



NDEO Student Organization (NSO) Program – Application Instructions

Formerly known as NDEO Student Chapters

Last updated 11-16-15

Introduction

The National Dance Education Organization strongly supports students who are the future professionals in dance and dance education. As such, the NDEO supports an NDEO Student Organization (NSO) program at the postsecondary level. Colleges and universities can establish an NDEO Student Organization at their institution. These NDEO Student Organizations are designed to encourage students to participate in activities affiliated with the national organization, including conferences and governance, and encourage students to unite on a local level to address important issues and concerns, host activities, and recognize the outstanding accomplishments of one another. **NDEO Student Organizations at colleges or universities are also able to implement and administer the National Honor Society for Dance Arts program to honor outstanding artistic, academic and leadership achievement in dance students.**

Description: NDEO Student Organizations are local associations of college-aged students that align their mission and activities with NDEO's mission to advance dance education centered in the arts. NSO's are comprised of students interested in dance and dance education at degree awarding institutions or professional educational dance programs that are Institutional Members of NDEO.

Student Organization Activities

An NDEO Student Organization can provide leadership and social opportunities for student members. Activities can be both on and off campus. The activities can be collaborative with already existing student organizations, community organizations, and K12 public/private schools and dance studios. Each NSO will function differently depending on the needs of those student members in particular dance programs. Recommended activities for NSOs include, but are not limited to:

- Organizing performance opportunities
- Implementing mentorship programs with incoming freshmen or local high school aged dance students
- Sponsoring dance technique classes or workshops for the school or community
- Raising money to benefit local dance initiatives or charity programs
- Administering the **National Honor Society for Dance Arts** (**Separate application required for this. See our NHSDA section of our website.**)
- Organizing advocacy efforts either at the university or city/state level
- Hosting professional and career development networking events
- Preparing and submitting a proposal to present at the NDEO National Conference with the help of their faculty advisor

NDEO Supports NSOs by:

- Offering a source of peer support and acknowledgement for outstanding achievements via a dedicated Student Organization webpage and award recognition at conference
- Facilitating networking with other students and professionals in the field via NDEO Online Forums
- Encouraging the planning and hosting of dance education advocacy activities
- Providing students with greater awareness of the national issues in dance education via NDEO website and the journal, Dance Education in Practice.
- Giving students a voice in the national issues concerning dance education via the Student Special Interest Group (SIG) and the NDEO Student Representative on the NDEO Board of Directors

Administration

The NDEO Student Organizations are managed at the local level. NSOs are required to designate a Faculty Advisor to aid in the creation and administration of the NSO and are encouraged to elect fellow students to serve in appropriate leadership positions. Past members of the NSO may be associate members of the group and are encouraged to act in an advisory capacity.

Representation at the National Level

Every year in May, the NDEO student member population will vote to elect an **NDEO Student Representative** to be an ex-officio member** of the NDEO Board of Directors for one year. This NDEO Student Representative is the voice of all NDEO student members and will have a unique opportunity to be involved in the organization at a national level.

The responsibilities of the **NDEO Student Representative** are:

- Work with the NDEO Board Members and the Director of Students, to organize student activities and sessions for the national conference
- Determine needs and issues of NDEO student member population and be prepared to share those with the NDEO Board of Directors
- Preside over the NDEO Student Special Interest Group (SIG) meeting at the annual national conference along with NDEO Director of Students.
- Attend NDEO Board of Directors meetings in an ex officio capacity and represent the concerns and views of NDEO Student Organizations and all NDEO student members. Board Meetings at the Annual Conference generally meet one day prior to the start of the Conference and on that Sunday. There are also three other board meetings throughout the year that can be attended via conference call.
- Work with NDEO home office staff to develop a nomination and voting initiative plan for the next year's Student Representative board position.
- Make updates and postings on **NDEO's Student Group Facebook** page and on the **NDEO Student Online Forum**.

The purpose of the **NDEO Student Online Forum** is to give all students a place to exchange ideas, seek advice, and share school and student chapter news. Students can post their questions or information by using a unique email address student.forum@ndeo.net. All responses show up in the student's email box.

The purpose of the **NDEO Student Special Interest Group (SIG)** is to bring NDEO student members together at the annual national conference in order to:

- Discuss issues of concern in the field of dance education, issues of concern to students in general, and issues of concern to the student chapters
- Be a resource for new or emerging NDEO Student Organizations
- Advocate as a voice for student positions and issues
- Raise awareness to encourage and ensure student participation in NDEO
- Gather concerns and ideas to be presented at the NDEO Board of Directors meeting

** The NDEO Student Rep is a member of the NDEO Advisory Board of Directors which means he/she is welcome in all discussions but does not have voting privileges.

Student Organization Membership Guidelines

- 100% of the membership of a Student Organization must be NDEO student members either an Undergraduate Student Member or Graduate Student Member.
- Students may be in graduate (masters) or undergraduate programs in dance and/or dance education.
- Past members of the NSO may be associate members of the NSO and are encouraged to act in an advisory capacity. (Individuals who act as associate members of the NSO must be members of the NDEO.)

Guidelines for Establishing an NDEO Student Organization (NSO)

- NSOs can only be established at institutions that have Institutional Membership with the NDEO.
- NSOs must create a Charter or Constitution when setting up their chapter.
- NSOs, where possible, should register with their institution's student organization / club governing body.
- The NSO must be initiated by students of the degree awarding institution.
- The NSO must have a designated Faculty Advisor to assist in administration.

NDEO Student Organization (NSO) Application Procedure

As of 11-16-15

Application Procedure

1. The NSO Students will need to create a charter or constitution, which states the organization's purpose, its current or planned activities, its connection (if any) to the institution's student government, and a statement of student interests e.g., workshops, lectures, issues. A sample charter/constitution can be found on the website and in this Application Packet.
2. The NSO Students may need to register their chapter with their school's office of student organizations, when applicable.
3. The NSO Faculty Advisor will need to write a Letter of Confirmation stating that the Student Organization is recognized as a legitimate organization of the college/university, and that said Faculty Advisor will support and advise the program.
4. The school must join NDEO as an Institutional Member for \$250 a year in annual dues. Interested students must join NDEO as either an Undergraduate Student Member (\$50) or a Graduate Student Member (\$75). This can all be done online at www.ndeo.org/membership. It is best to complete the sign-ups prior to submitting the NSO chapter application. Subscription to the Journal of Dance Education (JODE) is an additional \$25 a year for the Undergraduate Student Member, while the JODE is included in the price of the Graduate Student Membership. Both student memberships receive a subscription to the journal, Dance Education in Practice.
5. The NSO leader (faculty advisor) will complete the Online NDEO Student Organization Application. The link can be found on our website in the Student Organization section or here in this document: <http://fs16.formsite.com/ndeofoms/form32/index.html>. The following information will be needed:
 - Name of the school and student organization. Contact info – mailing address, email, phone.
 - Name and contact information of Faculty Advisor
 - The organization's charter document or constitution.
 - Letter of confirmation from the Faculty Advisor or director, or department chair.
 - Names and contact information for the organization's officers / leadership.

If you have questions, please call the NDEO home office at 301-585-2880
or contact the NDEO Board of Director in charge of Students, Gretchen McLaine at mclaineg@cofc.edu.

Sample NDEO Student Organization - Constitution

Article I: Mission Statement

Section I: National Dance Education Organization (NDEO) Student Organization at _____ is the official name to which this constitution applies. It will be referred to as the NDEO Student Organization in the rest of this document.

Section II: This NDEO Student Organization is affiliated with the National Dance Education Organization and its local state affiliate, the _____.

Section III: The NDEO Student Organization provides students interested in dance and dance arts education the chance to:

- Implement mentorship programs with incoming freshmen or local high school aged dance students
- Administer the **National Honor Society for Dance Arts** program
- Sponsor guest teaching artists and other enrichment activities for members
- Organize performance opportunities for students
- Make connections with community organizations to offer dance workshops or classes
- Raise money to benefit local dance initiatives and charity programs
- Organize advocacy efforts for dance education either at the university and city/state level
- Host professional and career development networking events with the NDEO state affiliate and other local professional organizations
- Prepare and submit a proposal to present at the annual NDEO National Conference

The organization also affords students the unique opportunity to enter into a continuous dialogue about the current state of dance arts education and other pressing issues pertinent to the field of dance. The Student Organization will strengthen the growing web among students enrolled in all dance program tracks, providing a forum for intellectual and creative exchange.

Article II: Membership Qualifications

Section I: The NDEO Student Organization will ensure that the school maintains a current NDEO Institutional Membership. Should this institutional membership lapse for more than two months it is understood that this NDEO Student Organization will be considered inactive.

Section II: All current dance students are eligible to become a member of the NDEO Student Organization. Students interested in becoming members must be in good standing with the school's Student Activities Office and must join the National Dance Education Organization at their Undergraduate or Graduate membership level (www.ndeo.org/membership) and renew this membership annually while they are a part of the NDEO Student Organization.

Section III (OPTIONAL): In addition to paying student dues to the National Dance Education Organization, each member must also pay local student chapter dues in the amount of _____.

Section IV: Members are expected to actively participate during meetings and assist in any organizational needs expressed by the Organization's officers. Upon graduating, alumni members will act as advisory members with the intention of continually broaden and strengthen the networks among us.

Section V: The NDEO Student Organization shall meet a minimum of three times a semester, at a time mutually agreed upon by the majority of interested members. Committee meetings may be held in addition to Organization meetings as needed and designated by the Chair and/or Co-Chair.

Article III: Offices, Duties, and Elections

Section I: Officer Positions include Chair, Co-Chair, Treasurer, Secretary and NHSDA Administrator. During the inaugural year the officers will be appointed by the faculty advisor. Any student who has been a member of the organization for at least a year is eligible for any of the offices.

Section II:

Chair (President): The Chair shall organize, inform members of, and preside over all meetings. The Chair shall act as a liaison between the Student Organization, faculty advisor, and NDEO, specifically regarding conference and other membership benefits or issues. As committee members for specialized activities are formed, the Chair shall remain in close communication with those members heading the committees and shall provide support as needed. It is the duty of the Chair to guide the Student Organization towards fulfilling its mission, which includes, but is not limited to, eliciting new members, maintaining contact with alumni, and seeing the organization's agendas through.

Co-Chair (Vice President): The Co-Chair shall aid the Chair in fulfilling all duties listed above. All projected course of actions shall be presented to the Co-Chair for peer approval prior to further submission to Student Organization or faculty advisor.

Secretary: The Secretary shall record, archive, and make available copies of meeting minutes and shall manage the organization's communication activities (ex. emails, Facebook, Twitter, etc.)

Treasurer: The Treasurer shall receive, dispatch, and keep accurate records of all financial matters including any local student chapter dues or fundraising monies.

NHSDA Administrator: Working with the faculty advisor, the NHSDA Administrator will keep records of students who are actively earning points and achieving GPA requirements in pursuit of the National Honor Society for Dance Arts induction or graduation with honors. This person, along with the other officers, will lead the planning and organization of NHSDA induction ceremonies.

Section III: Members shall offer nominations for officers during the last weeks of spring semester. Positions are filled through acceptance of nomination. If more than one member is recommended for a position that only requires one person a formal election shall occur. All members are expected to vote in the election for the candidate they feel can most successfully execute the duties of the position. A candidate wins by receiving 2/3 majority of the vote. Paper ballots will be made accessible to all members during election week for anonymous voting. Nominees must be active members of the NDEO Student Organization for at least one year to be eligible for office. The term of office shall be for the entire year subsequent to election.

Section IV: Impeachment of club officer(s) (for transgressions of misrepresentation of chapter polices and interest, extreme lack of participation, etc.) must be initiated by a written summary of any transgression attested to by at least three organization members. A two-thirds majority of votes is necessary for actual impeachment of officer(s) in question. All impeachment proceedings are subject to review by the school's Student Activities Office.

Article IV: Amendments

Section I: Any member may present an amendment to be brought before the entire NDEO Student Organization for consideration. An amendment is ratified with 2/3 majority of a vote including all members. After an amendment is ratified it is the duty of the Chair to readjust the Constitution to include the amendment.