

## **Constitution for The Buckeye Philharmonic Orchestra**

The Buckeye Philharmonic is created to serve the community of The Ohio State University by providing an outlet for orchestral musicians who wish to continue playing in college, and for those who wish to broaden their orchestral repertoire, should they also participate in another similar ensemble. In being a student-run organization, we strive to promote the communal efforts that an ensemble of this size demands by giving every participant a voice. We hope to create lasting bonds of friendship and musicianship within our organization, as well as fulfilling the creative desires of the ensemble. We fulfill the desire for creativity by performing intermediate to high level standard orchestral literature in concert at least two times per academic school year. We believe that participating in a group with cultural and artistic focus is beneficial for the well-rounded individual.

### **Constitution**

#### *Article I: Name, Purpose, and Non-Discrimination Policy*

##### Section 1: Name

The organization shall be referred to as “The Buckeye Philharmonic at The Ohio State University”, or “The Buckeye Philharmonic” for short.

##### Section 2: Purpose

The Buckeye Philharmonic shall serve as a creative outlet for students willing to play orchestral literature and willing to meet weekly throughout the Autumn and Spring Semesters.

##### Section 3: Non-Discrimination Policy

This organization and its members 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.

As a student organization at The Ohio State University, The Buckeye Philharmonic Orchestra expects its members to conduct themselves in a manner that maintains an environment free from sexual misconduct. All members are responsible for adhering to University Policy 1.15, which can be found here: <https://hr.osu.edu/public/documents/policy/policy115.pdf>.

If you or someone you know has been sexually harassed or assaulted, you may find the appropriate resources at <http://titleIX.osu.edu> or by contacting the Ohio State Title IX Coordinator at [titleIX@osu.edu](mailto:titleIX@osu.edu).

#### *Article II: Membership, Membership Requirements*

##### Section 1: Membership

Membership will be defined as being an auditioned individual, which includes instrumentalists as well as additional conductors appointed by the Music Director. All performing members of the Buckeye Philharmonic who are currently enrolled--The Ohio State University recognizes students who have taken one semester off as still enrolled--students (undergraduate, graduate, or professional) will have full voting rights in the determination of elected positions, and contested constitutional amendments. All auditioned members of the Philharmonic who are not currently enrolled students will be able to participate in the discussion of elected positions and constitutional amendments, but will not be able to vote in any administrative matters concerning the group.

## Section 2: Membership Requirements

In order to maintain one's membership in the Buckeye Philharmonic, an individual must pay the designated dues billed each academic semester and maintain active participation within the group. Questions of membership are subject to review by the Executive Board and/or the Music Director. Failure to maintain the listed requirements may result in consequences including, but not limited to, removal from performances or the organization as a whole.

## *Article III: Organizational Leadership, Titles, Terms of Office, Type of Selection, and Duties*

### Section 1: Leadership

The Buckeye Philharmonic will have four leadership positions as a part of the Executive Board, as well as secondary leadership positions, to be held by members of the organization who are also enrolled students. Although the Music Director shares some voting rights and privileges as other Executive Board members, they exist outside of the defined Executive Board for the purposes of this Constitution. The positions, duties, and Terms of Office are described as follows.

#### Executive Board

##### ➤ President

The President of The Buckeye Philharmonic will be the main representative of the organization to any university entities. The President will set the time of and oversee all Executive Board meetings. The President will serve as the tie-breaking vote in any matters voted on by the general body and the preferred vote in executive board votes in the event of a tie. The President will also be responsible for any duties assigned by the Academic Advisor and serve as a direct line of communication between the organization and the Academic Advisor. The President will plan and oversee the Buckeye Philharmonic's outreach booth at The Ohio State University's annual Involvement Fair. The President is ineligible for serving as Music Director while holding their current position, nor is the opposite case allowed; only in emergency cases (as determined by the Executive Board and/or the Music Director) may the Music Director hold

the same position as the President. The President will serve a term of one academic year following their election.

➤ Music Director

The Music Director will be the conductor of the ensemble and will be responsible for the artistic endeavors of the Buckeye Philharmonic. The Music Director will be appointed by a vote by the incoming executive board after previously auditioning before their predecessor. The Music Director may appoint additional Music Directors at their discretion and with proper checks that might include advice and consent from the Executive Board and/or auditions; the general body of the Buckeye Philharmonic may also be asked to input, in the form of a vote, their preference for additional conductors.

The Music Director may appoint at any given time one (1) Associate Conductor and multiple Assistant Conductors at their discretion. Should any of the auditioned and appointed additional conductors fail their duties to the Buckeye Philharmonic, the Music Director, with the advice and consent of the Executive Board, introduce a vote to the general body that, with two-thirds (2/3) affirmation, may remove said conductor from their position. The Music Director and additional conductors will be responsible for conducting the orchestra, finding additional musicians, selecting a concert repertoire, facilitating audition dates and materials, coordinating concert venues and locations, and managing general artistic aspects of the organization. The Associate Conductor and any Assistant Conductors may be asked to rehearse music, lead sectional rehearsals, and assist the Music Director at their discretion. The Music Director and additional conductors are a non-voting member of the Executive Board. The Music Director and additional conductors will serve a term of one academic year following election of the Music Director, unless the Music Director appoints an approved replacement following their first semester.

➤ Vice President

The Vice President of The Buckeye Philharmonic will be responsible for carrying out the role and duties of President should the President not be capable. The Vice President will be responsible for organizing and publicizing social events, controlling social media correspondence, and assisting the Music Director in polling the general body for recommendations on the musical repertoire or for the formation of a repertoire committee. In the event of the President being unable to perform their duties or be relieved of their duties, the Vice President will assume the role of the Presidency until a suitable replacement through an election is found. The Vice President will serve a term of one academic year following their election.

➤ Treasurer

The Treasurer of The Buckeye Philharmonic will be in charge of maintaining the group's finances, as well as oversight of any incoming and outgoing funds. All finance requests must be made to the Treasurer in Executive Board meetings. The Treasurer will be responsible for giving a fiscal account of the organization at the conclusion of each semester of his/her term and is subject to produce financial records at the request of the President. The Treasurer may request

funding in the form of bi-annual dues from general body members that amount to an individual cost of \$5-\$15 and it is at the discretion of the Treasurer to specify the collection of these funds. At the discretion of the Music Director, the Treasurer may decide the definition and purpose of Buckeye Philharmonic resources (e.g. sheet music) for financial purposes. The Treasurer will serve a term of one academic year following their election.

➤ Secretary

The Secretary of The Buckeye Philharmonic will be in charge of taking minutes of Executive Board meetings, record attendance for the general body, and serve as the librarian for the Buckeye Philharmonic. At the request of the President, the Secretary must present accurate attendance records of the general body and will advise the President concerning the removal of general body members. The Secretary will be responsible for correspondence between the Executive Board and the membership, as well as between the Music Director and the membership, as musical information is concerned. The Secretary will serve a term of one academic year following their election.

➤ Special Projects Manager

The Special Projects Manager of The Buckeye Philharmonic will be the primary organizer of additional events for the group. Forming chamber groups, reaching out to other campus organizations, planning social events, and other orchestra projects besides the current rehearsal schedule will be the responsibility of this role. Additionally, the Special Projects Manager will be asked to catalog and organize music under the Music Director's request for the purposes of keeping a library and record of previous works. The Special Projects Manager will serve a term of one academic year following their election.

## Section 2: Leadership Selection Process

The election process of the Executive Board must be initiated between weeks six (6) through eight (8). The positions will be selected in the following order: President, Vice President, Treasurer, Secretary. President will be opened up to the general body, however, candidates must be a member in good standing for at least two (2) semesters. All candidates will be given two minutes each to speak on their qualifications in front of the general body. After all candidates have spoken, they will vacate the room while the general body votes in order to ensure privacy and security for general body members. Candidates will be elected by a simple majority vote with run-off elections should no candidate receive a majority. Candidates may choose to run for additional positions if not elected for their first choice.

## Section 3: Standards of Leadership, Replacement Procedure

In order for an Executive Board member to maintain their position, they must meet all of the requirements of being a performing member as described in Article II §1. In addition to this, all members of the Executive Board will be responsible for maintaining the outward-facing image of the group, and upholding the duties outlined in Article III § 1. Should the executive

board determine that one of its members does not meet these requirements at any point in their term, the board can call a meeting to discuss the matter. Should a general member raise concerns about the requirements of an executive board member, they should submit their concerns in writing to the advisor.

A unanimous vote from the Executive Board, excluding the member in question, is required to remove an Executive Officer. A removed member of the executive board may appeal the decision within 10 academic days of the Executive Board vote to the general body. All appeals must be upheld with a two-thirds (2/3) vote by the general body. Removed member will be considered a vacant seat. Members of the Executive Board who choose to resign must submit a letter of resignation to the President. In the case that the President resigns, they will submit their letter to the Vice President. Resignations will be considered a vacant seat. Vacant seats will be filled by the executive board within two weeks of the vacancy by election to the general body.

#### *Article IV: The Advisor*

##### Section 1: The Advisor

The advisor of The Buckeye Philharmonic will be a current member of The Ohio State University Faculty. In addition to the responsibilities outlined in the Ohio Union advisor guide, the advisor will also be in charge of maintaining contact with The Ohio State University School of Music.

#### *Article V: Meetings of the Organization*

##### Section 1: Meeting Frequency

The Buckeye Philharmonic shall at least meet one (1) time per week, at the discretion of the Music Director, for a duration of two hours, unless otherwise determined by the Executive Board. The Music Director shall have the power to outline all rehearsals and, with the needs of the Buckeye Philharmonic in mind, be able to create sectional rehearsals with different members of the general body called. Additionally, members of the EBoard may specify other events available to the orchestra to increase sociability or service work, though attendance may be optional in some circumstances. In the event an emergency meeting is called by the Music Director, it is up to individual members to do everything within their power to attend such meetings and their attendance will be taken by the Secretary.

##### Section 2: Attendance Requirements

All members are expected to be present at every full rehearsal of the ensemble, as well as sectional rehearsals to which they are called. All conductors auditioned by the Music Director are to be present at all rehearsals to which they are called. Should a general body member have an excessive number of unexcused absences that member may be removed from the organization at the discretion of the Music Director and with the advice and consent of the Executive Board.

## *Article VI: Amending and Ratifying The Constitution*

### Section 1: Amendment Procedure

Any constitutional amendment must be approved unanimously by the executive board to take effect. If the amendment fails to pass unanimously by the executive board, the amendment must be presented to the general body membership of the organization and requires a two-thirds (2/3) affirmative vote to pass. Constitutional amendments may be made at any point during the academic year, so long as the proper procedures described above are duly carried out.

### Section 2: Ratification Procedure

Any and all amendments made to the Constitution must be affirmed, ratified, and submitted to the proper governing bodies before the Treasurer must apply for funding. Should the deadline of funding exceed adequate time for all amendments to be voted on and then passed, it is at the discretion and highest priority of the Executive Board to determine a necessary course of action. In cases of emergency, additional amendments may be added to the Constitution after it has been approved by the Executive Board and submitted so long as the proper procedures found in § 1 of this Article are carried out with efficiency.

## *Article VII: Dissolution of the Organization*

In the event that the Buckeye Philharmonic should dissolve as a student organization, all of its assets will be donated to The Ohio State University School of Music, and debts will be split evenly among the current executive board of the organization, including the music director(s).