

# Constitution of University Sounds A Capella (Adopted Spring 2009)

## **Article I Name**

The name of this organization shall be University Sounds A Capella of Christopher Newport University ("University Sounds").

## **Article II Purpose**

The purpose of University Sounds is to bring collegiate men and women together based on a shared passion for a capella music, and to share their musical talent with not only the student body of Christopher Newport University, but also the surrounding community.

## **Article III Membership**

### *Section 1. General Requirements*

Any student enrolled in Christopher Newport University shall be eligible to become a member of University Sounds. All members must be fully enrolled (12 credit hours) at Christopher Newport University and must be in good academic standing with the university.

Eligible members may not be members of any other acapella group established on the CNU campus.

All members of University Sounds are required to pay semesterly dues at the beginning of each semester.

### *Section 2. Categories of Membership*

"Potential members" are those who wish to join University Sounds. All potential members wishing to join University Sounds may not be affiliated with any other Christopher Newport University acapella group at the time of their audition.

"Current members" are those who have been accepted into University Sounds and have fulfilled any other obligations stated in this Constitution.

"Alumni members" are those former members of University Sounds who have graduated from Christopher Newport University as members of University Sounds.

### *Section 3. Qualifications and Privileges*

Potential members shall have no voting rights in University Sounds.

Current members shall have full voting rights, one vote per person.

#### *Section 4. Selection Process*

Potential members shall audition for at least sixty percent of the current members of University Sounds during an initial blind audition process. Potential members become current members after accepting an offer of membership post-callbacks and fulfilling any other obligations stated in this Constitution.

#### *Section 5. Removal Process*

Any member may be put on a probationary period as deemed suitable by the Executive Board, if member has not upheld the duties of a current member. Following this probationary period, the member in question will be reviewed by the President and the rest of Executive Council to discuss further action.

Any member may be removed from University Sounds upon a sixty percent affirmative vote by written secret ballot of this group. Any member may also be removed from University Sounds after a hearing by the Executive Board if they have failed to uphold the general responsibilities of a current group member.

### **Article IV Executive Board Officers**

The Executive officers of University Sounds shall consist of: President, Vice-President, Music Director, Rehearsal Coordinator, Treasurer, and Director of Marketing.

*Section 1.* The **President** shall preside over all Executive Board meetings, finalize music choices with the help of the Executive Board, and appoint special committees with the approval of the Executive Board. The President shall also approve all financial administration of all funds. The presidential position shall be appointed by the previous executive board. If any members of the executive board are unable to uphold their duties as specified within the Constitution, the President will obtain those duties.

*Section 2.* The **Vice-President** shall preside over meetings in the President's absence, and organize events and performances. The Vice-President is responsible for keeping minutes during all executive board meetings, as well as attendance during each scheduled rehearsal and group performance. The Vice-President shall also any other duties requested by the President.

*Section 3.* The **Music Director** shall arrange and distribute musical selections, lead the group in vocal warm-ups, work with individual members as needed, and perform any other duties requested by the President. The musical director should be educated in music theory and have a good understanding of the piano. Music

director is also required to meet with the Music Committee and Rehearsal Coordinator outside rehearsal at least once a week, or as designated by the Music Director, to evaluate previous rehearsals and distinguish music selections with help of the Music Committee and parts for up-coming rehearsals.

*Section 4. **Rehearsal Coordinator (Non EBoard Position)*** shall lead rehearsals in the Music Director's absence. Rehearsal Coordinator shall assist the Musical Director in musical selections, lead vocal warm-ups, and perform any other duties requested by the President or Music Director. Rehearsal Coordinator is also required to meet with the Music Director outside rehearsal at least once a week, or at the discretion of the Music Director, to evaluate previous rehearsal and distinguish music selections with help of the Music Committee and parts for up-coming rehearsals.

*Section 5.* The **Treasurer** shall work with the President and preside over the financial administration of all funds and share with the Executive Committee and membership the financial condition of the organization every semester. Treasurer shall set up the bank account as well as administer and collect group dues each semester. A due date for group dues will be set by the Treasurer at the beginning of each semester.

*Section 6.* The **Director of Marketing** shall be responsible for advertising University Sounds performances. Director of Marketing shall also be responsible for fundraising events and promotion of campus involvement. Director of Marketing will be responsible for creating a marketing plan that coincides with the image of University Sounds and advertising the group accordingly.

## **Article VI Election of Officers**

*Section 1.* Election of officers shall take place annually within the last four weeks of each Spring semester.

*Section 2.* Any current member shall be eligible to be an officer who: (a) is a full-time student (12 semester hours), (b) maintains a 2.0 grade point average, (c) is in "good academic standing" with Christopher Newport University.

*Section 3.* If the President resigns before his/her term has expired, the Vice President shall assume the office of the President and the current members shall elect a new Vice President. Any other vacancy on the Executive Board shall be filled by a simple majority vote of current members.

## **Article VII Recall of Officers**

Any officer of this organization may be removed from office upon a two-thirds affirmative vote by written secret ballot of the members of University Sounds.

## **Article VIII Group Committees**

*Section 1.* All active members of University Sounds who are not members of the Executive Board shall act as active committee members. Members will submit (in rank order) their preference for committees to be approved and finalized by the President and the Executive Board.

*Section 2.* The *Group Management Committee* shall be led by the President and Vice President of the group. Committee members will assist in the planning and coordination of group rehearsals, concerts, and retreats. They will assist in overseeing tasks and in keeping up relations with other groups within the acapella community. The planning committee will consist of three to four group members, as well as the President and Vice President.

*Section 3.* The *Music Directing Committee* shall consist of the Music Director and Rehearsal Coordinator and four other group members. One committee member will be chosen from each voice part. Committee members will work with the Music Director and Music and Rehearsal Coordinator to arrange group music, run rehearsals, and lead group warm ups. All members of the Music Committee are required to meet outside of rehearsal to prepare for up-coming rehearsals. It will be the responsibility of each committee member to teach the vocal part for each song to other members within their same voice part to ensure a basis is laid for each song.

*Section 4.* The *Marketing Committee* will consist of the Director of Marketing, the Treasurer, and six other group members. The Committee will work together to come up with a strategic marketing plan for University Sounds and will work together to execute that plan. The committee will be responsible for brainstorming and carrying out fundraising activities, as well as promotion of University Sounds and its events to the CNU Community and the general public. The Marketing Committee will also be responsible for designing group apparel.

*Section 5.* Committee leader will actively participate within their committee and oversee their committee's activities. Committee leaders will cooperatively work with their assigned committee and will not act as a dictator of the group's activities. It will be the responsibility of the committee leaders to relay information and committee activities to the rest of the Executive Board at each Executive Board meeting.

## **Article IX Meetings**

*Section 1.* Regular meeting dates and time (rehearsal schedule) of University Sounds shall be voted on by the group at the end of each semester for the following semester.

*Section 2.* Special meetings may be requested by the President at his/her discretion.

*Section 3.* Sixty percent (majority vote) of the membership shall constitute a quorum.

## **Article X Attendance**

Attendance at all scheduled events is required for all current members of University Sounds.

*Section 1.* Members are required to attend all scheduled rehearsals and performances so long as those events are announced at least two weeks prior to taking place. All members are required to attend the scheduled rehearsal prior to a performance in order to be eligible to perform as a member of University Sounds.

*Section 2.* If any member acquires two (2) unexcused absences, said member will not be allowed to perform with the group at the next scheduled performance. If any member acquires three (3) unexcused absences within the time of a semester, said member will be placed on a one month probationary period. Following the probationary period, said member will meet with the executive board where their membership of University Sounds will be up for question. Four (4) unexcused absences may result in dismissal from the group if voted upon by 60 percent of the current membership.

\*Probation: Attendance at rehearsal is still expected and required, however all performing privileges will be taken away for one month.

*Section 3.* Any member who arrives fifteen minutes late or leaves fifteen minutes early from rehearsal will be marked as an unexcused absence unless deemed excused by the President and Executive board.

*Section 4.* Any member found on their cell phone or laptop during rehearsal, without consent of the President or Executive board member, will be given a warning.

*Section 5.* Excused absences include: serious illness, family emergency, and academic major requirement. All other circumstances will be taken into consideration on a case-by-case basis, and voted on by the Executive board.

## **Article XI Dues**

*Section 1.* The amount and timing of dues shall be determined by the President and the Treasurer. The current amount for dues is set at \$30.00 per semester.

*Section 2.* The Treasurer shall collect the dues with oversight by the President.

*Section 3.* If group members are unable to pay the specified dues within the designated semester, the member will be responsible for the dues the following semester.

## **Article XII Amendments**

Amendments to this Constitution may be proposed by any current member and must be approved with a simple majority vote of the current membership.

## **Article XIII Advisor**

A CNU faculty or staff member shall serve as an advisor. The advisor of the organization shall provide support, counseling and guidance to University Sounds.

## **Article XIV Responsibilities**

*Section 1.* University Sounds shall adhere to University Policies and all city, state, and federal laws.

*Section 2.* University Sounds shall not haze any prospective member for the purpose of admission into or affiliation with the organization. Members of University Sounds are free to leave or dissociate without fear of retribution or harassment. University Sounds shall not discriminate based on race, creed, color, sex, age, national origin, disability or sexual orientation.

*Section 3.* The advisor shall work closely with the organization in coordinating activities to insure that they are conducted in compliance with Christopher Newport University policies and the laws of the United States of America, the Commonwealth of Virginia, and the City of Newport News.

*Section 4.* Any revisions to this Constitution and/or by-laws must be reviewed by the Office of Student Activities.

## **Article XV Ratification**

This Constitution shall become effective upon ratification by a majority of the organization's membership and the Office of Student Activities.

## **Article XVI Set List (Amended Fall 2013)**

*Section 1.* Each set list shall be formed through a nomination and voting process by current members of University Sounds. The songs that receive majority votes shall be included in the set list for the following semester. In the event that University Sounds does not get to all of the songs voted on for the semester set list, left over songs will NOT roll over to the next semester.

*Section 2.* If University Sounds wishes to sing any left over songs from a previous semester, the song must be nominated again and win a simple majority vote by the group during the set list selection process.