
AGGIE WRANGLERS CONSTITUTION

TEXAS A&M UNIVERSITY

2020-2021 Academic Year

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ARTICLE I – ORGANIZATION

Section I – Identification

The name of the organization shall be AGGIE WRANGLERS. The Aggie Wranglers are recognized by one official logo and a brand.

The Aggie Wranglers logo below will be called the “bootstack” and will be used on all AGGIE WRANGLERS official documents and instructor shirts, worn only by members of the organization.



The Aggie Wranglers also have a brand as represented by the circled AW. This brand is primarily used on items for public distribution.



The Aggie Wranglers will operate out of a facility owned by CARPOOL and leased to The Aggie Wranglers. The side of the building occupied by The Aggie Wranglers will be known as “The Bootstack”. Additional details, procedures, and rules regarding The Bootstack may be found in the *Aggie Wranglers Building Policies Manual*.

Section II – Mission Statement

The purpose of the Aggie Wranglers is to positively promote the Aggie Spirit through performing and teaching our distinctive style of Country and Western Dance.

The mission statement of the Aggie Wranglers is supported by:

- Voluntary performances as often as possible in order to spread Aggie spirit and goodwill among all we encounter.
- Being good ambassadors of the Texas A&M University by reaching out to the world, nation, state, institution, and local community while promoting the values found in the Aggie Wranglers and the core values of Texas A&M University (<http://www.tamu.edu/about/coreValues.html>).
- Providing opportunities for anyone to learn Country and Western dancing by acting as instructors and offering dance lessons to the public.
- Promoting leadership, personal growth, and fellowship among team members.

Section III – Values

- **Commitment:** Personal dedication towards partner and team development to ensure the longevity of the organization.
- **Humility:** Each member should take a gracious and selfless approach to learning, teaching, performing, and interacting with the community around us.
- **Integrity:** Holding yourself accountable to learn, understand, and manifest the expectations and privileges of being an Aggie Wrangler.
- **Respect:** Fostering an environment of support, understanding, and appreciation within the team that will influence interactions within the community.
- **Partnership:** A mutual investment in a relationship that fosters support, equality, trust, and safety.
- **Excellence:** In all things, Aggie Wranglers hold themselves, their teammates, and their organization to an exemplary standard.

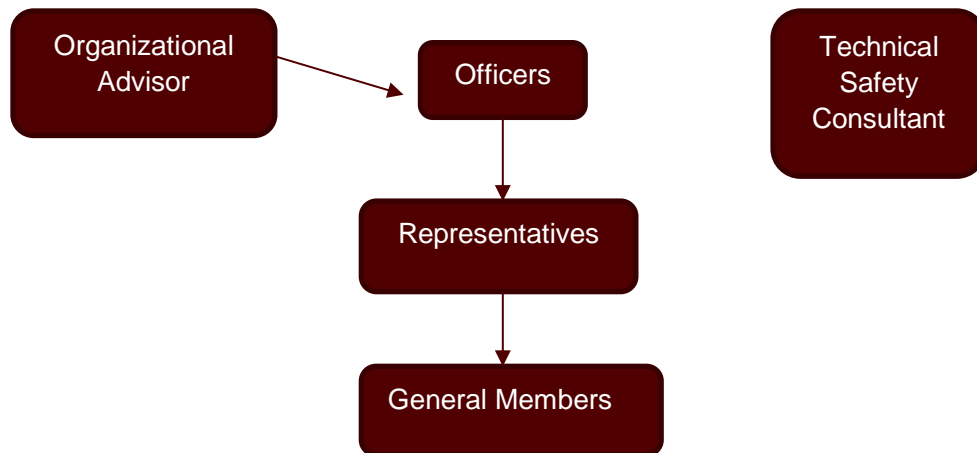
Effective communication is a key ingredient to harboring all of the above values.

Section IV – Defining Organization vs. Team

The Aggie Wranglers Organization includes all team members, Organizational Advisor within the Department of Student Activities, and the Technical Safety Consultant.

The Aggie Wranglers Team is composed of the performing and teaching members of the organization, including but not limited to all new members accepted at tryouts.

The hierarchy of the organization is as shown below:



Section V – Defining Seniority

Seniority in regard to jitterbug solo preferences, performance introduction, precedence of last set of lesson teaching assignments, and call moves is as follows:

1. Most semesters on the team (if involving couples, combine the semesters of each partnership)
2. Hierarchy of officers:
 - i. President
 - ii. Vice President
 - iii. Lessons Coordinator
 - iv. Public Relations Officer
 - v. Secretary
3. Hierarchy of representatives:
 - i. Membership Development Representative
 - ii. Teaching Couple
 - iii. Banquet Coordinator
 - iv. End-of-Year Coordinator
 - v. Historian
 - vi. Bootstack Representative
 - vii. Thank You Notes Representative
 - viii. Banquet Coordinator-elect
 - ix. End-of-Year Coordinator-elect
4. Any conflicts that are not resolved through these are determined by couples' last names in ascending order.

ARTICLE II – TEAM MEMBERSHIP ELIGIBILITY & REQUIREMENTS

Section I – Full Membership Eligibility

Members are only eligible to try out for the organization if they have completed at least one semester of higher education following high school graduation or equivalent and are enrolled and registered for classes for the following academic, spring or fall semester at Texas A&M University. They must also be in good conduct and academic standing with the University at the time of tryouts and during their tenure in the organization.

Section II – Membership Probation Clause

Bad Standing with the University.

If at any time a member falls into bad standing with the University, the current team will vote on the subject member's future membership status. The team would vote for the subject member to be placed on Membership Probation or removed from the team. The vote for the member to remain will be a supermajority (>66%) ruling. If the ruling warrants Membership Probation status for the subject member, the team member maintains organization membership, but has certain requirements and restrictions to maintain membership as outlined below:

1. Member must attend all regular team practices
2. Member must attend weekly meetings
3. Member is not allowed to represent the team publicly, and is restricted from the following activities, with respective exceptions listed that may be approved by a majority vote (>50%) of the officer team on a case-by-case-basis:
 - a. Performances
 - i. Member may be approved to perform at a private Aggie Wrangler event
 - b. Lessons
 - i. Member may be approved to perform or assist during a public or private lesson
 - c. End-of-Year
 - i. Member may be approved to attend End-of-Year, with the requirement to fund 100% of their trip
 - d. Team vote
 - e. Holding an officer or representative position
 - i. Member may run for an officer or representative position if they will take office after the membership probation period has ended
 - f. Attendance at any other event not listed will be determined by a majority vote (>50%) of the officer team
4. Member is not allowed to speak publicly on behalf of the Aggie Wranglers. Examples of prohibited speech include verbal, printed, and digital (social media)

- a. Member may appear on the team roster, in team photos, and in any marketing or advertising efforts as deemed appropriate by the PR officer.
- 5. The member must not wear any team-only apparel while on Membership Probation.
 - a. Member may be approved to wear apparel in accordance with officer decisions related to Performances, Lessons, and End-of-Year.

Violating Membership Probation Restrictions.

If at any time the member on probation violates one of the requirements/restrictions above, the team member will be subject to immediate removed for no longer meeting eligibility requirements, pending a majority vote (>50%) of the officer team.

- 1. If the member on probation is removed for no longer meeting eligibility requirements, they may return to the team following the procedure outlined in *Article XII, Section I*. This does not restrict any team member from filing a Strike Request against the member on probation resulting in disciplinary removal.
- 2. If the member is removed as a disciplinary action, they may return to the team following the procedure outlined in *Article XII, Section I*.

Consensual Leave while on Membership Probation.

If at any time the member on probation decides to leave the team consensually without having violated any probation requirements or restrictions, he or she may return to the team by the guidelines in *Article XII, Section III*.

- 1. He or she must qualify for full membership eligibility at the time of return as stated in *Article II, Section I*.

Returning from Membership Probation.

When the member is returned to good standing by the University, they are immediately removed from probation but must undergo a performability tryout before being returned to active member status.

Section III – GPR Requirement to Maintain Membership

Members of this organization must meet a minimum of a 2.0 **cumulative** GPR each semester to maintain membership, perform, and teach. The advisor will check all team members' eligibility at the end of every semester, including the summer sessions. The advisor will also check the eligibility for all potential new members before tryouts.

If a member has a **semester** GPR that is beneath a 2.0 but their cumulative GPR does not fall beneath a 2.0, they will be issued a warning in regard to their eligibility. If a member has two consecutive semesters with a GPR beneath a 2.0, they will not be eligible to maintain membership, regardless of their cumulative GPR, and will be on academic leave.

Section IV – Aggie Wranglers Team Requirements

Active Member Requirements

- Attend all weekly practices and meetings, unless excused
- Teach and/or assist two lessons per each session of lessons
- Attend 25% of combined performances and private lessons for each semester made by the team, during his/her membership
- Sign and submit an acknowledgment of the *Constitution, Safety and Operations Manual*, and *Building Policies Manual* annually
- Obtain an annual physical from a physician. The requirements for this physical will be communicated at the Ice Cream Social.

Active Members Rights

- Attending practices and meetings
- Voting
- Running for any vacant office (if eligible)
- Performing
- Teaching/assisting lessons
- Attending other Aggie Wranglers events
- Attending End-of-Year
- Ability to try out for limited opportunity performances

Members who have not met the above requirements are considered Inactive for the following semester. Two consecutive Inactive semesters constitute removal from the team.

Inactive Member Rights

- Attending practices and meetings
- Performing
- Assisting lessons
- Attending other Wrangler Events
- Attending End-of-Year, funding 70-100% of their own trip costs according to eligibility requirements in *Article VII, Section II*.

Section V – Weekly Member Requirements

All members must attend and participate in all weekly practices, meetings, and lessons and arrive on time.

- Members are required to either stay the specified time or get approval from the President or appropriate officer regarding any absence, late arrival, or early departure prior to the occurrence.
- Violations of this requirement warrant a Strike Request.

ARTICLE III – VOTING

Section I – Voting Conditions

The team must have a quorum of three-fourths of the total membership present to vote.

Section II – Voting Procedures

- Each active team member is issued one vote and, in the instance of an election or issue brought forward to the team, may not abstain from voting.
- Voting must be completed individually.
- The President will determine a manner for counting all votes, unless otherwise determined by the Constitution.
- Any member on a suspension is not privileged to vote. This includes participation in discussions leading up to a team vote throughout the duration of their sanction.
- In order to vote on Disciplinary Procedures, one must hear the entire presentation of the case.
- In the event of an emergency or excused absence, a member is *privileged* a proxy vote. The proxy vote must be sent to the Advisor.

ARTICLE IV – OFFICERS AND REPRESENTATIVES

Section I – Officer and Representative Eligibility

The officers and representatives of this organization must meet the following requirements:

1. Have a minimum cumulative and semester grade point ratio (GPR) as stated below and meet that minimum cumulative and semester GPR in the semester immediately prior to the election/appointment, the semester of election/appointment and semesters during the term of office.
 - a. For undergraduate students, the minimum cumulative and semester GPR is 2.00. In order for this provision to be met, at least six hours (half-time credits) must have been taken for the semester under consideration. In one limited circumstance, summer semester hours may be applied to this provision. In order for summer coursework to qualify toward a grade point ratio prior to election/appointment, at least six credit hours must have been taken during the course of either the full or two summer session(s).
 - b. For graduate level students the minimum cumulative and semester GPR is a 3.00 and for first professional students the minimum cumulative and semester GPR is 2.50. In order for this provision to be met, at least four hours (half-time credits) must have been taken for the semester under consideration. In one limited circumstance, summer semester hours may be applied to this provision. In order for summer coursework to qualify toward a grade point ratio prior to election/appointment, at least four credit hours must have been taken during the course of either the full or two summer session(s) unless fewer credits are required as they complete the final stages of their degree.
2. Be in good standing with the university and enrolled:
 - a. At least half time (six or more credit hours) if an undergraduate student (unless fewer credits are required to graduate in the spring and fall semesters) during the term of office. Students enrolled in the Blinn TEAM program are also eligible to hold an office, as long as the student is meeting all applicable Blinn TEAM requirements and is in good standing with the program.
 - b. At least half time (four or more credits), if a graduate level student (unless fewer credits are required in the final stages of their degree as defined by the Continuous Registration Requirement) during their term of office.
3. Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (A) and (B).

If an officer's or representative's cumulative or semester GPR falls below the levels stated above, that person must go through the GPR Exemption Application process. If the appeal is denied that person is removed from office, and an election must be held in order to instate a new officer. The elections process must begin within two weeks of his/her removal.

All presidential candidates are required to have been on the team a minimum of one academic semester (fall/spring) before running for President.

Section II – Duties of Officers

Officers are expected to uphold the Aggie Wrangler values. They are to hold each other accountable to ensure that their respective duties and tasks are complete. Officers are expected to communicate with the organization and public in a timely manner. Officers are required to meet with the advisor weekly or bi-weekly during the academic year depending on position.

Should an officer be removed or unable to fulfill their duties, the hierarchy of officers will take effect. An officer will act as an interim to the position until an election is held.

The hierarchy of officers is as follows:

- President
- Vice President
- Lessons Coordinator
- Public Relations Officer
- Secretary

President

General Responsibilities

- Leads meetings and practices
- Creates the agenda for the week before team meeting
- Held accountable for the team's reputation and safety
- Facilitates Tryouts
- Confirms that the event form on Maroon Link is completed on time by the Vice President to mitigate PREFF (Physical, Reputational, Emotional, Financial, Facilities) risks for matters related to the team such as retreats, workshops, boot camps, etc.
- Records all speeches in the event of a proxy vote and makes him/herself available to the absent team member to hear the speeches.
- Controls, updates and maintains the Team, New Member, Officer, and Alumni Listservs
- Maintains the officer and representative email passwords
- Responsible for making any decisions regarding extenuating circumstances at performances in conjunction with the officer team present (team members arriving late, etc.). If the President is not at the performance, the highest-ranking officer will make the decision.
- Responsible for planning and leading HATS with the president-elect
- Heads the Recruitment Board
- Meets with the advisor on a weekly basis during the academic year
- Maintains communication with the advisor throughout the summer

External Relations Responsibilities

- In charge of relations between the current team and Aggie Wrangler Alumni
- Maintains the record of known alumni contacts and Alumni Standing List
- Responsible for sending alumni and community members periodic updates in conjunction with the PR officer

- Contacts and communicates with alumni to facilitate the Reunion and other alumni events
- Responsible for maintaining good relations between the Aggie Wranglers and CARPOOL
- Maintains relations between the team and the Texas A&M Foundation

Vice President

General Responsibilities

- Responsible for purchasing equipment such as sound systems, iPods, Bootstack materials, etc. when they become out of date or are beyond repair
- Responsible for submitting the Travel Information Form for out-of-town performances, events, and activities
- Documents the event forms on Maroon Link on time for all performances, events, and activities
- Responsible for obtaining sponsorship opportunities.
- Meets with the advisor on a weekly basis during the academic year

Treasurer Responsibilities

- Collects dues from new members as stated in *Article XIII, Section III*.
- Submits receipts for reimbursements to the SOFC
- Deposits all donations into the Donation Account in the SOFC
- Responsible for general maintenance of the Aggie Wrangler Marketplace account as the Store Manager.
- Responsible for completing SOFC Audits
- Secures money for the organization when needed for events and travel
- Maintains an up-to-date ledger and budget and keeps members updated on the team's current financial status.
- Presents the team with an outline of the budget for major trips such as retreats and End-of-Year
- Keeps a form for members of the team and make sure that debts are reconciled by the end of the year
- Is the chair of the money-making committee

Health & Safety Responsibilities

- Responsible for keeping and maintaining the Wrangler Emergency Bag (WEB) and the mini-WEBS (First aid kits to be kept in each sound bag)
 - See the *Safety and Operations Manual* for a complete list of supplies to be kept in the WEB
- Responsible for ensuring all officers are First Aid and CPR certified or will become certified through team funding by the appropriate date
- Serve as a safety representative for the Technical Safety Consultant, and ensures all safety protocols are followed at Aggie Wrangler events
- Responsible for keeping up with insurance forms and all health and safety information for team members
- Will keep track of current team members' physicals, medical information forms, and injury reports

- Is NOT intended to be a replacement for healthcare services, but can serve as a minor first aid assistant for the team

Bootstack Responsibilities

- Responsible for building operations and maintenance.

Lessons Coordinator

General Responsibilities

- Acts as the primary decision maker in regard to lesson assignments based upon the feedback from the qualification/review board comprised of the Teaching Couple
- Responsible for making any decisions regarding extenuating circumstances at public or private lessons in conjunction with the officer team present
- In charge of enforcing discipline at lessons and ensuring that a professional atmosphere is cultivated.
- Responsible for canceling lessons on a case-by-case basis. See *Safety and Operations Manual* for detailed instructions
- Responsible for lessons advertisements. These tasks can be delegated to other members of the team including but not limited to: scheduling banner shifts, putting out the sandwich boards, and creating social media posts
- Has access to social media outlets including Facebook, Instagram, and Twitter, to make posts regarding lessons. Posts must be approved by the Public Relations Officer to make sure they are aligned with the Core Values of the organization, Texas A&M University, and the Aggie Wranglers Mission.
- Acquires the space for lessons, both private and public
- Ensures that each lesson has sound, lesson syllabi, accident/ incident report forms, and waivers
- Communicates with the Secretary for sound for private lessons
- Responsible for updating and tracking lessons sales via Marketplace, serving as Store Accountant.
- Responsible for keeping the website up to date with public lessons schedules
- Meets with the advisor on a bi-weekly basis during the academic year

Public Relations Officer

General Responsibilities

- Organizes team files and photographs in one location in the Dropbox in coordination with the Secretary
- Responsible for communicating and enforcing a respectability standard on individual team members' social media accounts.
- Meets with the advisor on a bi-weekly basis during the academic year

Performance Responsibilities

- Organizes a list of performance requests for weekly meetings
- Reveals the performance being requested at the time of signing up
- Reveals if there is any donation to the team from the performance
- Communicates 'made performances' to the team within 24 hours of the past meeting
- Manages performance requests through Wranglers Online
- Communicates with performance requestors

- Responsible for canceling performances on a case-by-case basis as outlined in *Safety and Operations Manual*
- Transfers performance details to the Secretary
- At a performance, the Public Relations Officer will directly address the contact and any media sources. If the Public Relations Officer is not present the highest-ranking officer at the performance will communicate with the contact.

Public Relations Responsibilities

- Manages the Aggie Wranglers website, including keeping up to date information of the team, activities, photos, current members, and contact information
- Responsible for social media of the Aggie Wranglers, including but not limited to: YouTube, Facebook, Twitter, and Instagram.
- Responsible for content posted to social media and on the official Aggie Wranglers website and ensure that the content is aligned with the Core Values of the organization, Texas A&M University, and the Aggie Wranglers Mission.
- Responsible for approving the Lessons Coordinators posts regarding lessons.
- Captures or delegates the capture of performances or events and encourages the team to do so
- Makes at least (1) update or posting to any of the Aggie Wranglers social media sites, or the official website a week during the Fall and Spring semesters
- Edits videos and pictures to maximize quality before posting to social media
- Receives training from the Wrangler Advisor to properly post content to social media and preserve the Aggie Wranglers image.
- Updates the advisor on recently posted media, and the direction the social media and website is going
- Keeps in communication with the Department of Information Technology for maintenance and updates to Wranglers Online

Secretary

General Responsibilities

- Responsible for updating the TWP and sending a basic weekly schedule with dates, times, uniforms, lessons, and other necessary information out to the team
- Keeps and distributes minutes of weekly team and officer meetings
- Keeps track of performance and private lesson attendance
- Determines the uniform worn at each performance, ensures team members adhere to uniform standards, and determines the action to be taken if a member does not adhere to the standards.
- Responsible for assigning drivers for performances and private lessons
- Responsible for assigning sound for performances and private lessons
- Organizes team files and photographs in one location in the Dropbox in coordination with the Public Relations Officer
- Maintains the sponsorship levels and works with the Vice President to ensure that team commitments to sponsors are fulfilled
- Records all major decisions reached by the team through the course of the year
- Keeps records to be passed to future teams. This includes but is not limited to: major performances, contacts, trips and significant changes to the Aggie Wranglers governing documents.
- Meets with the advisor on a bi-weekly basis during the academic year

Uniform & Apparel Responsibilities

- Coordinates purchases for uniforms and team merchandise
- Responsible for obtaining quote from the seamstress regarding the cost of uniforms
- Provides a deadline and holds the seamstress accountable for the completion of uniforms
- Ensures that uniforms are up to standard and acceptable for performances
- Contacts seamstress when issues with uniforms arise during the year
- Keeps track of team inventory including but not limited to uniforms, merchandise, advertising materials, etc.

Task Delegation

Officers have the ability to delegate some of their tasks to other team members if desired. In delegating a task, the officer acts as a supervisor to ensure that the task is completed. To effectively delegate a task, the representative must be aware of the task's progress and will offer assistance when a member needs help or their work is not satisfactory. The officer assumes the responsibility for the outcome of the task

Section III – Duties of Representatives

Representatives are expected to uphold the Aggie Wranglers values. Representatives are expected to communicate with the organization and public in a timely manner.

Representatives are required to meet with the organization advisor at least once a month during the fall and spring semesters.

The hierarchy of representatives is as follows:

- Membership Development Representative
- Teaching Couple
- Banquet Coordinator
- End-of-Year Coordinator
- Historian
- Bootstack Administration Representative
- Thank You Note Representative
- Banquet Coordinator-elect
- End-of-Year Coordinator-elect

Membership Development Representative

- Educates, counsels and mediates the team during his or her tenure
- Sits on the Hearing Board during disciplinary procedures.
- Educates the team on leadership, conflict resolution, risk management, and individual growth after a Strike Request.
- Acts as an unbiased and confidential source for team members to talk with, especially in the event of conflict with a fellow team member
- Is a buffer to diffuse volatile situations and help bring stability needed to resolve any issues, with the goal of avoiding infighting and division within the team.
- Does not require previous education on leadership and does have the option to bring in outside sources of information to present to the team

- Determines the goal or lesson of each session with guidance and recommendations from the President and Advisor
- Cannot be held at the same time as an officer position
- Must be filled every year

Teaching Couple

- Consists of two members of the team (one male and one female) who would qualify for full membership in the upcoming fall semester
- Must be available for all workshops and retreat over the summer
- An internship, job, or any other conflict that would distract from Teaching Couple activities are grounds for disqualification from consideration
- Advise the Lessons Coordinator on teaching assignments for lessons
- Can be held at the same time as an officer position
- Must be filled every year

Banquet Coordinator

- Works with officers to obtain personnel, equipment, location date, entertainment, and funding for Banquet
- Submits the event form on MaroonLink on time to mitigate PREFF (Physical, Reputational, Emotional, Financial, Facilities) risks with regard to Banquet
- Provides guidance and instruction to the Banquet Coordinator-elect
- Acts as final decision maker in all Banquet-related decisions
- This position will be transitioned from the Banquet Coordinator-elect
- Can be held at the same time as an officer position

Banquet Coordinator-elect

- Shadows and assists the current Banquet Coordinator as required
- Reports all actions to the current Banquet Coordinator
- Operates within limitations as outlined by the current Banquet Coordinator
- This position must be filled by a member who can fulfill a 1.5-year term (November to the following May) (1/2 year as Coordinator-elect, 1 year as coordinator)
- Can be held at the same time as an officer position

End-of-Year Coordinator

- Charged with planning the End-of-Year (EOY) trip
- Coordinates with advisor and Vice President for all financial matters related to EOY
- Submits the event form on Maroon Link on time to mitigate PREFF (Physical, Reputational, Emotional, Financial, Facilities) risks with regard to EOY
- Provides guidance and instruction to the End-of-Year Coordinator-elect
- Acts as final decision maker in all EOY-related decisions
- This position will be transitioned from the End-of-Year Coordinator-elect at the time of official transitions
- Can be held at the same time as an officer position

End-of-Year Coordinator-elect

- Shadows and assists the current End-of-Year Coordinator as required.
- Reports all actions to the current End-of-Year Coordinator
- Operates within limitations as outlined by the current End-of-Year Coordinator

- This position must be filled by a member who can fulfill a 1.5-year term (November to the following May) (1/2 year as Coordinator-elect, 1 year as coordinator)
- Can be held at the same time as an officer position

Historian

- Maintains a scrapbook beginning with tryouts of one year and extending through tryouts the following year
 - Scrapbook must be up to date by and on display at Reunion
- Will have a budget set by the Vice President
- Responsible for the slide shows and/or videos at Reunion
- Must be filled by a new member every year
- Can be held at the same time as an officer position

Bootstack Representative

- Assists the Vice President in maintaining the productivity and efficiency of the Bootstack at all times. To do this, responsibilities include, but are not limited to:
 - Restocking the Bootstack of necessary items in a timely fashion
 - Creating lists of potential necessary items
 - Creating schedules of restocking items
 - Assist in creating the Maintenance Schedule for each semester
 - Fill out SOFC forms as necessary
 - Weekly “walk-around” to check for maintenance issues
 - Assist in generating Bootstack activity reports for officer meetings
 - Other responsibilities deemed appropriate by the Vice President
- Some responsibilities will be more pertinent for different times of the year, and not all responsibilities may be asked of the Bootstack Admin Representative.
- The Bootstack Admin Representative will report directly to the Vice President, who will act as the supervisor.

Thank You Notes Representative

- Writes hand-written thank you notes on behalf of the team as assigned by the officers
- Preferably has good handwriting
- Ensure the team has appropriate stationary for thank you notes
- Thank you note recipients may include sponsors/donors, alumni who give their time/energy to the team, and people to thank from banquet

Task Delegation

Representatives have the ability to delegate some of their tasks if desired, with the exception of the Banquet Coordinator-elect and End-of-Year Coordinator-elect positions. In delegating a task, the representative acts as a supervisor to ensure that the task is completed. To effectively delegate a task, the officer must be aware of the task’s progress and will offer assistance when a member needs help or their work is not satisfactory. The representative assumes the responsibility for the outcome of the task. All Banquet and End-of-Year delegations must come directly from the current Coordinator.

Section IV – Duties of Task-Oriented Teams

These committees are non-compulsory, and may be formed or disbanded per the needs of the team.

Recruitment Board

In order to prioritize recruitment and hit the ground running at the beginning of the school year, there will be a small board composed of the President, Lessons Coordinator, and PR Officer. The board will be headed by the president, and the purpose is to coordinate the team's recruitment strategy.

The following tasks fall under the purview of this board:

- Keep track of current tryout couples, the classes that they have taken, and their status regarding tryouts
- Keep track of individuals who have expressed interest in joining the team
- Update and maintain the partnership search
- Coordinate recruitment events / socials
- Advertise the opportunity to join the team at performances, social media, Aggie Wrangler public and private dance lessons, organizational meetings, etc.
- Maintain a steady line of communication with tryout couples / those interested
- Ensure that the tryout portion of the website is updated and attractive to prospective members
- Compile and update a list of local active alumni in good standing who are willing to help with tryout couples and mock tryouts
- The guidance for meeting will be that this board meets every two weeks to discuss ideas and plans of action
- The Recruitment Board has the option to delegate tasks to other members as deemed appropriate

Money-Making Committee

In order to prioritize money made from fundraising and sponsorships, the Money-Making Committee will be the go-to people for these events. In the role of treasurer, the Vice President will head the money-making committee. The banquet coordinator and banquet coordinator-elect will automatically be members of this committee.

The following falls under the purview of the money-making committee:

- Organizing the auction / any other fundraising pertaining to banquet
- Working alongside CARPOOL for hosting any joint-fundraising events
- Writing thank you notes to sponsors / supporters of events that fall under their responsibility (such as the people/businesses who donate to a silent auction at banquet).
- Come up with creative ideas for other fundraising efforts
- The Money-Making Committee will be open to new members joining it at the first team meeting after school starts. Members will stay on the committee for the remainder of their time on the team unless they decide to leave.

Section V – Term of Office

Officers & Membership Development

Positions will officially transition after the completion of End-of-Year. In the incidence of a year without an End-of-Year Trip, officers and representatives will transition the day of Texas A&M Graduation. The term is one full year.

Banquet Coordinator & End-of-Year Coordinator

The newly elected Banquet and End-of-Year Coordinators will serve as Banquet Coordinator-elect and End-of-Year Coordinator-elect, reporting to the Banquet Coordinator and End-of-Year Coordinator, respectively. The term of office for the Coordinator-elect positions will begin immediately after their election and continue until the official transition after the completion of End-of-Year. After End-of-Year, the Coordinator-elect positions will become the Coordinators for the upcoming year.

In the incidence of a year without an End-of-Year Trip, the coordinators will transition the day of Texas A&M Graduation. The End-of-Year Coordinator will be elected at the same time as normal and all material from the current End-of-Year Coordinator will be transitioned before Texas A&M Graduation.

In the incidence of a year without Banquet, the Banquet Coordinator will be elected at the same time as normal and all material from the current Banquet Coordinator will be transitioned before End-of-Year (or Texas A&M graduation in the event that there is no End-of-Year).

Historian, Bootstack Representative, & Thank You Note Representative

The Historian, Bootstack Representative, and Thank You Note Representative hold office from day of election through the day of Texas A&M Spring Graduation. The term is one year.

Section VI – Election Timelines

Officers & Membership Development

- Week 1 – Nominations & Distribution of Applications
- Week 2 – Applications Due & Ballot Prepared
- Week 3 – Speeches & Voting
- Week 4 – Spring Break
- Week 5 – Shadowing begins

Banquet Coordinator & End-of-Year Coordinator

- Week 1 – Nominations & Distribution of Applications
- Week 2 – Applications Due & Ballot Prepared
- Week 3 – Speeches & Voting
- Week 4 – Thanksgiving
- Week 5 – Shadowing begins

Teaching Couple

- Week 1 – Nominations
- Week 2 – Voting
- Week 3 – Tryouts

Historian

- Ice Cream Social – Position and responsibilities explained
- Fundamentals Workshop – Nominations
- First Routine Workshop – Speeches & Voting

Bootstack Representative & Thank You Note Representative

- Ice Cream Social – Position and responsibilities explained
- Fundamentals Workshop – Nominations
- First Routine Workshop – Speeches & Voting

Section VII – Election Procedure

Application Preparation

One week prior to application distribution, the outgoing officers, with assistance from the Advisor, will prepare applications.

Nominations & Distribution of Applications

A member is required to receive an initial nomination from anyone on the team (including themselves) at which point they must receive support from 3 people (which includes the nominator) to complete the nomination and be placed on the ballot. Members are not limited to supporting more than one nomination. The application is distributed to each member nominated. Each member must be nominated for each position he/she wishes to run for.

Applications Due & Ballot Prepared

The applications are due to the Advisor and distributed to the team to read. The Advisor then prepares an election ballot. The election ballot is a list of all the offices and individuals who are eligible and willing to serve in the offices based on nominations and applications submitted. This ballot is then posted before the next regularly scheduled meeting when the election will take place. Outgoing officers will prepare copies of the ballot for elections before meeting.

Speeches & Voting

Members will not discuss individual candidates on election night.

Speeches and voting will occur for one office at a time in order of hierarchy in a rolling election process.

Each candidate will be allowed three minutes to make a relevant speech. The purpose of a speech is to present oneself to the team as he/she would to the public.

After every candidate for a single position has completed his or her speech, the team will hold a question-and-answer session. All candidates for the office to be elected will participate in the same question and answer session. A maximum of five questions will be asked to all candidates and each candidate will be given one minute to respond to each question. Questions should be pertinent to the position and can be waived by the President and/or Advisor if deemed too personal.

Following the speeches and question and answer session for each individual position, voting will occur under the following terms:

- The election ballot for the position is distributed to each member in attendance for voting.
- Each member votes for only one candidate on each ballot.
- The ballots are collected by the Advisor and tabulated immediately following the voting for each respective position.
- The candidate receiving a majority of the total membership's votes (>50%) wins the position.
- If no candidate receives a majority of the total membership's votes (>50%), the candidate receiving the least number of votes will be removed from the slate, and another vote will be taken with the remaining candidates. This procedure will continue until one candidate has a majority of the total membership's votes (>50%) or there is a tie.
- In the event of a tie, an additional question will be asked, and each remaining candidate will have one minute to respond, and then a re-vote will be taken. This procedure will continue until the tie has been broken.

An individual candidate (who is allowed to vote for themselves in an election), regardless of how many are running, must hold a majority (>50%) of the total membership's vote to win.

Under no circumstance will the distribution of election votes be released to any member of the team. When all positions have been voted and elected, the winners of each position are presented to the organization and recorded in the minutes. The election process is complete.

Voting Procedure for Member Running for a Position in Absentia

- Speeches should be presented by live stream if possible.
- If live stream is not possible, then the officer team will decide on how to approach it, and options will be discussed with the other candidates for the position before elections.

Proxy Voting

- In the event of an emergency or excused absence a member is *privileged* a proxy vote only if they have heard all candidate's speeches; these will be recorded. The President will record the speeches and make him/herself available to the absent member for hearing before voting.
- The absent member will be notified at the time votes open either via text or phone call for each position. The member must submit their vote within 5 minutes of that time to the Advisor. After the five-minute time has passed, the member has forfeited his/her

vote for that position. In the event of a proxy vote, the Advisor will contact the person and record his/her vote.

Section VIII – Electing Outside of Standard Election Cycle

In the event of a vacant position, a team member may contact the President and Advisor asking for applications to be distributed to all team members. The team will then follow an abridged election schedule.

- Week 1 – Nominations & Distribution of Applications
- Week 2 – Applications Due & Ballot Prepared
- Week 3 – Speeches & Voting, followed immediately by transitioning into position

All voting rules, disregarding those of the timeline, will be followed.

In the event that the End-of-Year Coordinator resigns, the position will be automatically transferred to the Public Relations Officer. In the event that the Banquet Coordinator resigns, the position will be automatically transferred to the Secretary.

In the event that the Banquet Coordinator-elect or End-of-Year Coordinator-elect resigns prior to official transitions after End-of-Year, an election will be held immediately to fill the position following the abridged election schedule above.

Section IX – Resignation from Position

Any officer or representative must give a written two-week notification of their intent to resign to the President or Advisor. This resignation should show intent to resign and reason for resignation. The process outlined in Section VIII – Electing Outside of Standard Election Cycle must be initiated within 2 weeks of the position vacancy to fill the position.

ARTICLE V – PERFORMANCES

Section I – Uniform Standards

Aggie Wranglers value both the safety of members and appearance while representing the organization and institution. It is with this in mind that each uniform consists of the following:

Each member will have one formal uniform and one informal uniform. Each uniform consists of the following:

Formal – Female

- Long black denim skirt covering or just at the top of boots
- Black bloomers
- Garter
- “Aggie Wranglers” long sleeve shirt
- Concho belt
- “Aggie Wranglers” Boots
- Light neutral colored bra

Formal – Male

- White Undershirt
- “Aggie Wranglers” white long sleeve shirt fully buttoned to the second button from the top
- Wrangler - 936WBK Men’s Slim Fit Black Jeans
- “Aggie Wranglers” Belt
- “Aggie Wranglers” Boots
- Catalena Hatter Hat – Custom 10X Fur Felt – Black

Informal – Female

- Short knee length blue denim skirt
- Navy blue bloomers
- “Aggie Wranglers” white sleeveless shirt
- Concho belt
- “Aggie Wranglers” Boots
- Light neutral colored bra

Informal - Male

- White undershirt
- “Aggie Wranglers” short sleeve shirt
- “Aggie Wranglers” Boots
- “Aggie Wranglers” Belt
- 1022 Two-toned Straw hat with a low crown and a black hat band
- Wrangler – 936 PWD Cowboy Cut Slim Fit Blue Denim

Refer to *Article XIII, Section III* for uniform payments and dues procedures.

Jewelry

No jewelry may be worn during practice, performances, or teaching unless covered and secured with medical tape, with the exception of the Aggie Ring.

Hair

Female: Must have their hair pulled back or pinned away from their face.

Male: Permitted to have facial hair but it must be well kempt and groomed, otherwise clean-shaven. Any unkempt, ragged, or excessively long hair is prohibited. Hair will not touch the ear or collar and must be groomed so that it does not protrude to the eyebrows.

Make up

Females must attend performances wearing the following: foundation, blush, brown/black mascara, neutral shades of eye shadow (pink, gold, brown, or black), and red lip stain (no skin tone colors).

Shirt Standards

Shirts should be laundered, ironed neatly, and preferably starched if possible.

Tattoos

The officer team can require the covering of any visible tattoos. While making the judgement of the covering of tattoos the officer team will consider the audience, scale of performance, location and how the organization's reputation is perceived by the event. The team defines tattoos as, "Permanent markings that are difficult to reverse (in terms of financial cost, discomfort, and effectiveness of removal techniques)." The following tattoos are prohibited and are prejudicial to the good of the team's reputation and the reputation of Texas A&M University:

1. **Extremist.** Those affiliated with, depicting or symbolizing extremist philosophies, organizations or activities. Extremist philosophies, organizations and activities are those which advocate racial, gender, or ethnic hatred or intolerance; advocate, create, or engage in illegal discrimination based on race, color, gender, ethnicity, religion or national origin; or advocate violence or other unlawful means of depriving individual rights under the U.S. Constitution and Federal or State law.
2. **Indecent.** Indecent tattoos or brands are those that are grossly offensive to modesty, decency, propriety, or professionalism.
3. **Sexist.** Sexist tattoos or brands are those that advocate a philosophy that degrades or demeans a person based on gender.
4. **Racist.** Racist tattoos or brands are those that advocate a philosophy that degrades or demeans a person based on race, ethnicity, or national origin.
5. **Placement.** The placement of tattoos will not be above the collar or below the cuff of either formal or informal uniforms. This includes but is not limited to hand, finger, neck, face, ear, eye or legs.

This policy is applicable to previous or future tattoos that may be acquired.

The Aggie Wranglers will be referencing Army Regulation (AR) 670-1 section 3-3 subsections a-c as the basic guidelines for the team's tattoo policy.

Section II – Performance Considerations

Performances are made with all of the following considerations:

- Purpose of the performance
- Logistics for travel
- Requested time of performance
- Number of couples able to attend

- Safety of the venue
- Financial impact on the team
- Other performances

Every performance will be handled on a first come first serve basis.

A performance will not be cancelled if another performance is requested at a later date for the same time. If the Public Relations Officer determines that there are enough couples already attending the first performance to split the group, both performances may make. If there is disagreement on who will attend each performance, a tryout will occur, and the couples determined to have the best dancing proficiency will have the opportunity to select which performance they would like to attend. Tryouts will be judged through vote by the entire team, where no couple may vote for themselves. Only couples signed up for the first performance may tryout.

In the event of a limited opportunity performance (a performance where only certain number of couples may attend, and/or travel is involved and/or may have high profile individuals in attendance), there will be a tryout for the performance. Tryouts will be judged through vote by the entire team, where no couple may vote for themselves.

Section III – Performance Requirements

Members who are attending a performance must abide by the following regulations:

- Arrive at the location an hour before the performance time is set, unless otherwise stated in the “This Week’s Performances” or “TWP”.
- For a performance that requires travel, if any members plan to drive separately, it is their responsibility to inform the Secretary at least two days in advance and fill out their own Travel Information Form.
- The Vice President is responsible for filling out Travel Information Forms for out-of-town performances and getting the “WEB” to performances.
- Arrive in the assigned full uniform, unless specified ahead of time in the TWP.
- The Public Relations Officer, or the highest-ranking member present, will get in communication with the contact for the performance prior to and at the performance in order to gather details.
- A member who is assigned to bring the sound bag is in charge of setting up the sound for the performance.
- Warm up jitterbug moves and routines that will be performed in the waiting area. Members must not warm up on stage (excluding running lines) unless the performance space has no audience members present or the warmup area is not sufficient.
- Guys will run lines twice before the performance, generally the first time 45 minutes before the performance time and the second time 15 minutes before.
- The highest-ranking officer decides what routines will be run.
- Get moves temporarily performable for the performance at hand from the officer’s present (unless already approved).

- Practice clean language and behavior at all times, before, during, and after the performance at the performance site.
- If a member is past 5 minutes late, the couple loses solo priority.
- If a member is past 30 minutes late, the officers present will have a vote to see if they are allowed to perform.
- It is the responsibility of the couple looking for another move to ask what jitterbug moves are being performed by members at a performance.

ARTICLE VI – ROUTINES

The basis of all dancing that is performed in public is the choreographed routines. These routines can be created or removed according to the following procedures. The team must hold a minimum of **four** different routines at all times. Additional routines can be held in excess of four.

Section I – Proposal of New Routines

Any member may propose a new song to the team in order to commission a new routine. The song must attain a supermajority vote (>66%) to be commissioned for a new routine. Once commissioned, the member who proposed the routine will be charged with creation and oversight of work on the routine. The member, and his/her partner, can recruit up to three additional couples to help with the creation of the routine.

Once 8 weeks of work has passed or a final draft is ready, the new routine must be presented to the team for voting. If the routine has a supermajority approval (>66%) from all voting members at that time, the new routine will be taught to the team in accordance to a schedule proposed by the officer team. Once the schedule has been completed, the team will undergo a performability tryout judged by the Officer Team. If the new routine is deemed performable, it will be added to the team's list of performable routines.

Section II – Removal of Routines

Any member may make a motion that a routine be removed from the team's list of performable routines. The issue must be voted upon, and the routine in question can only be removed by a supermajority vote (>66%).

ARTICLE VII – END-OF-YEAR (EOY)

Section I – Purpose

- To spread our love for country and western dance through performing
- To have a cultural exchange between us and our audiences through performances and teachings
- To spread Aggie Traditions and be good ambassadors for Texas A&M University
- To select locations where pre-planned events are happening (ex: festivals, large events) where the team can maximize publicity and reach a large audience.

Section II – Eligibility Requirements

Each member will be required to pay a minimum of 10% out-of-pocket towards their EOY expense. Funds for the EOY trip will come from earnings from lessons throughout the year.

The planning of EOY and payments is as follows:

- The EOY trip must be planned and budgeted no later than March 1st
- Team members’ performance percentages for calculating EOY trip payments will be calculated at the start of Spring Break.

The following chart shows the percentages of the trip that will be paid for by each member and by the organization, based on the percentage of performances made.

<u>Active member's</u> performance percentage at spring break	25 – 39 %	40 – 49 %	50-59 %	60-69 %	70-79 %	80-89 %	90-100 %
Team pays:	30 %	40 %	50 %	60 %	70 %	80 %	90 %
Member pays:	70 %	60 %	50 %	40 %	30 %	20 %	10 %

<u>Inactive member's</u> performance percentage at spring break	25 – 39 %	40 – 59 %	60 – 79 %	80 – 100 %
Team pays:	0 %	10 %	20 %	30 %
Member pays:	100 %	90 %	80 %	70 %

Section III – Performance Requirements

EOY must have performances at an event that is happening at the location, for example a festival or event. The minimum number of performances for an EOY trip must equate to the number of full days on the trip (excluding travel days).

Section IV – Disciplinary Procedures

If a returning member commits an action warranting a Strike Request while on EOY, the officers and Advisor will decide whether the member will be sent home at their own expense.

If a non-returning member commits an action warranting a Strike Request while on EOY, the officers and Advisor will decide whether the member will be sent home at their own expense. Additionally, the actions of the non-returning member may result in their Alumni status being listed as Active Alumni – Bad Standing as outlined in Article XVI – Alumni.

Returning members actions' on EOY will be handled by the standard disciplinary procedures when they return. This will be handled by the newly elected officers. A sanction may also include being sent home at one's own expense.

ARTICLE VIII – LESSONS

Section I – Lessons Roles & Responsibilities

General Behavior and Rules

- All behavioral policies applicable to performances or other events are applicable to lessons.
- Instructors and assistants should distribute their time helping couples in classes evenly to avoid favoritism and to ensure that everyone has the opportunity to be helped.
- Instructors and assistants will be professional, encouraging, and friendly around participants. Instructors and assistants will not stand with crossed arms, lean on walls or furniture, and are not required to stand at attention.
- Instructors and assistants will not touch participants without first gaining consent.
- “Trial by choice” will be emphasized for jitterbug moves.
- Team members are not permitted to attempt jitterbug moves with non-team members.
- Jitterbug moves may only be demonstrated if they are being taught.

Instructors

- Instructors must be prepared and well versed in the teaching of their class.
- Lessons instructors are in charge of the class.
- Instructors are responsible for the timing of the class and will cover all lessons material in the allotted time, include practice time with music, and will add combos at the end of the class if time allows.
- Instructors will direct their assistants to help as needed.
- Safety infractions, poor performability of moves, or poor teaching technique may result in the Lessons Coordinator requiring a secondary demonstration of teaching skills prior to returning to teaching.

Assistants

- Assistants serve as supplemental instructors and will fulfill any requests made by the instructors for the duration of the lesson.
- Assistants are responsible for sign in, setting up sound, catching couples up before class, as well as other duties that might present themselves.
- If an instructor is speaking, assistants will be silent until the instructor finishes.
- Assistants will only participate along with the class during “try it together” unless otherwise directed by instructors.
- Assistants will not correct instructors in front of participants; if there is an issue or concern the assistants will speak with the instructors while a song is playing or phrase it as a clarifying question.

Lessons Coordinator

- The Lessons Coordinator will serve as the point of contact for any questions from team members or lessons participants that do not directly pertain to lessons material taught by the instructors.

Section II – Public Lessons

Team Availability

- Team members will provide the Lessons Coordinator with their semester schedule prior to each semester.
- Public Lessons are not optional; valid excuses include class and work, and documentation must be sent to the Lessons Coordinator.

Instructor Requirements

- Instructors must be performable.
- Instructors must have assisted at least two sessions of a single class in order to qualify to teach that class (the Officer Team has the authority to bypass this in special circumstances)
- Instructors must have taught the “1” level class prior to teaching the “2” level class (the Officer Team has the authority to bypass this in special circumstances)
- Instructors must have all moves taught in the class safety approved and performable prior to being assigned to teach the class (the Officer Team has the authority to bypass this in special circumstances, but the moves must be safety approved and performable prior to teaching the moves)
- Instructors must demonstrate teaching ability to Lessons Coordinator prior to their first time teaching a particular class.
- Instructors are responsible for the presence and safe keeping of their lessons binder at all lessons.

Attire

- Lessons instructors and assistants will wear blue jeans, belt, boots, nametag, and any Aggie Wranglers shirt tucked in. Hats are optional but will be worn forwards. Instructors must wear matching instructor shirts.
- When dressing for themes, instructors and assistants may wear alternate shirts tucked in but will still wear blue jeans, belt, boots, and nametag.
- Alternate attire must be jitterbug-safe and appropriate to represent our values.
- Instructors and assistants will wear a maroon shirt for the final week of lessons.

Arrival to Lessons

- All members assigned to teach or assist a class must arrive at least 30 minutes prior to the lesson start time unless the Lessons Coordinator has approved their absence or tardiness. Unapproved tardiness or absence warrants a Strike Request.
- The Lessons Coordinator, or in their absence the highest-ranking officer at the lesson, will ensure there are an appropriate amount of assistants assigned to liability waivers (first week), check in, and talking to/reviewing previous material with lessons participants.

Lessons Opening

- Instructors will cover exit locations, closed-toe shoe requirement, invitation to bring water to class and/or step away to use a water fountain, and ask participants to remove jewelry with the exception of an Aggie Ring.

- Instructors will ask participants to “please refrain from recording any audio or video during instruction, but we are happy to video you trying a move.”
- Instructors will explain teaching strategy “guy explains, girl explains, try it together”.
- Instructors briefly review material from previous lesson, if applicable

Lessons Closing

- Instructors remind participants to wear closed-toe shoes and bring water.
- Instructors remind men to wear jeans and belts for next lesson when applicable in Jitterbug classes.
- Instructors facilitate themes vote with “whoop” voting.
- Instructors remind participants that the team is available 30 minutes prior to the lesson for review.
- Instructors promote PR shirts and next session of lessons.
- Assistants pass out one syllabus per couple.

Class Specifics

- Country & Western 1 & 2
 - Instructors demonstrate and explain facing the class.
 - Instructors “try it together” facing the front.
 - Assistants are positioned in the back of the class and face the front.
- Jitterbug 1 & 2
 - Instructors demonstrate and explain and “try it together” facing the class.
 - Assistants are positioned in the front of the class and face the front.

Section III – Private Lessons

Team Availability

- Private Lessons are optional.
- The Lessons Coordinator will collect team availability for Private Lessons, but no excuses are necessary to not attend.

Instructor Requirements

- Instructors must be performable.
- Instructors must have all moves taught in the class safety approved and performable.
- Instructors are responsible for the Private Lessons binder the week of the private lesson. If there are multiple Private Lessons with different instructors in one week, the instructors will facilitate the binder hand-off. The binder will be returned to the Lessons Coordinator at the next team meeting.

Attire

- Lessons instructors and assistants will wear blue jeans, belt, boots, nametag, and any Aggie Wranglers shirt tucked in. Hats are optional but will be worn forwards.
- Instructors must wear matching instructor or PR shirts.

Arrival

- For in-town private lessons, instructors and assistants will arrive 20 minutes prior to the lesson start time.

- For out-of-town private lessons, instructors and assistants will arrive 45 minutes prior to the lesson start time.
- If a performance is requested in addition to a private lesson, arrival time is the standard 1 hour prior to lesson or performance time.
- For groups with 20 couples or less, the instructors and assistants will collect liability waivers prior to the lesson.
- For groups with more than 20 couples, liability waivers will not be collected unless otherwise noted by Lessons Coordinator and/or Officer Team.

Payment Collection

- For Private Lessons with cash or check transactions, the instructors will collect payment and sign it into the Private Lessons binder money bag, noting the amount. This money may only be signed out by the Lessons Coordinator or Vice President.

Modifications

- During a Private Lesson, if participants are struggling with a move, do not teach something that builds on the base move or is more difficult.
- Moves may be modified in Private Lessons to accommodate participants. For example, if Seal the Deal is too difficult, the instructors may teach turning into the Seal the Deal position from Dance Frame.

ARTICLE IX – DANCING RESTRICTIONS

Section I – Medical Leave

- All members will sign a physical condition disclosure form. This is to inform the team of pre-existing injuries.
- Injured members are not allowed to practice, perform, or teach until physically capable. The injured member must still attend all meetings, practices, performances, and lessons to remain an Active Member as defined in *Article II, Section IV*.
- Because no one can identify when a person is back to good health, a member with an injury requiring a doctor's visit must also produce a doctor's note saying when they may return to dancing. If the doctor requires a second visit or check-up, the member may not perform until this has been completed and the doctor has given written approval.
- For use of team insurance, the injury must have occurred on time with the team, however, the medical leave applies to all injuries.

Section II – Performance Probation

Performance probation is defined as a couple being prohibited from performing due to not meeting the standards of dancing proficiency set by the officer team.

- Any member bringing up a couple for performance probation must submit a formal complaint of incidences and will submit it anonymously to the officers.
- The couple will dance regularly at practice and during the next week, officers will watch the couple at performances to determine if the incidences are valid.
- At the next officer meeting, officers will vote if the couple needs to be placed on dancing probation.
- When a couple believes they are ready to perform the routines that they were brought up for, they will perform in front of the officers at a practice.
- If the accused person is put on performance probation, they must still attend the performances they have signed up for and still continue to sign up for at least the minimum number of required performances. The offender will still be required to attend all meetings, practices and team functions.

Section III – Jitterbug Probation

- Any member may bring up an incident regarding jitterbug in a formal written complaint to the officers, including but not limited to same-sex jitterbug.
- The officers will send a report to the Technical Safety Consultant.
- Officers can decide if the infraction is serious enough to immediately revoke the move and have the Technical Safety Consultant re-check for safety
- For a second complaint, the move is automatically revoked, and the Technical Safety Consultant must re-check the safety of the move.

- Once a move has been re-approved for safety by the Technical Safety Consultant, the couple must then pass the move through an officer team vote for performability

ARTICLE X – BEHAVIOR EXPECTATIONS

The purpose of this article is to protect and preserve the image of the Aggie Wranglers, follow the core values of both Texas A&M and the Aggie Wranglers, and to positively represent Texas A&M University.

Members are expected to abide by all Federal, State, and local laws, University Student Rules, and the Aggie Wrangler core values and mission. Conduct blatantly in opposition to these expectations warrants a Strike Request.

Members may, at any time, be recognized for their membership in the Aggie Wranglers organization. Given the public status of our organization and fact that the Wranglers are recognizable even when out of uniform, members of this team are expected to uphold Texas A&M and Aggie Wranglers core values at all times.

“Wrangler time” is defined as the gathering of 1 or more Wranglers acting in a formal capacity of the Aggie Wranglers organization. This includes but is not limited to: working with tryout couples, bannering, practicing, etc.

When in public, team members are always representatives of this organization, even if not at a formal Aggie Wranglers event. In light of this, team members agree to abide by the following behavioral expectations for at least the duration of their time on the team.

Section I – Alcohol

No member may break Federal, State, or local laws regarding alcohol purchase or consumption (including but not limited to: purchasing alcohol for those underage, drinking underage, and drinking and driving).

When a performance or private lesson has been scheduled where alcohol is present, no member is allowed to drink at the performance/lesson location, even if he/she changes clothes.

Team members are not permitted to consume alcohol within 12 hours prior of an official Aggie Wrangler event including practice, dance lessons, performances, etc.

Under no circumstance will any member purchase or consume alcohol while wearing a performance uniform, team exclusive apparel item, or publicly available PR apparel. The only Wrangler apparel that may be worn while purchasing or consuming alcohol are the Aggie Wranglers boots, the Aggie Wranglers belt, the Aggie Wranglers baseball cap, and cowboy hats.

No member may wear a performance uniform or team exclusive apparel item to an establishment with a 51% sign with the exception of a performance. The only Wrangler apparel that may be worn at a 51% establishment are the Aggie Wranglers boots, the Aggie Wranglers belt, the Aggie Wranglers baseball cap, and cowboy hats. Publicly available PR

apparel may be worn to a 51% establishment, but alcohol may not be consumed while wearing PR. A 51% sign near the entrance of an establishment designates this as shown below.



The violation of any of the above rules warrants a Strike Request.

Section II – Hurricane Harry’s

Hurricane Harry’s is a dance hall and bar in College Station frequented by current Aggie Wranglers, Aggie Wrangler alumni, and Aggie Wrangler tryout couples. Aggie Wranglers perform at Hurricane Harry’s several times per year and have previously taught lessons there. Given the close association between Hurricane Harry’s and the Aggie Wranglers, special care will be taken by members of the current team to maintain the reputation of the Aggie Wranglers while present at this venue.

Given that Hurricane Harry’s is a 51% establishment and alcohol is available for purchase, the rules outlined in Section I of this article will apply.

Additionally, due to the common presence of tryout couples at Hurricane Harry’s, all members of legal drinking age will maintain a professional behavior if they choose to consume alcohol. If team members are dancing with and/or interacting directly with tryout couples then they will be expected to not consume alcohol during the time of the interaction.

Between the date of the first mock tryouts and tryouts, team members will not consume alcohol at Harry’s on Thursday nights due to tryout couples being invited to join the team at Hurricane Harry’s on Thursday nights during that time period.

Members of legal drinking age who act in a drunk, disruptive, disorderly, or otherwise careless manner that **negatively impacts the reputation of the organization** will be in violation of the Aggie Wrangler Behavior Expectations and this conduct warrants a Strike Request for harm to the organization’s reputation.

No current team member should ever attempt any jitterbug moves at Hurricane Harry's outside of a performance or lessons setting.

Section III – Jitterbug Expectations

Two current team members may attempt any jitterbug moves with one another in private. Two current team members may perform any jitterbug moves with one another if both members have the moves safety approved with the Technical Safety Consultant and performable as judged by the current team.

A current team member and an alumnus may attempt any jitterbug moves with one another in private. A current team member and an alumnus may perform any jitterbug moves with one another if both members have/had the moves safety approved with the Technical Safety Consultant and performable as judged by the current team.

A current team member and a tryout guy/girl may not attempt any jitterbug moves together unless the tryout guy/girl is being picked up by a current member. In that situation, the pickup may only attempt jitterbug moves with the person who is picking them up. The only jitterbug moves that may be attempted are those taught in Jitterbug 1, Jitterbug 2, or Advanced Lessons.

A current team member and a non-member/non-tryout guy or girl may only attempt jitterbug moves that are taught in Jitterbug 1, Jitterbug 2, or Advanced Lessons. These moves may not be done in a public setting, including public lessons, unless permission has been granted by both the Technical Safety Consultant and the Officer Team.

If jitterbug moves are being taught for the first time, the class material must be paid in coordination with the Lessons Coordinator or Vice President.

Section IV – Social Media

Individual team members are expected to maintain respectable social media platforms that do not conflict with the Aggie Wrangler mission and values.

Any member under the legal drinking age should not post photos containing alcohol. No member should post photos containing illicit drugs. No member should post photos containing both alcohol and team-only or public apparel, no matter the member's age or who physically possesses the alcohol in the image.

A social media post that may be in violation of these expectations should be reviewed by the Aggie Wrangler PR officer to determine the appropriateness of the post and to ensure the reputation of the Aggie Wranglers is not at risk from said post. The PR officer may consider, but is not limited to, the following criteria: the age of the individual, the action taken in the photo, presence of Aggie Wrangler apparel, and any inappropriate or suggestive messages/innuendos.

Current team members may only post photos of **performable** jitterbug moves with one another and with Active Alumni – Good Standing. If this rule is violated, the PR officer may ask that the post be removed.

If the PR officer requests a post be removed from an individual's account and the member does not comply, a Strike Request is warranted.

Section V – Interaction with Tryout Couples

Current team members are expected to maintain a professional relationship with tryout couples from the first introduction through the day of tryouts. Current team members are encouraged to work with tryout couples up until 2 weeks prior to the tryout date. During these interactions, current team members are to be encouraging but must not make any promises regarding the outcome of tryouts. Current team members may encourage tryout couples to maintain a professional attitude around team members but should not indicate that tryout couples are being observed throughout the time leading up to tryouts.

Any current team interactions with tryout couples are regarded as Wrangler time and should be in a professional manner as previously stated. These interactions should serve the sole purpose of preparing the tryout couple for tryouts and to further get to know their character and their partnership. Immense amounts of interactions outside of normal tryout practice may be seen as inappropriate.

In the event of extenuating circumstances relating to personal relationships with tryout people (examples include but are not limited to: being in the same classes, knowing them from childhood, pick-up situations, etc.) the personal relationship should be communicated to the officer team for better understanding of the situation. The officer team may then communicate any safeguards for the relationship to protect the integrity of the tryout process, image of the team, and professionalism that should characterize the relationship between prospective team members and the current team. The purpose of contacting the officer team is to create an open line of communication, and for expectations to be clearly communicated so that everyone is on the same page with respect to tryout couple interactions.

Internal Aggie Wrangler conflicts, disciplinary situations, or faults of individuals on the team should not be discussed with prospective tryout individuals. Current team members and alumni are encouraged to share what being on the team looks like, but the Aggie Wranglers as a team or individuals on the team should never be referred to in a negative manner. If prospective tryouts participants have not yet taken public lessons, they are able to pay for the material to be individually taught to them by current team members. The price is in line with the charge for public lessons. If someone has already paid for a lesson, but their partner has not, then only their partner will have to pay for their half of the material. It is up to the discretion of the Lessons Coordinator as to who is approved to teach the lessons to tryout couples, but it is generally restricted to team members who are approved to teach the public lesson for that class.

Especially closer to the tryout date, the team's image and reputation is on display if any current team member is at Hurricane Harry's. Tryout couples are encouraged to come out

and dance with the current team at Hurricane Harry's. The team should be open to any requests from tryout couples to dance and be professional and welcoming in their conversations and interactions. Under no circumstances will alcohol be used for the purpose of recruitment. Team members will not buy or accept alcohol for or from prospective tryout participants, even if both individuals are of legal age.

Aggie Wrangler Alumni – Good Standing are invited to engage in tryout preparations with all tryout couples. Aggie Wrangler alumni are expected to maintain a professional relationship with tryout couples from the first introduction through the day of tryouts. Following tryouts, alumni are expected to maintain a professional relationship with all those tryout couples who do not make the team. Acceptable alumni behavior is outlined in *Article XVI, Section II*, and alumni who violate the *Aggie Wrangler Alumni Code of Conduct* may be in jeopardy of being listed as Active Alumni – Bad Standing.

A violation of this section warrants a Strike Request.

Section VI – Tryouts

During the tryout deliberation process, team members should center the discussion on the Aggie Wranglers' mission statement and core values of commitment, humility, integrity, respect, and partnership. Team members should challenge one another to explain how a tryout couple does or does not exemplify the team's mission statement and values and why an individual would or would not be a good representative of the team.

Following tryouts, the conversations had during deliberations will **never** be discussed again. A violation of this rule warrants a Strike Request.

Section VII – Miscellaneous

Under no circumstances are team members allowed to gamble in uniform or team-only apparel. If the team is present at an event with gambling, a member may change out of uniform or team-only apparel to participate.

In consultation with the officer team and advisors, further behavioral expectations may be communicated to the team by the President. Team members will be bound by these expectations, and the violation of any expectations outlined in this article warrants a Strike Request.

ARTICLE XI – DISCIPLINARY PROCEDURES

Section I – Strike System

All team members are subject to the below disciplinary procedures.

Strike Request

Upon the action of a team member that is unbecoming to an Aggie Wrangler and/or is in conflict with the Aggie Wrangler core values or any Aggie Wranglers governing documents, a team member may file a Strike Request form. The form will ask for the name of the offending member(s), the facts of the incident, any other witnesses to the event, and any additional relevant information. The Strike Request form is on MaroonLink and is not an anonymous submission to the Hearing Board. This form will initiate the disciplinary process but does not guarantee the result of a strike marked on the offending member's record.

Witnesses

The submitter of the strike request may list potential witnesses who also witnessed the incident. The accused member may also list potential witnesses who could testify for their actions. An email, found in *Exhibit C*, will be sent to any witnesses listed from the strike request submitter or the accused member. If a witness wishes to respond, they must respond with the email found in *Exhibit D* within the time frame listed below in this section under *Time Frame*. If the witness(es) do(es) not respond within the designated time, the witness statements will not be considered by the Hearing Board.

If the witness wishes to respond, the statement will also be included in the public record of the hearing board with the name of the witness redacted.

Procedures for a Submitted Strike Request

Once the Strike Request is submitted, the President will process the request. If the President is the subject of the strike request, the Vice President will process the request. This processing will include an email that is sent to the offending member, and that email will include the Strike Request form and the date of a hearing for the strike request to be seen.

The email will follow the template found in *Exhibit A*.

Upon receipt of the email, the subject of the strike request will then have 72 hours to respond in written form with their side of the situation; whether they agree or disagree that their action(s) constitute a strike, and any other information that they desire the members in the hearing to consider (which can include witness statements). A template for this response of the accused member may be found in *Exhibit B*. If there is no response, the hearing board will still convene as previously scheduled.

Hearing Board

On the designated date (often either after practice or at an officer meeting), the hearing board will convene to discuss the legitimacy of the strike request and determine if any further

actions should take place. The hearing board will consist of the Officer Team, Membership Development Representative, and a team member chosen at random. The random member will be chosen by putting the names of all eligible members into a random name generator. The accused member is not eligible to sit on the board. In the event an officer is accused, one additional random member will be on the board to replace the accused officer. The randomly chosen member cannot be the same member until all general (non-officers) members have participated on the board.

The accused member has the option to appear and make a verbal case for themselves. They will have 5 minutes to defend themselves followed by fielding any questions from the board. After this time, they will be asked to leave the premises.

The board will follow the general procedures as outlined in *Exhibit F*.

Board Decision

If the board does not administer a strike, a record of the hearing will still be documented. Even if the board does not deem it necessary to place a warning or a strike on the team member's record, the board may still find it pertinent to require a specific course of action as an outcome of the strike request and subsequent board hearing. This sort of further action can only occur once for a member. Contrarily, the board may deem no action is needed at all, aside from documenting the hearing.

If the board administers a warning, a warning will be placed on the accused member's record and this team member may not receive another warning. If a member already has a warning, the accused member will receive a strike.

If the board administers a strike, the strike will be placed on the accused member's record without contest. The public report will be created and made accessible to team members.

If a strike is rendered, it is the responsibility of the members of the board to suggest a sanction. A sanction must be approved by a majority vote (>50%). The minimum severity of a sanction is notification to the team. The maximum severity of a sanction is 3 months suspension.

If the Hearing Board believes removal from team is necessary, and the member would not be receiving their 3rd strike, then the Board will send the accused member to the Removal from Team process. The Board will draft a document outlining why they believe the accused member should be removed. The Membership Development Representative will take this document and begin the *Removal from Team* process as outlined in *Section III*.

At the conclusion of the Hearing Board, the President (or Vice President if the President is accused) will send an email to the accused member with the outcome of the hearing following *Exhibit E*. The individual votes of the hearing board will not be made public.

Upon the conclusion of the hearing, the Hearing Board will make the information public record summarizing the decision made and the reasoning for the decision. This information

will be made aware to the team on a document that is accessible to all team members (such as a sheet on a shared google drive). When the decision is made public to the team, the person who filed the strike request will not be made public to the team.

Every type of board decision will be subject to the public documentation listed above.

Warnings & Strikes

A team member may receive 1 warning within their time on the team. After this warning, the team member will receive strikes for team infractions. If a team member receives 3 strikes, the team member will be automatically removed from the team.

If an officer receives 2 strikes, they will be automatically removed from their officer position. Being removed from office due to strikes does not deem that officer ineligible to run for future office vacancies, including the office they were immediately removed from. The respective officer position will be filled in a timely manner following the standard voting procedures listed in the constitution.

Upon the completion of a year, 1 strike will be removed from the team member's current count. All strikes will remain on the member's record for documentation purposes. A strike may only be expunged upon the completion of another year on the team. A warning may never be expunged.

The hearing procedures where the administration of the third strike is possible will be the same as any other hearing. However, if that 3rd strike is administered, the sanction is automatic removal from the team.

Time Frame

During the normal school semester (Spring/Fall), the discipline process will be concluded within 2 weeks. The timeline for the procedure is outlined below.

- Day 0: Strike Request submitted
- Within 36 hours: Strike Request sent by president to the accused member(s) and cc advisor, officer team, membership development, and extra board member. The hearing date will be decided within this email and will be within 2 weeks of the strike request (unless this is impossible due to an extended school break).
- Within 72 hours of the email: Accused member will have the opportunity to either accept or respond in writing. The accused member can concede that the action happened and also explain why they believe it should not count as a strike.
- Within 36 hours of finding witnesses: The President (or VP) will send an email to find their testimony.
- Up to 48 hours prior to the start of the Hearing Board: Witness testimonies must be turned in to President (or VP). This ensures true recollection of the events that occurred.
- Board will meet as determined by the date listed in the President (or VP) email.
- Immediately after Hearing Board decision: Record will be made public.

Exhibit A

Below is the template for the email from the President to the accused member. Copy and paste this draft in your email to the accused member. Change the bolded portions to match the specific Strike Request.

Howdy **[Name of accused]**,

A strike request was recently submitted pertaining to an incident on **[Day, MM/DD/YYYY]** The strike request is attached to this email. In line with the Aggie Wrangler Constitution, you have until **[Day, MM/DD/YYYY, at Time AM/PM – this date should be three days following day this email is sent]** to respond to the strike request, if you choose to respond. You can either accept responsibility or not accept responsibility and can add any relevant information from your side of the situation. If you choose not to respond, it will not be assumed that you accept the charges; however, your side will not be presented in the hearing.

The strike board hearing will be held on **[Day, MM/DD/YYYY, at Time AM/PM]**. You will receive a decision after the conclusion of the hearing.

Please inform me on your decision to speak at the Hearing Board on your own behalf.

Please see *Article X, Section I*, of the Aggie Wrangler Constitution if you have any questions about the process and reach out to me if you have further questions.

Sincerely,

Exhibit B

Below is the template for the response of the accused member. Copy and paste this draft in your email back to the president. Change the bolded portions and respond in the appropriate areas. Information in brackets will help guide your response; please delete this information once the response is completed.

Howdy,

I, **[Name]**, **[accept / do not accept]** responsibility for the strike request and **[will / will not]** speak on my own behalf at the Hearing Board.

My response to the strike request is as follows: **[Explain your side of the story and respond to the strike request. This will be considered in the hearing.]**

Witnesses of my actions are listed below:

[List here]

I understand the date of the hearing board will be **[date found in Strike Request email from President]**, and I **[do / do not]** plan on speaking at the hearing board. I understand that if I am late to the designated time of the hearing board I will not be asked to speak.

Sincerely,

Exhibit C

Below is the template for the President to send to any listed witness. Change the bolded portions to reflect the current strike request.

Howdy **[Witness Name]**,

You were listed as a witness for a recent strike request submitted against **[Name of accused member]** on **[Date of incident]**. If you wish, please respond to this email using the template found in *Exhibit D* of the Strike Request Discipline procedures. You have the option to not respond if you do not wish.

If you do respond, the Hearing Board will consider your testimony, and it will be included (redacted of name) in the public record after the Hearing Board's decision.

Following the standards outlined in the constitution, you will have until 48 hours before the start of the Hearing Board to submit your email containing your testimony. The hearing board is currently scheduled to take place on **[Day, MM/DD/YYYY at Time AM/PM]**.

Please see *Article X, Section I* of the Aggie Wranglers Constitution if you have any questions about the process. Please reach out to me if you still have any questions.

Sincerely,

Exhibit D

Below is the template for the witness to respond to the President. Change the bolded portions and respond in the appropriate areas. Information in brackets will help guide your response; please delete this information once the response is completed.

Howdy,

I, **[Witness name]**, would like to include my testimony for consideration by the Hearing Board.

I understand that I am testifying my recollection of the actions made by **[Name of accused member]** on **[Date of incident]**.

My recollection of the events is as follows: **[Provide your testimony here]**

Sincerely,

Exhibit E

Below is the template the President will send to the accused member regarding the outcome of the Hearing Board.

Howdy **[Name of accused member]**,

Below is information regarding the outcome of the Hearing Board, which met as a result of the strike request filed against you on **[Date of initial Strike Request filing]**.

[Responsible / Not Responsible] for incident.

Warning Administered: **[Yes / No]**

Strike Administered: **[Yes / No]**

Previous number of strikes on your record: **[#]**

Current number of strikes on your record: **[#]**

Reasoning from Hearing Board:

[Include reasoning here.]

Sanctions accompanied with strike:

[If applicable, include sanctions here.]

If you have any questions you may reference the Aggie Wranglers Constitution, *Article X, Section I*. If you still have questions, you may reach out to me. Please also note that all decisions of the Hearing Board are final.

Sincerely,

Exhibit F

The Hearing Board will follow the below general procedure.

Begin the meeting

- President (highest ranking) will present the Strike Request form submitted
- The President will facilitate the meeting in its entirety

(if applicable) Read witness statements

(if applicable) The accused member will state their case

- Limit to 5 minutes
- Questions will be asked after the accused member finishes
- The accused member will leave the premises after questions are completed

Determination of Board Decision: For the member to be guilty, the vote must reach 5/7 of the voting members. If the vote is less than 5 members in favor of guilty, the member is not guilty. Following this, each step of action for the guilty/not guilty member will come after 5/7 of the voting members agree on the certain outcome.

- Not guilty
 - No action (dismiss)
 - Record of meeting
- Guilty
 - No action (notification to team)
 - Warning (w/o sanction)
 - Sanction w/o strike
 - Sanction w/ strike
 - Submit for Removal (accompanied w/ strike)

Documenting Board Outcome

- Complete email template to send to the accused member immediately following conclusion of the meeting
- Update public record (on Master Sheet/Team Drive)
 - Reasoning

Section II – Removal from Team

If the Hearing Board believed the Strike Request should move to removal from team prior to the administration of a third strike, the procedure should be followed as listed below.

1. The President will present the Removal from Team form created by the Hearing Board to the accused member immediately upon conclusion of the Board.
2. At the following team meeting, the Membership Development Representative will present the form to the team.
3. The accused member will be asked to share his/her side of the story. The purpose of this opportunity is to address the validity of the removal form, not to contest the possibility of his/her removal. The member will have up to 10 minutes to speak. Upon conclusion of their defense, questions for the accused member may be permitted from the other team members.
4. If members are not present at the meeting, the presentation of the removal form and the defense will be recorded and sent to the absent members. If recording is not an option, the Officer Team will decide the best way to document the procedure.
5. The individual will then leave the room. At that time, there will be no further discussion and a vote will be held by the entire team on the criteria of 'Remove from Team/Do Not Remove from Team'. The member in question is not allowed to vote.
 - a. For removal of team to take effect, a majority (>50%) of the total membership eligible to vote must be 'Remove from team'
 - b. There is no appeal for the removal from team.
 - c. If the member is not removed, an automatic 3-month suspension will be administered as their sanction along with a strike on the team member's record.

Section III – Removal from Office or Position

For issues pertaining to the removal of an officer or representative from their position prior to the administration of a second strike, the procedure is as follows:

1. When an issue with an officer or representative arises, any team member has the right to submit a removal form to the officers within one week of the most recent incident. The source will stay anonymous unless a University Rule is violated.
2. For a complaint to be addressed at the following meeting, the accused officer or representative shall be given 72 hours of notice before the start of the meeting to prepare to present his/her defense. If this minimum notice is not met, the issue will be postponed to the following meeting. The Membership Development Representative will present the form to the team.
3. The accused officer/representative will be asked to share his/her side of the story. The purpose of this opportunity is to address the validity of the removal form, not to contest the possibility of his/her removal. The officer/representative will have up to 10 minutes to speak. Upon conclusion of their defense, questions for the accused officer/representatives may be permitted from the other team members.
4. If members are not present at the meeting, the presentation of the removal form and the defense will be recorded and sent to the absent members. If recording is not an option, the Officer Team will decide the best way to document the procedure.

5. The individual will then leave the room. At that time, there will be no further discussion and a vote will be held by the entire team on the criteria of 'Remove from Office/Do Not Remove from Office'. The member in question is not allowed to vote.
 - a. For removal of office to take effect, a majority (>50%) of the total membership eligible vote must be 'Remove from Office'
 - b. There is no appeal for the removal from office.

ARTICLE XII – RETURN PROCEDURES

If a member leaves or is removed from the team there are certain procedures that they must follow in order to return to the team. Returning to the team can only occur once the member has met all of the eligibility requirements listed in *Article II*. Any member that is returning to the team must undergo a performability tryout before they are allowed to perform. When returning to the team, a member must answer a Return to Membership Questionnaire determined by the Officer Team and Advisor. The questions and answers will then be shared with the team.

The manner of returning to the team is determined by the status of the alumnus in question.

Section I – Return from “Active Alumni – Bad Standing” or “Inactive Alumni”

If an alumnus is in Bad Standing or on Inactive status with the team, then the only option to rejoin the team will be to go through a new member or new couple tryout on the day of tryouts following standard tryout procedures.

Section II – Return from Academic Ineligibility

If a team member is removed from the team because they no longer meet eligibility requirements, they must show that they have met all membership eligibility requirements and cumulative GPR is a 2.0 or above during the subsequent Fall or Spring semester. After proving this, the current members must vote the individual back on by a supermajority (>66%).

If after one full semester has passed, the member in question cannot show that their cumulative GPR is a 2.0 or above then they are no longer available for this option and must undergo a New Couple or New Partner Tryout for a chance to return to the team.

Section III – Return from Active Alumni – Good Standing Status

If a person who was once an Aggie Wrangler and is currently in Good Standing with the team wishes to return to the team, then they must request a return to membership. In order for this return to be granted, the team must vote yes by a supermajority (>66%).

ARTICLE XIII- FINANCIAL PROCEDURES

Section I – Financial Statement and Reimbursement

All monetary belongings of this organization shall be deposited and disbursed through a bank account established for this organization at the Student Organization Finance Center (SOFC) and/or the Fiscal Office. All funds must be deposited within 24 hours after collection. The advisor to this organization must approve and sign each expenditure before payment.

The Aggie Wranglers are not permitted to hold an account with an off-campus bank.

Any monetary expenditure that has been made by the team in the name of any team member must be paid back by the conclusion of the year (end of spring semester). The Vice President will keep record of all debts that have been incurred throughout the year. Payments to the team will be made via the Vice President to the SOFC account.

The team will reimburse all members who have made monetary expenditures in the name of the Aggie Wranglers. Members seeking reimbursement must provide itemized receipts of the expenditures that were made.

Gas and Parking Reimbursement

To be eligible for reimbursement for gas and parking purchases the following must be completed:

- The gas tank must be filled to capacity immediately prior to departure
- There must be a total of three team members (driver and two Wranglers, guests do not count) present in the car
- The gas tank must be refilled within 24 hours upon arrival back from a trip or performance
- A receipt for gas and/or parking must be turned into the Vice President within 2 weeks of said performance
 - On the back of the receipt the member's name, team members in the car, UIN and mailing address must be written.

Section II – Donations Account

Within the SOFC, the Aggie Wranglers will have a separate donations account.

- All donations from performances will be deposited here and can be used for gas expenses and travel through the year, excluding EOY trip.
- All remaining donation money will be used each year to help pay for new member uniforms.
- The funds for uniforms will first be drawn from the donations account and then from the general SOFC account if the donations account is not sufficient.

Section III – New Member Dues

- All tryout couples will be notified of the one-time membership dues of \$500, including a \$150 deposit, in the tryout application.
- The \$150 deposit is due at the end of Fundamentals Workshop and is refundable up until the end of the first routine workshop.
- The remaining \$350 is due on the first day of summer retreat unless a payment plan has been negotiated with the Vice President prior to that date
- The membership dues cover a portion of the cost of both the member's formal and informal uniforms.
- All new members will be given a choice to purchase team-only apparel and view the cost of each item.
- Team-only apparel will be ordered immediately but not given to members until the items are paid for and the member is performable.

Section IV – Aggie Wranglers Plum Endowed Scholarship

As a gift from a former Texas A&M Accounting Professor, Dr. Charles Plum, the Aggie Wranglers are able to offer a \$750 tuition scholarship for two or more graduate or undergraduate students if they meet the following requirements:

- Evidence of current enrollment to Texas A&M University College Station
- Must be a full-time student
- Must be a current member of the Aggie Wranglers
- Must have a preferred minimum cumulative GPR of 2.8

The advisor will make the scholarship application available to all team members at some time during the fall semester.

ARTICLE XIV – Tryouts

Section I – New Couple Tryout

All tryout participants must be able to demonstrate proficiency in two-step, polka, and jitterbug. Each couple will then participate in a teach-ability session and an interview.

All tryout participants will disclose any pre-existing injuries and/or health conditions in the tryout application.

Section II – New Partner Tryout

New Partner pickups are permitted on a case-by-case basis. Any current team member wishing to pick up a partner must first participate in a modified New Couple Tryout procedure. Once the potential member has successfully completed their tryout and is granted membership status, they may begin to learn the routines. After their tryout, they will be incorporated into team activities including practices, meetings, and team functions, but they will not be able to perform. When the couple feels that they are prepared, they will perform all routines and jitterbug following the performability tryout procedures.

- New Partner Tryouts cannot happen between the first mock tryout and New Couple Tryouts.
- An individual wanting a New Partner Tryout must request it two weeks in advance with the last available day being the day before the first mock tryout.
- New Partner Pick-Ups must complete an application before trying out.

ARTICLE XV – INTELLECTUAL PROPERTY

This section defines what the intellectual property of the team is and what individual team members are allowed to do with it.

- The team routines are intellectual property of the team and under no circumstance is any individual permitted to teach the routines to a non-team member, with the exception of an alumnus.
 - A routine is defined as a specific set of move combinations that are done to counts to a certain song that the team performs.
- Team only jitterbug moves are intellectual property of the team and under no circumstance is an individual permitted to teach a non-team member these moves.
 - Team only jitterbug moves refers to any jitterbug move that the team performs but is not safety-approved for non-team members to learn.
 - The Public Relations Officer will keep a list of these moves on the public website and Wranglers Online.
- Moves that are present on the syllabi that the team provides at lessons may be taught to individuals that are not on the team in return for payment of the price of public or private lessons.
 - All money must be turned into the team.
 - No members are permitted to personally benefit from teaching lessons to the target market. If the couple getting instruction is going to try out, then their skill set can be evaluated, and the amount charged to them will be prorated based on their prior knowledge. The amount they are charged must be approved by the Lessons Coordinator.

ARTICLE XVI – ALUMNI

Section I – Alumni Status

The Aggie Wranglers Alumni Status is granted to any individual who has been a member of the Aggie Wranglers. There are three statuses: Active Alumni – Good Standing, Active Alumni – Bad Standing, and Inactive Alumni. The designation is determined by the officer team upon the individual leaving as determined below in the *Aggie Wrangler Alumni Status Form* included in the *Appendix*. The following are the privileges of the different statuses:

Active Alumni – Good Standing

- Knowing you were a member of the Aggie Wranglers
- Invitation to Reunion
- Possible Invitations to Tryouts
- Possible Invitations to Workshops and Boot Camps
- Welcomed interaction with Tryout Couples
- Possible Invitation for Special Performances/Lessons/Opportunities

Active Alumni – Bad Standing

- Knowing you were a member of the Aggie Wranglers
- Invitation to Reunion
- The opportunity to return to Active Alumni – Good Standing

Inactive Alumni

- Knowing you were a member of the Aggie Wranglers
- This designation is permanent

Section II – Aggie Wranglers Alumni Code of Conduct

The following is the *Alumni Code of Conduct* to be signed by every outgoing team member:

As an Alumnus of the Aggie Wranglers organization, I pledge to support the Aggie Wranglers organization physically, emotionally, financially, and in any other ways to the best of my ability. I understand that my association as an alumnus of the organization requires a professional relationship with the team. Alumni are expected to serve the current members of the Aggie Wranglers, encouraging them to build a community of trust and respect that upholds the core values that this organization has instilled. Alumni are expected to foster an environment of support, open communication, cooperation, and involvement among all the people in the organization.

I understand that as an Aggie Wranglers Alumnus, I will be required to uphold the following standards during any involvement with the current team and/or potential tryout couples:

- The Aggie Wranglers Values; Commitment, Humility, Integrity, Respect, Partnership, and Excellence
- Acting in a professional manner
- Refraining from the following actions and behaviors:

- Slandering the Aggie Wranglers name
- Slandering the current team
- Profanity
- Sexual innuendo
- Derogatory, degrading, or non-constructive criticism
- Behavior unbecoming of an Aggie Wrangler
- Any other actions or behaviors deemed inappropriate by the current officer team
- Unsafe Jitterbug in public places

I understand that the Bootstack, AW brand, Texas brand, and other PR items are property of the team and that my status of an alumni will affect the way these logos and items are perceived to the public. I will do my best to continue to uphold the proper image of these Aggie Wrangler-identifying items as an alumnus.

Section III – Removal from Active Alumni – Good Standing Status

Failure to remain in good standing with the organization will result in forfeiting one's Active Alumni – Good Standing status as an Aggie Wranglers alumnus and the allowance to associate with the organization. A majority vote (>50%) of the officer team will remove someone from Active Alumni – Good Standing status. A list of alumni will be kept by the officer team, along with their status.

Section IV – Returning to Active Alumni – Good Standing

An alumnus who has the status of Active Alumni – Bad Standing, may be relisted as an Active Alumni – Good Standing by completing the required and optional actions below, with the understanding that more optional actions will speak well for their request of Active Alumni – Good Standing status:

Required

- Request for Reinstatement letter
- Letter of Recommendation from a former team member

Optional

- Acquiring recommendations for possible sponsors/donors of the organization
- If you have cool connections or are involved with big events, request us to come out and perform
- Invite us to teach private lessons at events that you host / are a part of
- Become an annual sponsor of ours
- Share or recommend our posts / pages on social media
- In-kind donations for our banquet silent auction
- Any other way to positively support the team

Section V – Transitioning Alumni

To be considered a Transitioning Alumni, the date of leaving the team must be within one month of the member's graduation from Texas A&M University. By invitation of the Officer

Team, Transitioning Alumni are able to perform and teach lessons based on usual availability throughout the next 90 days.

Section VI – Responsibility Designation

The *Alumni Status Form* is expected to be signed by outgoing members at Ice Cream Social, or the last team meeting that an outgoing member will be present at as a current member. It is the responsibility of the President (incoming President after tryouts, current president any other time) to fill out the forms and have them signed.

If a decision on alumni status is required as guided by the form, then that decision will be made by the incoming officer team, unless it is before tryouts, in which case the current officer team would decide. These forms will be kept on file in the Bootstack to ensure documentation for future teams, and a copy of the *Aggie Wranglers Alumni Code of Conduct* will be given to each outgoing member.

ARTICLE XVII – ADVISOR EXPECTATIONS

- Upholds and keeps the members accountable for the Aggie Wrangler values:
 - Commitment
 - Humility
 - Integrity
 - Respect
 - Partnership
 - Excellence
- Attends the team’s meeting once a week
- Serves as a resource during disciplinary decisions for the officers
- Is welcome but not required to attend workshops and team events during the summer
- Attends meetings before and after workshops to discuss the workshops with the officers and all current team members
- Available for business related questions
- Has effective communication with all team members and a willingness to listen to all parties before offering an opinion.
- Encourages an atmosphere conducive to hearing each party’s suggestions and hold Aggie Wranglers accountable to do the same with both the advisor and each other.
- Attends End-of-Year, funded by the team
- Attends Limited Opportunity performances and retreats, as needed
- Acts a coach/guide, providing a balance of challenge and support, while allowing for self-sufficiency
- Maintains professional relationships with members of the team during all group settings.
- If pursued, will act as a confidential unbiased mediator
- Works with students to minimize and prevent failure in the areas of finance and accountability to values and safety
- Represents the team to outside parties when the team feels that it cannot adequately represent Aggie Wranglers and/or the University
- Supervises the Technical Safety Consultant
- Sets and explains defined expectations of the team

ARTICLE XVIII – TECHNICAL SAFETY CONSULTANT REQUIREMENTS

The requirements for the Technical Safety Consultant are outlined in the contract submitted and approved each fiscal year.

ARTICLE XIX – CONSTITUTIONAL AMENDMENT PROCEDURE

Section I – Amendments

This Constitution may be amended by a supermajority (>66%) of the organizational membership, subject to the approval of a representative of Student Activities.

Amendments to the Constitution will be listed in Article XX – Amendments in chronological order of their addition to the Constitution. At the culmination of the academic year, the amendments listed in Article XX will be incorporated into the main body of the Constitution. This will be the responsibility of the incoming President and must be completed prior to Texas A&M Spring Graduation.

A version of the Constitution with the amendments listed in Article XX will be retained as a record of the amendments passed during the year.

Section II – Statement of Annual Review

This document must be reviewed every year and resubmitted to the Department of Student Activities.

Section III – Elastic Clause

For issues that arise that are not addressed in this document, the organization will work with the Advisor to determine an appropriate course of action.

ARTICLE XX – AMENDMENTS (2020-2021)

Amendment I – Amendment Name Here

Details here

APPENDIX

APPENDIX A – DOCUMENT ACKNOWLEDGEMENT

I, _____, have received and read the *Aggie Wranglers Constitution, Safety and Operations Manual, and Building Policies Manual* and agree to abide by the rules and regulations in place. This Constitution includes team values, expectations, conduct code, penalties, and operations and risk management procedures.

I am aware that these documents are also available on Wranglers Online and that I can access them any time I need.

Signature: _____

Printed Name: _____

Date: _____

This is a binding document that must be signed each year to maintain membership.

This document will be held by the advisor.

APPENDIX B – ALUMNI STATUS FORM

My signature below confirms that my alumni status will be listed as the following due to my exit from the Aggie Wranglers team as marked below.

- After fulfilling 1-year commitment to the team
 - Consensual leave
 - Graduating from Texas A&M University
 - Active Alumni - Good Standing
 - While on Membership Probation*
 - Active Alumni - Good Standing
 - Active Alumni - Bad Standing
 - While on Suspension
 - Active Alumni - Bad Standing
 - Other (outstanding dues, etc.):

 - Active Alumni - Good Standing
 - Active Alumni - Bad Standing
 - Removal from team
 - While on Membership Probation
 - Active Alumni - Bad Standing
 - While on Suspension
 - Active Alumni - Bad Standing
 - Following two semesters of inactive membership
 - Active Alumni - Bad Standing
 - Not meeting eligibility requirements
 - Active Alumni - Bad Standing
 - Following team disciplinary procedures
 - Active Alumni - Bad Standing
 - Inactive Alumni (before one year on the team)
 - Other:

 - Active Alumni - Bad Standing
 - Inactive Alumni
- Before fulfilling 1-year commitment to the team*
 - Description:

 - Inactive Alumni
 - Active Alumni – Good Standing (at least one full semester must have been completed and/or extraordinary circumstances are present)

Further explanation of alumni status designation (if necessary):

**Subject to a majority vote by the officer team.*

Transitioning Alumni

If my alumni status is listed as “Active Alumni – Good Standing” and my date of leaving the team falls within 1 month of my graduation date, I may qualify for Transitioning Alumni status.

By invitation of the Officer Team, transitioning alumni are able to perform and teach lessons based on usual availability throughout the next 90 days.

- I do not qualify for Transitioning Alumnus Status
Reason:
 - My alumni status is not listed as “Active Alumni – Good Standing”
 - I am not graduating within 1 month of leaving the team
- I do qualify for Transitioning Alumnus Status

My last day to perform is usually the day before the next summer retreat begins, or an earlier date listed on this form determined by the incoming officer team (or current officer team if before the month of April, Spring Semester). Breaking of any rules in this document or non-compliance with the AW Constitution may subject the following date to change at any time.

I understand that my last day to perform will be: ____/____/____.

My alumni status grants me the following privileges:

Active Alumni – Good Standing

- Knowing you were a member of the Aggie Wranglers
- Invitation to Reunion
- Possible Invitations to Tryouts
- Possible Invitations to Workshops
- Welcomed interaction with Tryout Couples
- Possible Invitation for Special Opportunity Performance/Lesson

Active Alumni – Bad Standing

- Knowing you were a member of the Aggie Wranglers
- Invitation to Reunion

Inactive Alumni

- Knowing you were a member of the Aggie Wranglers

Returning to Active Alumni - Good Standing

If I am an Active Alumni – Bad Standing, I may be relisted as an Active Alumni – Good Standing by completing the required and optional actions below, with the understanding that more optional actions will speak well for my request of Active Alumni – Good Standing status:

Required

- Request for Reinstatement letter
- Letter of Recommendation from a former team member

Optional

- Acquiring recommendations for possible sponsors/donors of the organization
- If you have cool connections or are involved with big events, request us to come out and perform
- Invite us to teach private lessons at events that you host / are a part of
- Become an annual sponsor of ours
- Share or recommend our posts / pages on social media
- In-kind donations for our banquet silent auction
- Any other way to positively support the team

Once the required items (and optional items if applicable) are received, the current officer team will vote on the relisting of alumni status. A majority vote (>50%) in favor of relisting from Bad to Good standing is required for the change. A notification of the decision will be sent to me in a timely manner.

If a member is classified as Inactive Alumni, they may not be relisted as an Active Alumni - Bad Standing or Active Alumni - Good Standing.

Returning to the Team

If I desire to return to the team at a later date, I must follow the guidelines described in the AW constitution. The following are the ways to return to the team for the different alumni statuses:

Active - Good Standing

- All membership eligibility requirements as outlined in the Constitution are met
- The team votes on renewed membership as outlined in Article XII Section III of the Aggie Wranglers Constitution

Active - Bad Standing

- New member tryout

Inactive

- New member tryout

APPENDIX C – ALUMNI CODE OF CONDUCT

As an Alumnus of the Aggie Wranglers organization, I pledge to support the Aggie Wranglers organization physically, emotionally, financially, and in any other ways to the best of my ability. I understand that my association as an alumnus of the organization requires a professional relationship with the team. Alumni are expected to serve the current members of the Aggie Wranglers, encouraging them to build a community of trust and respect that upholds the core values that this organization has instilled. Alumni are expected to foster an environment of support, open communication, cooperation, and involvement among all the people in the organization.

I understand that as an Aggie Wranglers Alumnus, I will be required to uphold the following standards during any involvement with the current team and/or potential tryout couples:

- The Aggie Wranglers Values; Commitment, Humility, Integrity, Respect, Partnership, and Excellence
- Acting in a professional manner
- Refraining from the following actions and behaviors:
 - Slandering the Aggie Wranglers name
 - Slandering the current team
 - Profanity
 - Sexual innuendo
 - Derogatory, degrading, or non-constructive criticism
 - Behavior unbecoming of an Aggie Wrangler
 - Any other actions or behaviors deemed inappropriate by the current officer team
 - Unsafe Jitterbug in public places

I understand that the Bootstack, AW brand, Texas brand and other PR items are property of the team and that my status of an alumni will affect the way these logos and items are perceived to the public. I will do my best to continue to uphold the proper image of these Aggie Wrangler-identifying items as an alumnus.

I pledge to uphold the Aggie Wranglers *Alumni Code of Conduct* during all interactions with past, present, and future Aggie Wranglers. I understand that the failure to abide by the guidelines listed above may result in my alumni status being listed as Active - Bad Standing, and that Active - Good Standing status may only be returned as described earlier in this Aggie Wranglers *Alumni Status Document*.

My signature below confirms my agreement to the entirety of the Aggie Wranglers Alumni Agreement. I also understand my refusal to sign does not change my Alumni status to the team.

Alumnus Name: _____

Alumnus Status: _____

Date of Last Performance (if applicable): _____

Alumni Signature: _____

Date Signed: _____

Approving Officer Name: _____

Approving Officer Signature: _____

Date Signed: _____

This form is to be signed by outgoing members at Ice Cream Social, or at the last team meeting that an outgoing member will be present at. It is the responsibility of the President (incoming President at Ice Cream Social, current President any other time) to fill out the forms and have them signed. If a decision on alumni status is required then it will be made by the current officer team unless it is after tryouts, in which case the incoming officer team would decide. These forms will be kept on file in the Bootstack, and a copy will be given to each outgoing member.