coordinator works on grant applications. The Business Coordinator organizes all of TAPS finances.

2. All officers must be registered undergraduates in Harvard College.

V. Elections

1. Elections shall take place before reading period of each spring, with the term of the officers lasting the fall and spring semesters following election. A transitional meeting is required between the newly elected and the incumbent officers.
2. The new Dance Director shall be nominated by the current Dance Director. The officers shall vote on that nomination and during the following twenty-four hours, members may submit to the officers confidential objections to this appointment.
 - a. If there are no objections, the appointment stands.
 - b. If there are objections, the officers will convene to decide on the legitimacy of the complaint.
 - c. If there are legitimate objections, a vote of no confidence will be posed to the group.
 - d. If 25% or more vote no confidence, the process will begin anew with a new nominee.
3. All other elections will follow the appointment of the Dance Director.
 - a. Any undergraduate member of the group interested in running for election is required to submit a written statement regarding their interest in the position. For those positions for which there are multiple candidates, these statements of interest are to be circulated to the members of TAPS by the new Dance Director.
 - b. For forty-eight hours after all submissions have been received (deadlines will be made known), each member shall submit one vote per position via email to the new Dance Director. After that time, no further votes will be accepted.
 - c. A simple majority is required for election to office, in case of a tie there shall be a revote between the two tying candidates.
 - d. New officers are not required to audition for the following year, as their membership is assumed. These officers will be responsible for holding auditions in the Fall semester of their appointment.

VI. Meetings

1. A meeting of the officers shall be held on a weekly basis.
2. A company rehearsal shall take place at least once a week and last two hours. Attendance to this rehearsal is mandatory for all active company members.
3. Individual pieces will rehearse at least one hour per week. Attendance to piece rehearsals is mandatory for all dancers in the piece. Attendance is to be taken by the choreographer.
4. The Office for the Arts Tap II class will serve as a technical rehearsal for TAPS. All members without unavoidable conflicts (i.e. class or section) will be required to register and attend this class. In the case of financial difficulty, TAPS will cover the cost of registration.

VII. Attendance

1. Attendance to company rehearsal, technical rehearsal, piece rehearsals (for those intending to perform in the piece), as well as other group activities (including but not limited to postering, tech, dress rehearsal and set strike) is mandatory.

- a. The expected minimum time commitment shall be approximately three hours per week. This minimum will increase as necessary for show preparation.
 - b. Weekly rehearsal shall consist of teaching and rehearsing the company piece(s), improvisation practice, and technique work as designated by the Dance Director.
2. Absence
- a. Absences from company rehearsal, piece rehearsal and technical rehearsal will be recorded.
 - b. Dancers must contact the Dance Director with the reason at least twenty-four hours in advance if absence is necessary.
 - c. Members are allowed a maximum of 3 absences per semester.
 - i. Class/section/review held at no other time will be considered excused.
 - ii. Rehearsals/meetings for other activities will not be excused.
 - iii. If a member is absent more than three times within a semester, that member will be required to meet with the officers to discuss possible termination of membership.
3. Excessive tardiness will also be noted. If a member is excessively tardy (as determined by the Dance Director), that member will be required to meet with the officers to discuss possible termination.

VIII. Auditions

1. Auditions shall be held at the beginning of each semester, the components of which shall be determined by the Dance Director.
2. All members must re-audition each fall, except those members holding officer positions as of the elections held the previous spring.
3. A preferred number of new members need not be determined by the officers before the auditions. They shall follow the natural break when accepting new members.
4. A copy of TAPS' constitution shall be available at auditions, and every member of the group shall be given a copy upon acceptance into TAPS.

IX. Amendment Procedure

1. This constitution may be amended by a two-thirds vote of the active members of the group, or by a unanimous of the officers.
2. Any member of TAPS may propose an amendment.
3. The preceding constitution stands as a fully amended version, as of September 2003, as the original version no longer served the needs of the group.

X. Amendments [none at this time]