

# **The Ohio State University School of Music**

## ***Undergraduate Music Council Bylaws***

### **Mission Statement:**

The purpose of the Undergraduate Music Council (UMC) is to enhance the lives of the undergraduate population attending the School of Music at The Ohio State University. The council should facilitate and enhance communication between undergraduate music students and administrators, faculty, staff, graduate students, and other music organizations. The council should work to develop solutions to undergraduate concerns and implements new ideas to benefit music students at The Ohio State University.

### **OSU School of Music**

### **Undergraduate Music Council Bylaws**

#### **I. Functions of the Undergraduate Music Council (UMC)**

- A. The UMC is the central representative body of undergraduate music students at The Ohio State University.
- B. The UMC will channel undergraduate concerns and ideas to administrators, faculty, staff, graduate students, and other music organizations at Ohio State.
- C. The UMC will channel concerns and ideas of administrators, faculty, staff, graduate students, and other organizations to the undergraduate music students at Ohio State.
- D. The UMC will assist in developing solutions to undergraduate concerns and implementing new ideas that benefit music students at Ohio State.
- E. As described in the School of Music Faculty Handbook, Council members will serve as representatives to School of Music and College of the Arts committees. Council members will also serve on university committees, as necessary.
- F. UMC members will serve as representatives at School of Music area and general faculty meetings when necessary.
- G. It is the responsibility of the UMC to assist in promoting and increasing awareness of resources and opportunities both within and outside of the School of Music.

#### **II. Composition of the Undergraduate Music Council**

- A. Students participating in the Undergraduate Music Council must be currently enrolled as a full time music major or minor
- B. The council strives to be as diverse in this population as possible, ensuring we represent all facets of the school of music
- C. All student representatives shall be full voting members and shall have the following duties:
  - 1. Attend the meeting in which the vote is taken place.
  - 2. Be available for contacting via email and telephone.
  - 3. Frequently correspond with appropriate administration, faculty, staff, and students.
  - 4. Address concerns, solutions, and ideas of corresponding.
  - 5. All duties as described in the School of Music Faculty Handbook.
- D. The UMC will nominate and elect one or two chairpersons (President and Vice President), and a treasurer from amongst its members. If the officers do not uphold the ideals and goals of the organization, an executive meeting (with officer in question in attendance) will be held and the issue discussed. If improvements are not made, the issue will be

discussed at the next club meeting. At that time, a vote for impeachment may be made. To be effective, a two-thirds majority needs to vote in favor of impeachment.

E. **Chairperson(s)** – The chairperson(s) shall be the official liaison(s) to the Assistant Director of the School of Music. The Chair(s) will preside over all UMC meetings and functions. The chair(s) is also responsible for preparing meeting agendas, and will coordinate with the School of Music administration. The chairpersons(s) will be the central coordinator(s) of the UMC. Representatives should report all updates to the chairperson(s).

F. **Treasurer** – The treasurer will be responsible for handling all matters pertaining to the budget and managing all funding initiatives of the UMC. He or she will oversee purchases made by the Council and keep accurate financial records. The treasurer will report the financial business of the Council at each UMC meeting. The treasurer will provide the current roster of UMC “officers” to the Undergraduate Student Government at the beginning of each quarter in order to remain eligible for funding. The treasurer will report to the Chair(s) all business pertaining to all the UMC.

G. The UMC will be comprised of School of Music students elected to the UMC and will be voting members with equal voting rights. The UMC will also be comprised of any interested students enrolled in the School of Music. These students will be able to attend all meetings, participate in discussions, and contribute to student initiatives. If they no longer are interested in being involved in UMC, they will need to talk to the President and he/she will remove them from the list. If they do not do uphold the ideals and goals of the organization, the President will discuss with them their future within the organization. If improvement is not made, they will be asked to cease involvement.

H. This organization 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, or veteran status.

### **III. Operations of the Undergraduate Music Council**

A. The UMC will meet in fall and spring and will meet at least every month. Meetings will be held in a consistent location as determined by the members of the UMC and the School of Music Scheduling Office. (The UMC will not meet during Finals Week)

B. Voting procedures at UMC meetings shall require a quorum of 50% of the voting members.

C. The UMC will form subcommittees to handle tasks as needed.

### **IV. Amendments of Bylaws**

A. These Bylaws may be amended at any regular meeting by a two-thirds vote, provided that the amendment has been submitted in writing at a previous regular meeting and has been posted for at least two weeks on the undergraduate music student website and on School of Music bulletin boards for general student response and reaction.

### **V. Statement on non-discrimination**

This organization does not discriminate on the basis of age, ancestry, color, disability, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, race, religion, sex, sexual orientation, protected veteran status, or any other bases under the law, in its activities, programs, admission, and employment.