**Article I: Name**

The name of this organization shall be the Classical Saxophone Association at The Ohio State University; hereinafter referred to as CSAXA.

**Article II: Purpose**

The purpose of CSAXA shall be to culturally enrich the community through the musical arts by presenting free opportunities to listen to the classical saxophone in performance; and in doing so, CSAXA will create awareness of the history, current events, and pedagogy of the classical saxophone. It shall also promote the creation and performance of new music to enhance the musical repertoire of the classical saxophone.

**Article III: Non-Discrimination Policy**

CSAXA and its members shall not discriminate against any individual(s) for reasons of age, color, disability, gender identity or expression, national origin, race, religion, sex, sexual orientation, veteran status, or political affiliation.

**Article IV: Membership**

Membership in CSAXA shall be open to any undergraduate or graduate students who are currently enrolled at The Ohio State University and willing to subscribe to the purpose and constitution of this organization. Those individuals should attend a CSAXA meeting and express their interest to the Executive Committee. Membership guidelines are:

1. The membership year shall run in conjunction with the academic calendar of the Ohio State University.
2. Each member shall have the right to vote on all issues.
3. No member shall be permitted to cast a vote of another member.
4. The ability to play the saxophone is not a prerequisite for membership.
5. No annual dues shall be collected for membership in CSAXA, however donations are invited.

**Article V: Leadership**

The leadership positions of CSAXA shall be a President, Secretary, and Treasurer. The Executive Committee will consist of the President, Secretary, Treasurer, and Faculty Advisor. The Executive Committee’s foremost duty is to ensure that CSAXA’s purpose, policies, and reputation are upheld at all times. The terms of office for leadership positions shall be:

1. Any undergraduate or graduate members interested in becoming an officer must be a full time student with a minimum GPA of 2.5.
2. Members may nominate themselves or other members.
3. Nominations will be accepted by the exiting President who will compile the nominees into a ballot system in May. Elections of officers will be held at the final meeting prior to Spring Break and the exiting President shall collect and tally votes.
4. Each member of CSAXA will receive one ballot and vote for a maximum of one nominee in each position. Any ballots that fail to comply with these rules will be discarded.
5. Election of CSAXA’s Executive Committee will require a 51% majority vote from the general membership. If a candidate fails to receive a majority of votes, a run-off election will be held between the two candidates that receive the most votes.
6. The term of office of the newly elected officers shall commence on the first day of the Fall Semester and shall end on the last day of the Spring Semester the following year.
7. The officers shall perform the duties described in the parliamentary authority and this constitution.
8. An officer intending to resign from any Executive Committee position must submit a letter of resignation to each member of the Executive Committee with at least two weeks notice of their desired departure date. Upon resignation of any officer a new nomination and election must be held.

1. **President**: The duties of the President shall include:

1. To preside over all meetings of CSAXA.
2. To preside over all meetings of the Executive Committee.
3. To act as a liaison between CSAXA and the community.
4. To require regular reports from the Secretary, Treasurer, and chairpersons of standing committees.
5. To be responsible for the establishment and maintenance of a system of communication with all members. i.e., notifying all members of meetings, special events, and cancellations.
6. To maintain regular communication with the Faculty Advisor.
7. To serve as an ex-officio member of standing committees.

2. **Secretary**: The duties of the Secretary shall include:

1. To assume the duties of the President in the President's absence.
2. To record and maintain the minutes of all meetings of CSAXA, all Executive Committee meetings, and of all matters of which the President shall have ordered a written record.
3. To maintain accurate records of CSAXA correspondence.
4. To maintain a complete and accurate roster of the members and officers.
5. To take attendance at all Executive Committee meetings.
6. To handle all incoming and outgoing correspondence.

3. **Treasurer**: The duties of the Treasurer shall include:

1. To handle all funds and financial transactions of CSAXA.
2. To maintain accurate records of all funds and financial transactions.
3. To prepare financial reports to be presented at regular CSAXA meetings.
4. To pay all bills and invoices in a timely manner upon approval of the Executive Committee.
5. To purchase items and supplies deemed necessary for CSAXA.
6. To make all records available for audit when requested.
7. To collect dues if necessary.
8. To develop fundraising strategies if necessary.
9. To submit the year-ending financial review to the incoming Treasurer when turning over the financial records.

**Article VI: Standing Committees**

Standing committees shall exist only as needed by the determination of the Executive Committee and shall be appointed by the Executive Committee or comprised of the general membership of CSAXA on a volunteer basis. The specific duties of each Standing Committee shall be determined and set forth by the Executive Committee.

**Article VII: Method of Removing Officers and Members**

If actions by an officer or member of CSAXA are deemed both inappropriate and contrary to the purpose and constitution of CSAXA, he/she may be removed from membership. Any officer or member of CSAXA may bring forth a motion to remove an officer or member by consulting the Faculty Advisor. The Faculty Advisor must then approve a vote of the general membership for the removal of an officer or member. Before the deliberation and vote, the officer or member is permitted to speak before the Executive Committee and the general membership regarding the charges. The officer or member in question may be removed from membership and/or office by a 66% vote of the general membership and majority rule by a quorum of the Executive Committee. The officer or member is not permitted to participate in the deliberation of the general membership and Executive Committee regarding the charges.

**Article VIII: Faculty Advisor(s)**

The Faculty Advisor of CSAXA shall be a faculty member of the School of Music at The Ohio State University, with preference given to the current professor/instructor of saxophone. If possible, the Faculty Advisor shall be present at all Executive Committee meetings, though the absence of the Faculty Advisor shall not result in the cancellation of any meeting. The Faculty Advisor is not a voting member of the general membership or the Executive Committee. The functions of the Faculty Advisor of CSAXA shall be:

1. To advise and provide general information, suggestions, and feedback to the members of CSAXA concerning all aspects of its activities and events.
2. To assist and advise the Executive Committee and other members of CSAXA.

**Article IX: Meetings**

Regular meetings of CSAXA will be held every Friday at from 11:30 to 12:30 at a location and time determined. Special meeting and meeting notices shall follow these guidelines:

1. A special meeting, CSAXA meeting, Executive Committee meeting, or Standing Committee meeting may be held upon the call of the President or on the written request of any two members. The purpose of the meeting shall be set forth in the notice of the meeting.
2. No notice other than announcement at the prior regular meeting shall be required for a regular meeting or Standing Committee meeting. Notice of a special meeting shall be given at least seven days in advance.

**Article X: Method of Amending the Constitution**

The constitution may be amended at any meeting which has a 66% majority of voting members, providing that written notice of the proposed amendment be given to all members during the previous meeting.

**Article XI: Quorum**

For all matters placed before the voting members of the general membership a minimum quorum of 66% of the voting members of CSAXA shall be required. For all matters placed before the Executive Committee, a minimum quorum of 66% of voting officers of CSAXA shall be required.

**Article XII: Parliamentary Authority**

Robert’s Rules of Order shall govern CSAXA in all cases in which they do not conflict with the constitution and any special rules of this association.

**Article XIII: Method of Dissolution**

The dissolution of CSAXA shall be accomplished only with a 100% rule of the voting members and the unanimous rule of the voting members of the Executive Committee.

*Wednesday, January 6, 2016*