

**The Constitution of
The Bowling Green State University
A Cappella Choir**

Article I

Title

This organization will be known as the Bowling Green State University A Cappella Choir, hereafter referred to as A Cappella Choir. The choir will be a body chartered as a student chapter.

Article II

Purpose

Section 1.

The A Cappella Choir will educate vocal students of the University in the highest quality of choral performance.

Section 2.

The choir will produce the highest quality of entertainment during concerts.

Section 3.

The choir will build a strong relationship with the campus and surrounding community through the art of vocal music.

Article III

Performances

The Director has the right to determine the concert schedule for the semester as stated in the syllabus. The officers assume the responsibility to fulfill the organizational aspects of each concert, whether the performance be on- or off-campus.

Article IV

Membership in Organization

Section 1.

All members enrolled in the A Cappella Choir course, through the university, are members of the organization.

Section 2.

- a) Each member shall be responsible for his/her concert attire and music.
- b) Each member will have the right to vote on any business conducted in a general meeting, including, but not limited to, election of officers, referendum and recall of the by-laws, and amendments to the constitution.
- c) Each member has the right and responsibility to express his/her concerns with the organization to the officers, Advisors, or the choir at large at any given time, assuming that rehearsal itself is not interrupted. This includes, but is not limited to, open attendance to officer meetings.

- d) Each member must abide by the rules and guidelines set in the University Student Handbook and Code of Conduct. Members shall pay specific attention to the sections involving the hazing policy and substance consumption; these actions are prohibited in the A Cappella organization.

Article V

Officers

Section 1.

The officers in this organization will be the President, Vice-President, Secretary, Treasurer, Fundraising Coordinator, and Public Relations Coordinator. This particular order will henceforth be referred to as rank order, with the highest-ranking officer being the President and the lowest-ranking officer being the Public Relations Coordinator.

Section 2.

Officers shall be full-time students of the A Cappella Choir. Officers must receive credit for A Cappella Choir and should any officer not continue into a spring semester, duties will be relieved.

Section 3.

Each officer shall assume his/her duties following completion of the election process for that office. A term shall last one year. The only exception to this is the replacement of an officer in the event of a vacancy (please refer to Section 7 of this article). The election process is to occur at any sensible point in the year, a time agreed upon by the Advisors and Director. The offices may be divided into up to two different general elections throughout the year, but all offices shall be fully serving for as much of the year as possible. Officers will be elected according to the following procedure:

- a) At least a two-day notice is presented to the choir letting them know the details of which offices are vacant and when the nominations are to be held. The exception to this is any nominations at the start of the year.
- b) Nominations are accepted from the membership at large and seconded. Nominations are accepted or declined by the individual.
- c) Motion to close the nominations is made and seconded. A simple majority by voice vote is required to close nominations.
- d) Nominees are given at least one week to prepare a speech to present to the choir during the elections.
- e) Each nominee is allowed one minute to speak and one minute to answer questions.
- f) Discussion is held by the A Cappella Choir at large with the absence of the nominees at the discretion of the highest-ranking officer present at the elections. The time limit for this discussion must be constant for all nominees, and the time is determined by the highest-ranking officer present.
- g) Voting for the nominees is determined by a show of hands. Offices may only be won by a 51% margin. If a 51% margin has not been achieved after the initial vote, the members vote between the top two candidates. The nominee with a 51% majority of the vote is declared the winner.

In the event that only one person is nominated for an office, no vote is necessary to elect the position. The highest-ranking officer in attendance serves as the non-voting moderator of all elections, except when he/she is nominated for an office, in which case the next highest-ranking officer serves as moderator. With the permission of this moderator, one other current officer may serve as a second non-voting moderator in order to assist with vote counting. The power to break ties rests with the highest-ranking officer.

Section 4.

No member may hold the same office for more than two terms. Also, no member may hold more than one office at a time.

Section 5.

a) The President's responsibilities are to:

1. Insure clear communication between the Advisors, Director, officers, and members.
2. Oversee operations of the choir.
3. Maintain order in all meetings of the choir and officers.
4. Appoint a spokesman for all public appearances.
5. Assist in establishing corporate and individual sponsors with the Fundraising Coordinator, Advisors, and Director.
6. Help the Director to organize the set-up and strike of all performances.
7. Delegate and oversee all officer responsibilities.
8. Run officer meetings according to the format established each year.
9. Vote only in the case of a tie (not including the President's vote). This includes officer meetings and general votes.

b) The Vice-President's responsibilities are to:

1. Assist the President and other officers in any way needed.
2. Plan and organize at least two (2) social events each year.
3. Take on Presidential duties in the absence of the President.
4. Oversee the design and production of yearly or tour shirt or apparel.
5. Arrange a publicity photo shot of the choir.
6. If approved by an officer vote, organize all entertainment for tour including, but not limited to, a tour video.
7. Write all thank you notes for all events over the year, including donors and sponsors.

c) The Secretary's responsibilities are to:

1. Arrange an alphabetized list of members with addresses (both school and home) for programs.
2. Prepare a phone list each semester for all members, including pin number, phone number (school and home), and college they are affiliated with.
3. Take minutes at weekly officer meetings and make them available to all members.
4. Work with the Director in planning any tour the organization may take.
5. Assist the Director in coordinating logistics for tour.
6. Correspond with hosts regarding housing and logistics of stops for tour.
7. Prepare roommate, riser crew, and bus lists for tour.
8. Assist the Director in making housing assignments and pass out thank-you notes for tour.

d) The Treasurer's responsibilities are to:

1. Take charge of all choir finances and accounts.
2. Keep track of all finances on tour.
3. Account for all money brought in by the organization.
4. Keep ledger current and available for an Advisor or officer request within five business days.
5. Pay bills and collect receipts.
6. Manage merchandise booth and crew at concerts and events.
7. Create a merchandise crew list for tour.
8. Handle clothing and other merchandise orders.

9. Work with contracted College of Musical Arts representative for concert attire.
- e) The Fundraising Coordinator's responsibilities are to:
1. Coordinate at least two (2) large fundraisers each year.
 2. Set up, tear down, and secure proper equipment for any fundraiser.
 3. Communicate details of all fundraisers directly with the choir.
 4. Acquire local sponsors for incentive prizes and on-site prizes.
 5. Recruit volunteer committees from membership to assist in set-up and tear-down of event and site.
 6. Work in conjunction with the Public Relations Coordinator in publicizing events locally or otherwise to assist in promoting sponsors.
- f) The Public Relations Coordinator's responsibilities are to:
1. Provide publicity for tours, concerts, and fundraisers by utilizing various media outlets including, but not limited to, radio, television, internet, print, and press releases.
 2. Work with the Secretary and Director to establish public relations with contacts on tours.
 3. See that all publicity is accurate with current information among the Director, Advisor, and officers.
 4. Keep website updated with the latest information.
 5. Work in conjunction with the alumni society to maintain an accurate database of alumni.
 6. Take pictures of all events or coordinate with others to secure pictures.
 7. Regularly update the choir's bulletin board.

Section 6.

Any member of the chorus may be appointed to a non-voting position of the officer committee. Presidential appointment and a majority vote by officers shall create a new position.

Section 7.

- a) In the event of vacancy in the office of President, the Vice-President will assume his/her duties for the remainder of the term.
- b) Vacancies in any other officer position, including the office of Vice-President in the case of Presidential vacancy, will be filled in a timely election held by the choir in a general meeting (please refer to election procedure).
- c) In the event of vacancy in the offices of both the President and the Vice-President, duties of leadership fall upon the other officers in rank order. These officers have the choice of assuming the role of President, and his/her office is then rendered vacant. Also, in rank order, each officer is merely offered the Presidency, and declining will present the offer to the next officer. If no officer desires the duties of the President, the office, along with the already vacated Vice-Presidency, will be filled in a timely election held by the choir in a general meeting (please refer to election procedure).

Section 8.

Any officer visibly negligent in fulfilling his/her duties can be subject to impeachment. The President must give at least one-week notice to the officer subject to impeachment. Should the President be negligent in fulfilling his/her duties, a majority vote from the entirety of the other officers as well as at least a one-week notice to the President will suffice as an initiation of the impeachment process. The officer in question is permitted ample time prior to the vote to explain his/her actions. The other officers and Advisors vote to impeach beginning with the highest office and ending with the Advisors, requiring a majority vote to remove. In the event that impeachment is successful, the open position will follow the vacancy procedures outlined in Section 7 of this article.

Article VI

Order of Business and Parliamentary Authority

The President, or his/her designate, shall preside at all meetings of the executive officers and the general membership and shall be responsible for the orderly and timely conduct of business. Any questions regarding parliamentary procedure shall be resolved according to Robert's Rules of Order—Newly Revised.

Article VII

Officer Meetings

Officers of the A Cappella Choir will meet weekly unless a majority is in agreement not to hold a meeting. Two meetings in a row may not be cancelled by this process. Membership must be aware of location and time of regularly scheduled officer meetings. All meetings will be open to members unless previously stated that it will be a closed meeting. The President may call any meeting temporarily closed at any time.

Article VIII

Advisors

The Co-Advisors of the A Cappella Choir will be the full-time Director of the A Cappella Choir as well as the Graduate Teaching Assistant assigned to the A Cappella Choir, unless the Director chooses to fill the position(s) with an appointed advisor(s) from the University. The duties of the Advisors are to advise the officers, to provide direction for the ensemble, and to assist the officers at their requests. The Advisors are bound to this constitution as all members of the A Cappella Choir are.

Article IX

Finance

Section 1.

All money will appear in the chapter budget and shall pass the ledger as kept by the Treasurer. The ledger must be made available to the Advisors and officers at any time.

Section 2.

Any cash flow in regard to fundraisers, merchandise sales, programs, private donations, corporate sponsors, or any other activities will be reported directly to the Treasurer.

Section 3.

The Treasurer will compile a complete yearly budget for the organization at the close of his/her term, and this budget will serve as a review of the finances, separate from those reviews ordained by the University.

Article X

Amendments

Section 1.

Any member of the A Cappella Choir may propose amendments to this constitution in writing. Amendments will be voted upon at a meeting of general membership.

Section 2.

Written notice of any proposed amendment are to be known to the organization's officers no later than ten days before the general meeting. The proposed amendment are to be known to the general membership one week before the general meeting.

Section 3.

Any constitutional amendment will be amended by a majority vote of general membership. However, in order for a vote to occur, at least two-thirds of the membership must be present at the general meeting.

Article XI

Outside Contractors

The officers of the A Cappella Choir may enter into agreements with outside consultants or members of the University staff to assist in production of CD and merchandise paraphernalia, media outlets for web page updating, or event coordinating.

Article XII

Ratification

This constitution will be adopted when approved by a three-fourths vote of the general membership. Notification of the ratification proceedings will be made at least one week in advance. This constitution will take effect immediately upon approval.