

# Trebled Youth A Capella Constitution

*As of Fall 2022*

## Article 1 - Mission Statement:

Trebled Youth A Cappella group is a Christopher Newport University affiliated singing group oriented towards providing a supportive community for novice and experienced singers alike. By providing a unique and expanded opportunity for Christopher Newport University students to participate in a Christopher Newport University singing group, Trebled Youth A Cappella group aims to expand the A Cappella opportunities offered on campus.

## Article 2 - Organization Name:

The name of this organization will be Trebled Youth A Cappella group, hereafter referred to as Trebled Youth, or TY.

## Article 3 - Membership:

**Sec. 1:** Any undergraduate or graduate student of Christopher Newport University may have membership in Trebled Youth.

**Sec. 2:** The opportunity to become a member is at the discretion of Trebled Youth, [henceforth referred to as the group]. See Auditions and Evaluations, below.

**Sec. 3:** Membership is on a voluntary basis.

**Subsec. 3a:** If a member decides to leave the group at any time, they must receive a 3/5 (4/6) vote from the Executive Board in order to be considered for readmission to the group. This readmission process may or may not include an audition.

**Subsec. 3b:** The Executive Board has the ability to remove any member from the group with a 4/5 (5/6) vote if they are found to be unsuited for the group. The Executive Board has a responsibility to bring this to the attention of the body of the group before voting to ensure that the group has the opportunity to bring to attention any information that the Executive Board is unaware of, or in order to defend the membership rights of them. The Executive Board will contact said member before a final decision is made so that they may have the opportunity to defend their membership rights.

**Subsec. 3c:** Additionally, if a member is found to be failing the attendance requirements set forth in Article 9, Section 2, their membership rights may be revoked by the Executive Board on a 4/5 (5/6) vote with input from the body of the group.

**Sec. 4:** If membership is revoked for any reason, that student will then be disbarred from rejoining the group at a later time unless they receive a unanimous vote from the Executive Board and at least 2/3 of the body of the group who participated in the group with the former member in question.

**Sec. 5:** Each member will belong to a particular voice part, which shall hereafter be known as a section, at the discretion of the Music Director. Section assignments are subject to change at any point in time.

**Sec. 6:** A member of Trebled Youth may be considered an alumnus/alumna, and thus be granted permission to the Alumni Relations Facebook Page and events, if they meet the following criteria:

**Subsec. 6a:** All alumni members must have completed one full semester as part of Trebled Youth and be in good standing with the group at the discretion of the executive board.

**Subsec. 6b:** If graduating from CNU or leaving the University, the only criteria is that listed above.

**Subsec. 6c:** If leaving the group, but remaining a student at CNU, the student must also not join another group within the A Cappella community after leaving Trebled Youth in addition to the above criteria.

## Article 4: Behavior Standards for the Group at Large:

**Sec. 1:** Members may not attend rehearsal if they are visibly inebriated. If a member is intoxicated, the rehearsal will be counted as an unexcused absence.

**Sec. 2:** If a member of the Executive Board suspects someone of violating this standard, a meeting will be held with the person in question directly after rehearsal to determine the consequences.

**Sec. 3:** If a member of the group has concerns and/or criticisms they wish to discuss with the Executive Board, they must address the Board in a civil, respectful manner without undue hostility.

**Sec. 4:** Members will discuss Trebled Youth and fellow members with a positive attitude both during and outside rehearsal.

**Sec. 5:** Maintain confidentiality in regards to solo auditions, elections, personal information, and other group votes.

**Subsec. 5a:** If this is violated, there must be a meeting with the Executive board. Consequences are on a case by case basis, as decided by the Executive board.

**Sec. 6:** Repeated violations of these standards may result in expulsion from the group.

## Article 5: Meetings and Attendance:

**Sec. 1:** Meeting times, dates and locations are at the jurisdiction of the membership, and of the officers. The group will meet at least twice per week.

**Sec. 2:** All members are expected to attend meetings.

**Subsec. 2a:** Members may have up to two unexcused absences per semester.

**Subsec. 2.a.1:** Excused absences include illness (up to two rehearsals in a row without a doctor's note; thereafter, the Executive Board will need documentation of illness), family emergency (where the member is leaving campus to be with family), university related events (at the discretion of the Executive Board), and work (at the discretion of the Executive Board). The Executive Board may determine if a pattern in absence presents itself, and may make a membership decision with a 4/5 (5/6) vote and input from the group body. Excessive misconduct, including but not limited to intoxication, disruptive behavior, lack of attention, and disregard of prior warnings, will be considered unexcused absences by the discretion of the executive board.

**Subsec. 2.a.2:** Absences for any reason other than those listed above are considered to be unexcused absences. School work does not count as a university related event. See Article 3, Section 3, Subsection 3b.

**Subsec. 2.a.3:** In the event that a member is to miss a rehearsal for any reason, be it excused or unexcused, they are responsible for notifying the Vice President and Music Director via any platform at least two hours before the start of rehearsal.

**Subsec. 2b:** Members are allowed two unexcused absences per semester. If members have more than two unexcused absences, the following consequences apply.

**Subsec. 2.b.1:** 3 unexcused tardies will equate to 1 unexcused absence. Should a member accrue 2 unexcused tardies, they will be informed that one more unexcused tardy will count as an unexcused absence.

**Subsec. 2.b.2:** Once a member has reached 2 unexcused absences, they will be notified by at least one member of the executive board that they have accrued two unexcused absences, and explain the consequences that are outlined in the constitution should they be absent more.

**Subsec. 2.b.3:** If a member has 3 unexcused absences within one semester, they are then no longer eligible to receive a solo for the remainder of the semester. In the event that they already have a solo, a group vote may be taken on whether or not to replace them as a soloist. This decision will be based on a majority vote by the body of the group.

**Subsec. 2.b.4:** If a member has 4 unexcused absences within one semester, they will not be allowed to perform in the next performance. The member will receive a check-up meeting with the President or the Vice President to ensure that their safety and wellness are not at risk, as well as to verify their intentions concerning the group.

**Subsec. 2.b.5:** If a member has 5 or more unexcused absences within one semester, they will receive a warning email from the Executive Board that they are to be considered for removal from the group, and the member will then be considered for removal from the group. The body of the group will then have the opportunity to discuss the membership rights of them. The final decision will be made by the Executive Board with a 4/5 (5/6) vote and will be based upon the input that the body of the group contributed.

**Subsec. 2.b.6:** Any of the above penalties may be lessened at the discretion of the Executive Board. The body of the group will be notified via e-mail from the Executive Board if a member is to lose a solo or to be terminated from the group.

**Sec. 3:** A member may partake in a voluntary suspension of their activities in the group for at maximum a 2-week period at the discretion of the Executive Board. The member must notify the Executive Board at least 24 hours before this 2-week period begins for the rehearsals to be counted as excused. A member may not miss rehearsals and then claim their absences as a voluntary suspension. If there is a performance within a month from the start of their voluntary suspension, their participation in said performance will be decided at the discretion of the Executive Board by a 3/5 (4/6) vote. Failure to resume activity in the group after this period of voluntary suspension may result in a forfeiture of group membership, which will be decided upon by the Executive Board by a 4/5 (5/6) vote. Members may only take one voluntary suspension per academic semester. If a member is considering suspending their membership, the Executive Board must be notified.

**Sec. 4:** Any member is allowed a single one-semester hiatus from group activities during their time at the University. Their return membership is not guaranteed at the end of the hiatus, and this decision will ultimately be decided by the Executive Board by a 4/5 (5/6) vote and with input from the group body. These decisions will be made on a case-by-case basis. Any other extended duration of absence will be discussed by the Executive Board on a case-by-case basis.

## Article 6 - Auditions and Evaluations:

**Sec. 1:** In order to obtain membership to the group, candidates must pass an audition that will be defined by the following rules:

**Subsec. 1a:** Formal auditions will be held on a semi-annual basis on a date determined by the Executive Board prior to the start of the next semester. If a 3/5 (4/6) vote is passed by the Executive Board, auditions can be suspended for 1 semester, however auditions must occur at least once per academic year. Informal auditions may be held at any point in time at the discretion of the Executive Board, contingent on a majority vote of the body of the group.

**Subsec. 1b:** The auditioning process will be run by the Executive Board, who may or may not create an auditioning committee to assist in all audition processes.

**Subsec. 1c:** The Music Director, in conjunction with the Assistant Music Director, will chair the auditioning committee when applicable. Any details undetermined by the Executive Board will be left to the discretion of the Music Director.

**Sec. 2:** Annually, the group may hold evaluations of the current members to determine membership status for the upcoming year, as determined by a 4/5 (5/6) vote of the Executive Board with input from the body of the group.

**Subsec. 2a:** The evaluation process will be coordinated and chaired by the Music Director.

**Subsec. 2b:** The voting party for the evaluation process shall consist of the Executive Board.

## Article 7 - The Executive Board:

TY shall have an Executive Board, or “E-Board,” that will consist of the following officers:

**Sec. 1:** Trebled Youth shall have a President, whose duties shall include, but not be limited to the following:

**Subsec. 1a:** Overseeing the other officers, and maintaining the integrity of the group.

**Subsec. 1b:** Upholding an agenda and order at all meetings and rehearsals, etc.

**Subsec. 1c:** Representing Trebled Youth to the administration, to other campus organizations, and to the public.

**Subsec. 1d:** Coordinating with the Music Director to ensure proper meeting procedures.

**Subsec. 1e:** Checking, supporting, and enforcing committee involvement and direction.

**Subsec. 1f:** Monitoring and maintaining the Trebled Youth email account and other forms of communication in tandem with each officer.

**Subsec. 1g:** Documenting attendance and creating some medium for other Executive Board members to have access to the document showing which members will be present at rehearsals.

**Subsec. 1h:** Act as a moderator during group discussions such as elections, solos, and other group decisions. Moderation is up to the discretion of the President.

**Sec. 2:** 1.2 The group shall also maintain a Vice President, whose duties shall include, but not be limited to the following:

**Subsec. 2a:** Ensuring that the group has all positions filled according to the constitution.

**Subsec. 2b:** Assisting the president in their duties. Reaching out to people regarding attendance or tardiness issues. Conducting mental health checks.

**Subsec. 2c:** Filling in for the president during their absence.

**Subsec. 2d:** Promoting group welfare and morale and working to organize social events and retreats.

**Subsec. 2e:** Act as a coordinator of all member retention efforts and ensure new members of the group are properly introduced and situated within the group.

**Subsec. 2f:** Scheduling rooms for meetings and other events held by the group.

**Subsec. 2g:** Maintaining internal contact list.

**Subsec. 2h:** Upholding Group Traditions (Alfred, Joe during the Christmas Party, Jacob as the Group Photo)

**Subsec. 2i:** Planning retreat activities in conjunction with the Public Relations Chair

**Sec. 3:** The group shall maintain a Public Relations Chair, whose duties shall include, but not be limited to the following:

**Subsec. 3a:** Maintaining the external contact list.

*Subsec. 3b:* Creating, managing and coordinating events hosted by both the group and other organizations including mixers with other campus organizations in correspondence with the Music Director.

*Subsec. 3c:* Coordinating the making of posters, fliers, sending emails, and other forms of advertisement before upcoming events.

*Subsec. 3d:* Promoting the group on campus and ensuring that the group remains positive.

*Subsec. 3e:* Maintaining Trebled Youth social media.

*Subsec. 3f:* Head of External Relations Committee.

*Subsec. 3g:* Chairing the Committee of Internal Relations.

*Subsec. 3h:* Planning retreat activities in conjunction with the Vice President

*Subsec. 3i:* Planning photoshoots for advertising at the **LEAST** yearly.

*Subsec. 3j:* Co-Head of Fundraising Events in conjunction with the Treasurer

*Sec. 4:* The group shall have a Business Manager/Treasurer, if applicable, whose duties shall include, but not be limited to the following:

*Subsec. 4a:* Managing the current financial situation of the group.

4.a.1. Submitting all expense reports, as applicable.

4.a.2. Submitting all reimbursements, as applicable.

4.a.3. Approving a reasonable amount of funding per event.

*Subsec. 4b:* Re-applying for funding through the university, as applicable.

*Subsec. 4c:* Applying for reimbursement from the University for approved events, as applicable.

*Subsec. 4d:* Planning and executing fundraising events and handling monetary variables, including but not limited to ticket fees, raffles, and prizes at events.

*Subsec. 4e:* Co-Head of Fundraising Events in conjunction with the Public Relations Manager

*Subsec. 4f:* Managing Dues and other charges for the rest of the group. \$15 semesterly for current members, and \$20 for the first semester for the new members. Dues or other charges are due within the first 4 weeks of each notification of that charge, unless there is a strenuous financial situation. The party who cannot afford dues or charges must notify the Treasurer within 1 week of the notification of the charge.

*Subsec. 4g:* Maintaining the Trebled Youth Bank account. This includes the management of the Debit Card, Checking Account, and cash.

*Sec. 5:* The group shall also maintain a Music Director Officer on the Executive Board:

*Subsec. 5a:* The Music Director's (a Permanent Director) responsibilities include:

5a.1: Directing and setting agenda for all practices and rehearsals.

5a.2: Submitting a repertoire to the Executive Board every academic term, as applicable.

5a.3: Making decisions regarding musical arrangements, group singing structure/formation and balance, and other items regarding the group's musicality.

5a.4: Designating performance attire on a case-by-case basis.

5a.5: Planning and executing musical events.

5a.6: Leading auditions.

5a.7: Head of Events Committee.

5a. 8: Assistant Music Director and Music Director are in charge of designating section leaders of the group.

5a. 9: Appointing those who arrange songs on a semester basis.

Sec 6: The group shall also maintain an Assistant Music Director on the Executive Board:

*Subsec. 6a:* Lead Performances and Rehearsals in the Music Director's Absence

6b: Help with arrangements and/or create arrangements

6c: Post on the Facebook page or in GroupMe before each rehearsal what the agenda is for that day

6d: Assist the music director with other duties specified by themselves

6e: Attend E-board meetings and act as a part of e-board

6f: Organizes the time when mashup rehearsals occur, whether in or outside of rehearsal

6g: During tie votes (3 / 6) during e-board meetings, the Assistant Music Director does not have a vote. This is an optional position for the executive board. If there is an interest in the position, it can be filled.

*Sec. 7:* The officers defined above will make up the group's Executive Board, whose powers consist of the following:

*Subsec. 7a:* Confirming the repertoire for the academic term, as provided by the Music Director. The Music Director has the right to make the executive decision on song choices.

*Subsec. 7b:* Making all decisions relating to membership not limited to but including: membership responsibilities, membership dues, and membership rights.

*Sec. 8:* All rulings of the executive board shall be made through a majority vote, unless specified otherwise.

*Sec. 9:* In the event that an Executive Board member is lacking in their duties, the rest of the Executive Board may remove them with a unanimous vote. The Executive Board has a responsibility to bring this to the attention of the body of the group before voting to ensure that the group has the opportunity to bring to attention any information that the Executive Board is unaware of, or in order to defend their Officer rights. The Executive Board will contact said member before a final decision is made so that they may have the opportunity to defend their Officer rights.

*Subsec. 9a:* If an Officer is removed from the Executive Board, they do not lose membership rights immediately. If the Executive Board and/or the group wish for them to be removed from the group, a separate process will be followed. See Articles 3, 8, and 9.

*Sec. 10:* The officers/membership may appoint additional positions (such as choreographer, arranger, etc.) at any time. These positions are not Officer positions and therefore are not a part of the Executive Board.

## Article 8 - Executive Board Standards of Behaviors:

Sec. 1: Use a text message group chat to discuss matters of organization and structure.

Sec. 2: In regards to disciplinary infractions within E-board, the suspected executive board member must meet in person to discuss the possible infraction. There are no separate group chats to discuss disciplinary measures of that Executive board member, and any member of E-board can choose to call the meeting.

Sec. 3: Having unconditional positive regard for fellow Executive Board members, even if disciplinary infractions occur.

Sec. 4: Disciplinary measures that occur following the meeting are up to the rest of the Executive Board and must be decided by a 3/4 (4/5) vote. The suspected Executive Board Member cannot be present in the room during the discussion of disciplinary measures.

## Article 9 - Selection of E-Board Officers:

*Sec. 1:* Officers shall be selected on an annual or semi-annual basis, with an officer committing to no less of a term than one semester.

*Subsec. 1a:* Elections will take place at least once per academic year.

*Subsec. 1b:* In order to be elected to a position, a majority of the members (as defined above), who are present at the time of elections, must vote in favor of a given candidate.

*Subsec. 1c:* Any member (as defined above), may run for, and subsequently be elected as an Officer.

*Subsec. 1d:* The election process will be determined by the current Executive Board at the time of the elections.

*Sec. 2:* A person may only hold one Officer position.

*Sec. 3:* During the running of Elections, a person can only run for a maximum of 2 positions. These positions are the ones they think they are best for. Only under certain circumstances that are defined by the current Executive board can a person run for a 3<sup>rd</sup> position

*Sec. 4:* A person who is outside of the Executive Board (without bias) will go outside and count the votes.

*Sec. 5:* The interest form **MUST BE FILLED OUT BY THE SET DUE DATE**, or that person cannot run for that position.

*Sec. 6:* Significant others of someone running must exit during the discussion of that potential Executive Board Member. **First**, the significant other states their opinions and then must exit the room until discussion is finished.

## Article 10 - Shadowing of E-board Members:

*Sec. 1:* Trebled Youth shall decide each semester if they wish to have committees under the direction of the respective E-Board members to increase membership involvement and activity. If an E-Board member asks for assistance with his or her activities, at least a single member of the group must volunteer to assist that E-Board member. If E-Board members decide to chair committees, the following sections apply.

*Sec. 2:* Trebled Youth shall have an Events committee, headed by the Music Director, as also stated in Article 4, whose duties shall include, but not be limited to the following:

*Subsec. 1a:* Helping plan and execute musical events.

*Subsec. 1b:* Assisting with sound check and formation shifts.

*Subsec. 1c:* Discussing, evaluating, and enforcing performance attire.

*Sec. 3:* Trebled Youth shall have an Internal Relations committee, headed by the Vice President, as also stated in Article 4, whose duties shall include, but not be limited to the following:

*Subsec. 2a:* Ensuring new members and graduating seniors receive respective gifts and celebratory events.

*Subsec. 2b:* Maintaining and/or establishing Trebled Youth traditions, such as senior send-off, family lines, alumni relations, and secret Santa.

*Subsec. 2c:* Organizing a retreat semesterly.

*Sec. 4:* Trebled Youth shall have a Public (External) Relations committee, headed by the Public Relations Officer, as also stated in Article 4, whose duties shall include, but not be limited to the following:

*Subsec. 3a:* Planning and implementing mixers with other on-campus groups.

*Subsec. 3b:* Drafting and promoting social media designs, flyers, apparel, and other PR as requested by the PR officer.

*Subsec. 3c:* Assisting in tabling and advertising.

*Sec. 5:* Trebled Youth shall have a Fundraising committee, headed by the Treasurer, as also stated in Article 4, whose duties shall include, but not be limited to the following:

*Subsec. 4a:* Brainstorming, planning, and executing fundraisers.

*Subsec. 4b:* Collecting ticket fees, raffles, and prizes as necessary at Trebled Youth-sponsored events.

## Article 11 - Advisor:

*Sec. 1:* The group may maintain a faculty advisor, as defined by policies set forth by Christopher Newport University, who will provide support in any way they see fit, provided they do not disturb the tone of the group (as can be decided by a majority vote).

*Subsec. 1a:* In the event of the removal or loss of the faculty advisor, the Executive Board is responsible for finding and contacting a new advisor who is to be approved by a majority of the body of the group.

## Article 12 - Amending the Constitution:

*Sec. 1:* The constitution can be amended or ratified by a 2/3rds vote of the membership.

*Sec. 2:* The Executive Board has the power to further specify and extend roles and duties as defined in the constitution, but may not, unless otherwise noted, change any of the terms specified in the constitution without permission of the membership.

*Sec. 3:* Nothing in the constitution should be unable to be amended.

*Sec. 4:* Sections in Article 13 are not to be removed unless there is a unanimous vote from the membership.

## Article 13 - Traditions:

*Sec. 1 - The Jacob Rose Clause:* The group cover photo can never be changed. It shall remain Jacob Rose forever, as to commemorate how much he has done for this group. He is truly an angel and deserves a place in our hearts forever.

*Sec. 2:* The Video of Joe Kisiday singing at “All I want for Christmas” must be played at the Christmas party yearly. The video can be found on the private Trebled Youth facebook page. |

*Sec. 3:* All Seniors when exiting the group must sing their audition song(s) at the Senior Send Off Party.

*Sec. 4:* Alfred the Alligator lives on forever.



Key of C: lyrics to Alfred

*Have you ever been down to the water spout*

*At the very bottom of the water system*

*There you'll find a little alligator who goes by the name of Alfred if you do he's mine*

*I lost him*

*I threw him down the water spout and now I'm feeling lonely all the time*

*I miss him*