

## **MCTC Choirs Students' Association Constitution**

### **1. Article I: General**

- a. The name of this organization shall be "The MCTC Choirs Students' Association" (Here after known as, CSA or "the organization").
- b. The purpose of the organization shall be to externally support, represent, and serve the students of the MCTC Choirs (courses MUSL 1210 and MUSL 1220) and the MCTC community in general; to promote the Choirs' concerts, auditions, and activities; and to serve as a general advocate and ambassador for choral music at MCTC.
- c. The Director of the MCTC Choirs (a faculty member, designated solely by the Music Department) shall act as general advisor.
- d. The organization shall be governed by this constitution and the bylaws appended hereto. Where there is no rule provided for procedure, the faculty advisor and student officers shall determine the course to be followed. All actions of the MCTC CSA are subject to review by the Director of Choirs.
- e. This is a living document, which may and shall be amended to better meet the needs and interests of the MCTC Choirs.

### **2. Article II: Membership**

- a. All students, singers, and affiliates of the MCTC Choirs, including students enrolled for credit, students singing for non-credit, and other choir members, shall be considered members of the MCTC Choirs Students' Association. Membership is also open to alumni and friends of the choirs. Voting is limited to current choir members.
- b. The organization will not discriminate based on any characteristic listed in MCTC's Nondiscrimination statement.
- c. Affiliation with the MCTC CSA in no way guarantees or secures a performing seat in the choirs, which is at the sole discretion of the Music Department and the Music Director, as described in the prerequisites for MUSL 1210 and MUSL 1220.

### **3. Article III: Officers**

- a. The officers are as follows:
  - i. PRESIDENT. The President:
    1. Presides over MCTC CSA meetings and officer meetings, and calls special meetings when appropriate.
    2. Supervises and delegates the activities of the other Officers.
    3. Serves as the "right hand" to the Director of Choirs.
    4. Ensures that all decisions agreed upon by the CSA be properly executed.
    5. Promotes the Choirs and recruits new members.
    6. Maintains regular weekly attendance on behalf of the Choirs to all scheduled MCTC Student Government Senate Meetings.

7. Serves, along with the Director, as liaison between choir and other school organizations and activities.
  8. May not vote at any officer or CSA meetings except In the event of a tie and at annual officer elections.
- ii. VICE-PRESIDENT. The Vice-President:
    1. Assists the President in all activities and presides over his/her responsibilities in case of their absence, incapacity or other extenuating circumstances.
  - iii. TREASURER. The Treasurer:
    1. Handles the organization's finances (if any).
    2. Administers and maintains current and accurate records of all budgets and spending.
    3. As needed, shall make reports to the Director of Choirs, Officers, and CSA regarding finances.
    4. Shall assist the President and Director of Choirs when actions taken by the CSA involve the expenditure or transfer of funds, and shall ensure that proper procedures are followed to carry out the intentions of the CSA.
  - iv. SECRETARY. The Secretary:
    1. Keeps track of membership lists, alumni and announcement lists.
    2. Takes notes at meetings, and prepares agendas and minutes for said meetings.
    3. Processes such data as is needed by the President, Stage Manager, other officers, and Director of Choirs.
  - v. STAGE MANAGER. The Stage Manager:
    1. Verifies that concert and stage set-up is as requested by the Director of Choirs.
    2. Is in charge of all backstage logistics, including seating arrangements, lineups, etc. during dress rehearsals and performances.
    3. Organizes on-campus publicity efforts including tabling, postering, e-mail announcements, etc.
    4. Performs other duties as needed by the President and Director of Choirs.
  - vi. SOCIAL CHAIR. The Social Chair is in charge of organizing social events for the choirs. Oversees the planning and hosting of choir-sponsored activities during the school term.
    1. Oversees the Social Activities Committee.
    2. Clears all choir-sponsored activities in advance with the Director of Choirs
    3. Helps to promote a welcoming atmosphere in all choir activities.
    4. Sees to it that events are alcohol-free and centrally located when possible.
    5. Publicizes or delegates the publicity of choir-sponsored

activities which:

- a. should be publicized at least one week prior to the event, and should be communicated to the choir members via e-mail, in-class announcements, and personal invitations.
6. Works creatively, and uses the many free resources of a vibrant arts community as part of their planning.
7. Hosts or delegates hosting of informal choir gatherings following choir rehearsals. (for example, weekly coffee hour or after-choir lunch). Sees to it that all choir members are made aware of these gatherings.
8. Promotes a welcoming atmosphere within the choir rehearsal setting, by greeting and engaging both new and old members.
9. Oversees and actively encourages the planning and hosting of events during breaks from class (summer, winter and spring breaks). (These events should follow the same guidelines as events held during the class term.)
10. Attends all meetings of the choir executive board.
11. Copies all communications and planning information to the Choir President and Director of Choirs.
12. Creates opportunities to enhance choir spirit, such as choir t-shirts or other spirit wear.
13. Plans and facilitates other events as requested by the Director of Choirs or Choir President.

A special note:

- a. Please carefully consider the difference between a choir-sponsored activity and social events with friends. While choir-sponsored activities can and should be fun, and can be purely social in nature, care must be taken so that our public behavior and priorities are irreproachable. Social events can be planned with friends from the choir, and this is encouraged, but it is not the same thing as a choir-sponsored event.
- vii. SECTION LEADERS: Each voice part will have a Section Leader.
- Section Leaders:
1. Take daily attendance of their section.
  2. Contact (via phone or e-mail) those members of their section who miss a rehearsal.
  3. Communicate score markings to all members of their section.
- viii. STUDENT SENATE LIAISON(S):
1. Represent the choir at all regularly scheduled student senate meetings.
  2. Communicate to choirs and choir director important

information about student senate meetings.

3. The Student Senate Liaison is part of the Choir Executive committee, and as such has full voting rights.
  4. Up to four choir members may hold this position at any given time.
- b. Officers will be elected in the following manner:
    - i. A nominating committee consisting of the standing President, Stage Manager and Director of Choirs will propose candidates for the position of PRESIDENT. The nominating committee will present the slate of candidates to the voting membership who will elect via simple majority. In the case of a tie, the Director of Choirs will cast the tie-breaking vote.
    - ii. The positions of VICE-PRESIDENT, TREASURER, SECRETARY and SOCIAL CHAIR may be nominated from the floor, and elected with a simple majority vote by the voting membership.
    - iii. The positions of SECTION LEADERS and STAGE MANAGER will be appointed by the Director of Choirs.
    - iv. The position of STUDENT SENATE LIAISON is by appointment. Those choir members who are interested in representing the Choirs at Student Senate should contact one of the choir officers or the Director of Choirs. The Director of Choirs will make the official appointment.
  - c. Mid-year position vacancies may be filled by appointment, or by special election, at the discretion of the officers and Director of Choirs.
  - d. Officers may be removed and replaced by a two-thirds vote of the voting membership with the consent of the Director of Choirs.
  - e. Any person may fill more than one position. However, the officer corps shall always consist of at least three distinct persons.
  - f. The Stage Manager may be appointed first to an apprenticeship, in which he/she works with the current Stage Manager, before being promoted to Stage Manager proper. This is at the discretion of the Director and current Stage Manager.
  - g. All above named positions are part of the choir leadership team, and as such are also members of the MCTC Choirs EXECUTIVE COMMITTEE.
4. Article IV: Meetings
    - a. All rehearsals and meetings of the MCTC Choirs shall be considered, coincidentally, meetings of the MCTC Choirs Students' Association. In addition, CSA officers shall have at least one administrative meeting per semester, and may call additional meetings if they see the need.
    - b. Administrative meetings are presided over by the President. Decisions at administrative meetings will be made by a majority vote of the officers. Final decisions will then be discussed with the Director of Choirs for the Director's final approval or veto.

5. Article V: Relationship with MCTC Student Senate: The MCTC CSA agrees to abide by the rules and regulations of the MCTC Student Senate and its executive board. This constitution, amendments to it, and the bylaws of this organization shall be subject to review by the MCTC Student Senate Executive Board to insure that they are in accordance with the aforementioned rules and regulations.
  
6. Article VI: Adoption and Amendments
  - a. A two thirds vote of the membership present at a meeting, provided there are at least 12 members present, shall be necessary to propose an amendment to this constitution. The Director of Choirs must then approve in writing all proposed amendments. In addition, the Director of Choirs and/or the Music Department may amend this Constitution at will, with or without the approval of the membership.
  - b. A simple majority of the membership present at a meeting, provided there are at least 12 members present, shall be sufficient to revise the constitution with final consent or veto of the Director of Choirs. In addition, the Choir Director and/or the Music Department may revise this Constitution at will, with or without the approval of the membership.