

# **Constitution of Extreme Measures**

## **ARTICLE 1 - Name of Organization**

This organization will be called Extreme Measures

## **ARTICLE 2 - Purpose**

The purpose of this organization is to (a) bring people together who have a love and passion for music and performing, (b) to create a sense of unity and (c) provide quality leadership opportunities that will prepare students for leadership in the outside world.

## **ARTICLE 3 - Membership**

**Section 1** – Any student regularly enrolled in Christopher Newport University is eligible to become a member with voting and office-holding privileges

**Section 2** – Members of Extreme Measures will be chosen by an auditioning process (*see Bylaw: Membership – New Member Auditions*)

**Section 3** – Extreme Measures shall not discriminate based on race, creed, color, sex, age, national origin, disability, veteran status, or sexual orientation. Members are free to leave or dissociate without fear of retribution or harassment.

**Section 4** – Extreme Measures shall not haze any current, new or prospective members.

### **Section 5 - Dues**

- A. Dues will be determined by the executive committee at the beginning of each academic semester
- B. Dues will be collected by the organization treasurer at the beginning of each semester

### **Section 6 – Good Standing Membership Expectations**

- A. Paying dues in a timely manner as determined in Section 5 is required for good- standing status
- B. Attendance at regularly scheduled practices is required for good-standing status
- C. Unexcused absences will result in loss of good-standing status and can result in:
  - a. Suspension from upcoming performances
  - b. Loss of solo
  - c. Other disciplinary aspects as determined appropriate

## **ARTICLE 4 - Executive Committee and Chairmen**

**Section 1** - The Executive Committee of Extreme Measures shall consist of the following officers: President, Vice-President, Musical Director, Assistant Musical Director, Business Manager, Secretary, and Treasurer. The Chairman positions shall consist of Historian Chairman, Fundraising Chairman and Social Media/PR Chairman.

### **Section 2 - Duties of the Executive Committee Officers**

- A. All members of the Executive Committee will:
  - a. Remain in good-standing with the group
  - b. Set a positive example for the rest of the group
  - c. Vote on matters of the Executive Committee
- B. President-The President will:
  - a. Oversee Extreme Measures' business aspects of rehearsal including aspects that require parliamentary procedure
  - b. Assist Music Director in staying on track and staying focused during rehearsal
  - c. Communicate with the group(s) and other campus affiliates about performances
  - d. Assist the Vice President and Musical Director with making the practice agenda for each practice
  - e. Serve as the group representative and advocate to other groups, organizations and the general public
  - f. Preside over Executive Committee meetings
- C. Vice President-The Vice President will:
  - a. Preside over practices and lead discussion on decisions that require parliamentary procedure should the President not be present
  - b. Supports the President and Executive Committee on organization business matters as needed and/or assigned
  - c. Assists in handling of membership expectation matters including conflict resolution, mediation, dues, membership and attendance
  - d. Organize and lead retreats for new members and/or current members
  - e. Assemble a small gift for each senior using the funds of the group with the assistance of the Treasurer
  - f. Assist the President and Music Director in making the practice agenda each practice.
  - g. Support and assist the Historian Chairman
- D. Musical Director- The Musical director will:
  - a. Develop arrangements of the chosen songs for the semester
  - b. Work on arrangements with the arrangement committee
  - c. Selects members of arranging committee with assistance of Assistant Music Director
  - d. Running the rehearsal part of practice
    - i. Teaching arrangements
    - ii. Teaching dynamics
    - iii. Conducting during rehearsal and performances
    - iv. Establish group focus during rehearsals.
  - e. Oversee the making of the practice agenda, assist the President and Vice President in making the practice agenda for each practice and specifically the musical portion
- E. Assistant Musical Director-The Assistant Musical Director will:
  - a. Aid in the arranging of the music chosen for the semester
  - b. Work on arrangements with the arranging committee
  - c. Perform the duties of the Musical Director in the absence of the Musical Director from a performance or rehearsal (i.e. Music Director Duties b,d and e)
- F. Business Manager - The Business manager will:
  - a. Oversee the management of the social media accounts (e.g., Facebook, Instagram and Twitter accounts)

- b. Book and schedule events/performances
- c. Maintaining group google calendar/performance calendar with all details (i.e. where, when, what to wear, driver document)
- d. Manage the group email account
- e. Support and assist the Social Media/PR Chairman

G. Secretary - The Secretary will:

- a. Take minutes during executive committee meetings as well as the business portion of practices
- b. Record all votes and elections
- c. Send the minutes to each member of the group
- d. Handle any paperwork and making any necessary copies
- e. Take attendance at rehearsals and performances
- f. Update and facilitate amendment process of the Constitution every academic year or as needed
- g. Assist Business Manager with the management of the group email account

G. Treasurer: The Treasurer will:

- a. Open a bank account for the group
- b. Set the due date for dues payment
- c. Assist in collecting dues
- d. Establish a payment plan with any member who is under financial stress
- e. Handle any incoming or outgoing funds
- f. Establish and maintain credible and consistent financial practices and operation guidelines
- g. Maintain current financial records
- h. Make purchases on behalf of the organization
- i. Support and assist the Fundraising Chairman

### ***Section 3- Duties of the Chairmen***

A. All Chairmen will:

- a. Remain in good-standing with the group
- b. Set a positive example for the rest of the group

B. Historian Chairman: The Historian Chairman will:

- a. Record the history, events and performances of Extreme Measures
- b. Update the website including but not limited to: current members, current executive board and chairmen, current contact information, updated performance dates, updated photos
- c. Aid Vice President in duties

C. Fundraising Chairman: The Fundraising Chairman will:

- a. Organize and execute fundraising efforts and events to raise funds for sanctioned group activities and performances
- b. Aid the Treasurer in financial duties

D. Social Media and PR Chairman: The Social Media and PR Chairman will:

- a. Manage the social media accounts (e.g., Facebook, Instagram and Twitter accounts)
- b. Create and distribute any graphics, flyers or posts about group activities
- c. Add new members to social media accounts

- d. Aid Business Manager in Media, PR and Business duties

## **ARTICLE 5 - Advisor**

### ***Section 1 – Role & Responsibility***

- A. A CNU faculty or staff member shall serve as advisor.
- B. The advisor of the organization shall provide support, counseling, and guidance to the organization. The advisor is expected to be an active part of the organization and maintain regular communication with the organization. The advisor shall work closely with the organization in coordinating activities to ensure that they are conducted in compliance with CNU's policies and federal, state and local laws.

### ***Section 2 - Removal of Organization Advisor***

Student organizations may have the right to remove an advisor from his or her role with the group. Should a student organization believe it is in the best interest of the organization to remove an advisor, the following steps should be taken:

- A. Student organization leadership meets with the advisor to address and explain any concerns regarding the advisor's role in the organization.
- B. Student organization leadership and advisor agree on a specified period of time for the concerns to be properly addressed.
- C. If concerns are not addressed adequately, then the group must submit a request to remove the advisor to the Office of Student Activities. Formal requests must include reasons and justifications for the removal.
- D. Only after approval from the Office of Student Activities may an organization inform an advisor that he or she has been removed from his or her responsibilities and/or affiliation with the organization.

## **ARTICLE 6 – Meetings, Practices, and Concerts**

***Section 1 - Regular Meetings of Extreme Measures*** shall be determined by the group before the beginning of each semester; however, if changes need to be made after the ADD/DROP period is over, accommodations will be made.

***Section 2 - Special meetings*** may be called by the President at his or her discretion

- A. All members may submit a request to the Executive Committee for a special meeting.
- B. Special Meeting requests must be approved by a majority vote of the Executive Committee

***Section 3 - Performance/Concert Dates***

- A. Executive officers will choose tentative dates for the fall and spring concerts before practice, and the group will vote on a date as a whole.
- B. Additional campus performances for other organizations will be voted on by the entire group.

## **ARTICLE 7 - Committees**

***Section 1 – Standing Committees***

- A. Arrangement Committee
  - a. The Arrangement Committee will arrange the majority of the selected songs.
  - b. The Music Director will be the head of the arrangement committee
  - c. The arrangement committee will meet regularly to arrange the selected songs.
  - d. The arrangement committee will consist of any dedicated members who are in good standing with the group and who wish to be a part of it.

- e. In the absence of the Musical Director, the Assistant Musical Director will head the arranging committee
- f. Applications may be required by the Musical Director if he or she so wishes

Section 2 – Special Committees - appointed to a special task and is dissolved after completing the task.

## **ARTICLE 8 - Election of Executive Officers**

**Section 1:** Voting on the next year's Executive Committee and Chairmen officers will take place after the start of April and before the completion of the academic school year.

- A. Members must be in good-standing status with Extreme Measures to be eligible to be an Executive Committee or Chairman officer
- B. All Executive Committee and Chairmen members must have and maintain a cumulative GPA of 2.5 or higher.
- C. Prospective Executive Committee and Chairmen members must submit an application that lists interested positions.
- D. Members running for a position will have a chance to present their candidacy at the determined meeting. (See Bylaws for additional procedural aspects)
- E. Position candidates will not be in the room during the discussion period or for voting on the specific position.
  - a. They are not allowed to vote for their position
  - b. Members who are running for a position may vote for members running for other positions.
- F. All voting shall be done by secret ballot to be collected and tabulated by the Secretary and one additional member appointed by the outgoing President.

## **ARTICLE 9 - Removal of Executive Committee Officer, Chairman or member**

Any officer in violation of the Organization's purpose or constitution may be removed from office by the following process:

- A. A written request by at least three members of the Organization submitted to (in order) Vice President, President or Advisor
- B. Written notification to the officer of the request, asking the officer to be present at the next meeting and prepared to speak
- C. The advisor must be present during the meeting and facilitate any discussion and voting
- D. A two-thirds (2/3) majority vote is necessary to remove the officer.

## **ARTICLE 10 - Parliamentary Procedure & Operations**

**Section 1** - Robert's Rules of Order (Revised) shall be the parliamentary authority of this organization. Should Robert's Rules of Order conflict with this Constitution, this Constitution takes priority.

**Section 2** - Quorum shall consist of 2/3 of the Executive Committee and 50% +1 of the voting members. [A quorum is defined as the number or percentage of the total membership that must be present at a meeting in order to conduct the business of the club or organization.]

**Section 3** - Voting & Decision Making

- A. Members in good standing are eligible to vote on organization decisions
- B. All organization decisions, with the exception of amendments to the Constitution will, will require a simple majority (50% +1) of a quorum of members
- C. Amendments to the Constitution will require a 3/4 majority vote by a quorum of members

- D. Any member can submit, in writing, a business motion (operations, by-laws, amendments, etc.) to the Executive Committee
- E. Notification of voting and/or decision making must be made to members at least one meeting in advance of the one in which the actual vote is taken.

***Section 4*** - Major Decisions of Extreme Measures

- A. All major decisions pertaining to the group will be planned or determined at Regular Meetings and Executive Committee meetings including
  - a. Election of Executive Officers
  - b. Selection of New Members
  - c. Performance/Concert Dates
  - d. Song Selections

**ARTICLE 11 – Constitution & Amendments**

- A. The constitution is binding to all members of the Extreme Measures.
- B. Amendments to the constitution may be proposed in writing by any member in good standing at any meeting where a quorum of members is present (see Article 8, Sec 2).
- C. These amendments will be placed on the agenda for the next regular meeting of the executive council or other officer grouping.
- D. Proposed amendments to the Constitution will become effective following approval of three-quarter (3/4)-majority vote of members in good standing.
- E. Each new member will be given a copy of the constitution upon entrance into the group.
- F. The Executive Committee will discuss the constitution with the entire group at the first meeting of the year or at any time deemed fit by a majority (1/2 plus 1) vote of either the Executive Committee or group

# Extreme Measures Bylaws

## *Membership - Attendance*

- A. More than three unexcused absences will result in suspension from performances and loss of solo, if one is had, until improvement in attendance is shown. Attendance policy extends to regular meetings, Executive Committee meetings and performances/mandatory group events. Once improvement in attendance is shown, the executive committee will discuss the removal of suspension. Attendance policy can be adjusted at the Secretary's or Executive Committee's discretion with a majority vote (1/2 plus 1) on an individual or group basis. [Spring '16]

## *Membership - Solos*

- A. Auditioning for available solos will begin at the beginning of the semester. [Spring '14]
- B. A member must be in good standing to be eligible to hold a solo. A member on suspension is not eligible to obtain a solo. [Spring '14]
- C. After the soloist is voted on, a backup soloist will be voted on. The backup soloist will perform when the soloists is absent. In the case of a graduation, prolonged absence, suspension or removal of a soloist, the solo will be re-auditioned entirely and a new soloist and backup soloist may be voted on. [Spring '16]
- D. When a solo has been revoked from member "A" and given to another members "B", it will remain with member "B". [Spring '14]

## *Membership –*

### *A. New Member Auditions*

- a. Students must go through an audition and callback process [Spring '14]
- b. Callbacks will be determined by the current Executive Committee [Spring '14]
- c. During callbacks, all members will be present, and final selection will be chosen by group [Spring '14]

### *B. Membership Status* [Spring '16]

- a. The classification of a member's status will fall in one of the following categories
  - i. **Active:** in good attendance, financial and disciplinary standing (see Article 3, Section 6)
  - ii. **Inactive:** inactive members:
    - 1. Will give two weeks or emergency notice to the Executive Committee for reason for prolonged absence or will be notified by Executive Committee of he/she is no longer in good standing
    - 2. Will meet with Executive Committee to discuss terms of absence and set a date for a return
    - 3. Will write or speak to group concerning reason for absence
    - 4. Before the absence period is over, the member will meet with Executive Committee to discuss return
    - 5. An inactive member who has left for legitimate reasons determined by Executive Committee (including and not limited to personal finances, semester away from CNU, personal emergency or mental/physical health) may return after one semester. If they take more than one semester break, they will need to re-audition and will not be guaranteed a membership.
  - iii. **Non-Member:**
    - 1. An individual who has left the group (guidelines 1-3 for inactive members must be met in order to leave)



**iv. Removed Member**

1. An individual who has been through the removal process outlined in Article 9
2. A member who was classified as inactive and failed to follow outlined procedure. In this case, in order to return to the group the individual must go through the audition process again and is not guaranteed membership.

***Hazing***

- A. If hazing is committed by a current member towards a new or potential member, the punishment will be dismissal from Extreme Measures. [Spring '14]

***Dues***

- A. The amount of dues will be determined by the Treasurer and Executive Committee at the beginning of each academic semester. Dues will be collected from each member by the Treasurer on a declared date at the beginning of each academic semester. [Spring '16]
- B. Failure to pay dues by the assigned date will result in suspension from performing until dues are paid to the treasurer. [Spring '14]

***Song Selections***

- A. Song selection will take place either during a preselected Regular Meetings or online. The dates and deadlines of song suggestions and selection through voting will be selected by the Music Director and the Executive Committee. Any member in good standing can suggest a predetermined number of songs. To vote, a member must be in good standing and have listened to all the songs. Voting will be submitted to the Secretary and Musical Director or other Executive Committee member before the selected deadline. [Spring '16]