

## Constitution

### **Article 1 – Name, Purpose, Non-Discrimination Policy, and Ohio State University Sexual Misconduct Compliance**

**Section 1 – *Name of Organization*** - Scarlet Fever

**Section 2 – *Purpose*** - Our purpose is to practice and perform a cappella music for the university and Columbus communities.

**Section 3 – *Non-Discrimination Policy*** - Scarlet Fever and its members shall not discriminate against any individual(s) for reasons based upon age, ancestry, color, disability, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, race, religion, sex, sexual orientation, veteran status or any other basis in accordance with [Registration Guidelines for Student Organizations at Ohio State](#).

**Section 4 – *Ohio State University Sexual Misconduct Policy Compliance, Scarlet Fever Sexual Misconduct Agreement*** - Every year all active members of Scarlet Fever must receive, read, understand, and agree to adhere to the University Policy for Sexual Misconduct at The Ohio State University and sign the Scarlet Fever Sexual Misconduct Agreement. The President must issue the University Policy for Sexual Misconduct and the Scarlet Fever Sexual Misconduct Agreement to all new members via OSU email or hard copy no later than the end of week 5 of their first semester in the group. In addition to distributing the University Policy for Sexual Misconduct and Scarlet Fever Sexual Misconduct Agreement, the President is required to go over these policies in-person with all members during at least one rehearsal before the end of week 6 of any semester in which new members are added to the group. All new members must sign and submit the Scarlet Fever Sexual Misconduct Agreement no later than the end of week 7 of the semester they joined the group. Members must renew signage of the Scarlet Fever Sexual Misconduct Agreement every year, regardless of length of group membership. Signed Sexual Misconduct Agreements shall be kept on file with the officers, and copies shall be sent to the group advisor. Once members sign the Scarlet Fever Sexual Misconduct Agreement, they acknowledge that any suspected actions not in accordance with the University Policy for Sexual Misconduct are grounds for immediate termination of membership from Scarlet Fever and such suspected actions will be reported directly to the Office of Student Life.

### **Article II – Membership - Categories and Qualifications of Membership**

Voting membership is exclusive to enrolled undergraduate and graduate students of The Ohio State University. The officers in power have the option to adjust the numbers of the group, however, group membership shall not exceed twenty-nine (29) members.

**Article III – Organization Leadership: Titles, terms of office, type of selection, and duties of the officers.**

**Section 1 – *Titles:*** President, Vice President, Treasurer, Music Director, Secretary, Social Media Chair

**Section 2 – *Terms:*** President, Vice President, Treasurer, Secretary, and Social Media Chair will be elected through a popular vote by voting members each performance year, which will begin spring Semester. Upon appointment, the Music Director will remain in office until their membership expires or they resign the position.

**Section 3 – *Type of Selection:*** President, Vice President, Treasurer, Secretary, and Social Media Chair will be elected through popular vote. Music Director will be selected or appointed by audition and previous musical experience/education.

**Section 4 – *Duties of the Officers***

**President** - Holds the responsibility to manage the Constitution. In addition, the President must remain in continuous contact with all members of Scarlet Fever and address business concerns at all meetings. President is also responsible for following up on pre-approved gigs. President may reallocate duties of the officers for a given performance year based on officer team dynamics.

**Vice President** - Will adopt the role of President in the case that the President is not available or able to perform the expressed duties. The Vice President is responsible for attendance and consequences therein. The Vice President will check emails and bring attention to possible gigs. Once gigs have been approved, the responsibility of handling them falls to the President.

**Secretary** – Assists the President and Vice President in their roles if necessary. Assists the Music Director in the distribution of music, primarily sheet music. Assists the Treasurer and Social Media Chairperson in their roles if necessary. Records pertinent information during rehearsals.

**Treasurer** - will handle all financial concerns including fundraising and purchasing music. The Treasurer will subsequently manage all membership fees and allocate funds to the proper place. The Treasurer must keep track of all fundraising ideas/events and must handle the logistics of all gigs/events.

**Music Director** - is responsible for conducting rehearsals, assisting in the process of learning music, assisting in the selection of music, and placing members in the correct voice parts.

**Social Media Chair** – Maintains Scarlet Fever’s online presence through social media. The Social Media Chairperson creates flyers and documents to advertise performances and auditions. All materials distributed and online posts made by the Social Media Chairperson are to follow the Ohio State University Code of Student Conduct and Ohio State University Policy for Sexual Misconduct. If the Social Media Chairperson violates either of these policies in the content they distribute,

they may be subject to disciplinary action such as probation, suspension, or removal from Scarlet Fever.

#### **Article IV – Method of Removing Officers and Members**

##### **Section 1 – *Probationary Status of Officers***

Officers will be under probation if they miss two (2) rehearsals for reasons other than outlined in the attendance policy. In addition, officers may be placed under probation if they do not adequately perform their duties, or they make disparaging comments about the group as whole, individual members, or other campus a cappella groups. Probation includes the requirement that the person in violation must attend every rehearsal for a month span and will be closely monitored by the highest ranking remaining officer. They will not be allowed to perform their duties during this one month time frame, and said duties will be delegated to the remaining officers.

##### **Section 2 – *Removal of Officers***

Officers will be removed from their position if they continue to violate the provisions listed in **Article IV Section 1**. Officers may also be removed if they violate the laws of probation. The remaining officers will decide if and when it is acceptable or timely to remove a fellow officer.

##### **Section 3 – *Probation of Members***

Members will be under probation if they miss four (4) rehearsals for reasons other than illness, a class or exam, a summon by a professor or university official, unavoidable family situations, or unexpected crises. Members may also be placed under probation if they disrespect the group as a whole, members of the group, or other campus a cappella groups. Probation includes the requirement that the person in violation must attend every rehearsal for a thirty (30) day period and will be closely monitored by the Vice President. Within this time frame, they will be placed under a zero tolerance policy, wherein they must be on time, ready to work, and fully focused. Members under probation must pass all music checks.

##### **Section 4 – *Suspension of Members***

Members who violate probation regulations (see **Article IV Section 3**) will be placed under suspension for the remainder of the semester. While under suspension, members are required to attend all rehearsals on time, remain on task, and pass all music checks. A member under suspension will not be allowed to perform with the group. If additional infractions occur while under suspension officers will meet to discuss removal.

##### **Section 5 – *Removal of Members***

Members may be removed if they fail to abide by the regulations for probation stated in **Article IV Section 3**. If a member is in question for removal, the officers will meet to discuss his/her/their status in the group and whether removal is necessary. In

this meeting, the officers should discuss the member's previous contributions and violations of conduct during their time in the group to determine their final decision to remove/keep the member in question. If the officers decide to keep the member, she/he/they will be under probation (see Article IV, Section 3) until the Vice President deems him/her/them reinstated.

**Article V– Meetings of the Organization and Their Required Frequency**

There will be two rehearsals a week during each academic semester, except Summer Session.

**Article VI– Method of Amending Constitution**

Proposed amendments must be submitted to the President in writing or proposed in a group setting where the President may notate the proposed amendment. The proposed amendment must then be read to all officers. If and only if all officers approve the amendment can it then be read to the general members. The general members will then vote on the amendment. To pass, it must obtain at least two-thirds of the vote. If the amendment is denied by vote, it can be opened again for discussion if members feel strongly about creating change.

**Article VII – Dissolution of the Group**

If Scarlet Fever is dissolved, all remaining monetary resources from memberships fees will be equally divided and returned to active members. Original copies of sheet music must be returned to the President who will then decide what needs to be done. However, if a member has arranged music, whether active or inactive, it must be returned to said member.

## By-Laws

### **Article I – Attendance Policy**

#### **Section 1 – *Attendance Policies:***

All members must attend every rehearsal unless excused by a reason as outlined in **Article IV Section 2** of the Constitution. In the case that a member must miss a rehearsal, they are required to notify the Vice President via scarletfeverofficers@gmail.com AT LEAST 12 (twelve) hours before the aforementioned rehearsal. Social media and other messaging platforms are NOT a valid method of informing the group of absence/lateness. If a member has an emergency and cannot presently get in contact with the Vice President, they must contact the Vice President with their excuse within 24 (twenty-four) hours of the missed rehearsal date. Three (3) unexcused tardies will count as one (1) unexcused absence. Tardies should be handled by members as absences (a notification email must be sent to the Vice-President at least 24 (twenty-four) hours before the rehearsal). Reasons for absences and tardies will be evaluated by the officers as excused (thus resulting in no penalty), or unexcused. **In order to be considered an active member of Scarlet Fever one must attend at least half of the rehearsals during a given semester.**

#### **Section 2 – *Attendance Policies for Gigs:***

All members must attend every gig unless excused using the methods in Article I Section 1 of the By-Laws. Each unexcused gig will count as one unexcused absence. Each excused gig will count as one unexcused tardy. In order to be considered an active member of Scarlet Fever one must attend at least three gigs during a given semester unless otherwise exempted by a vote from the Scarlet Fever officers.

#### **Section 3 – *Absent Members Will Be Handled Thusly:***

After three (3) absences, the Vice President will confer with the member in question to determine the nature of the absences and to provide counsel if needed. After four (4) absences, the member will be put on probation (reference Constitution, Article IV, Section 3), and will be prohibited from performing with the group at any relevant events. See Article IV, Section 4 for consequences for missing more than four (4) rehearsals.

### **Article II – Music Checks**

Music Checks may be implemented if the Music Director deems it necessary to ensure individual musical accountability and responsibility. Music Checks will be held in small groups, not individually, and will gauge memorization, intonation, and musicality. If a Music Director assesses that a member has failed a music check, the Music Director and the President will discuss and enact any necessary sanction/action.

### **Article III – Election of Officers and Voting Procedures**

#### **Section 1 – Election of Officers:**

Elections must take place in the spring before fall auditions for new members. Nominees for President must have at least two (2) years of experience in the group. Only members who have taken part in the organization for two consecutive years are eligible to run for Presidency. Members who want to run for President need a nomination from at least two other active members. Any active member may run for Vice President, Secretary, Treasurer, or Social Media Chair; however, general members need a nomination whereas incumbents may run again without nomination. The New Music Director(s) must be auditioned and/or selected by popular vote by current officers; positions shall be auditioned or appointed by the current President and/or Vice President if the other officers are unable to vote for (a) new Music Director(s). All members who plan on running for an officer position other than President must have at least two (2) semesters of membership in the group. All members who wish to be nominated for the officer positions must first file a letter of intent sent to [scarletfeverofficers@gmail.com](mailto:scarletfeverofficers@gmail.com) by the determined deadline.

#### **Section 2 – Voting Procedures:**

For an officer to be (re)elected, they must obtain a majority vote. Voting will be anonymous and by ballot. Before voting, all candidates must give a speech to propose their projected plans if they were to be elected into an officer position. In the event of a tie, another speech can be made; after which members will have another opportunity to vote. All members must be present to vote, and no late or absentee votes will be accepted unless properly excused. The proper excuses for missing a rehearsal will apply to missing a vote.

### **Article IV – Performance Year**

The performance year for Scarlet Fever will be from the beginning of Autumn Semester until the end of Spring Semester. While there will be no practices or meetings during Summer Session, there will be periodic communication from either the President or Vice President, as well as all members of the group.

### **Article V – Communication**

The President and Vice President are responsible for sending out reminders about rehearsals or business propositions. Whether via email, internet, or text, all reminders are legitimate and official. If a response is asked for, all members must respond within the stated and specific time limit. If a stated and specific time limit is not provided, members must use their best judgment, or simply respond within twenty-four (24) hours. Technical issues will be taken into consideration, but purposely ignoring communications will not be tolerated. After three communication failures, excused or unexcused,

members will be given a warning. If a member violates the rules of communication a fourth time, they will be placed under probation.

**Article VI – Meeting Dates and Times**

Meeting times may vary by term depending on members' schedules. At the beginning of each term, the officers will confer with the general membership to decide upon and announce that term's rehearsal schedule. If a rehearsal must be missed, see the attendance policies in **Article IV** of the Constitution.

**Article VII – Dues**

Each Scarlet Fever member must pay annual monetary dues of \$10 per academic year. This money helps defray the cost of various social events, uniforms, space rentals, and performances. Members have the option of spreading their monetary dues payment across two semesters by paying \$5 installments per semester. Monetary Dues must be paid in full (or by installment) not later than the end of the sixth week of the semester(s).

**Article VIII – Dress Code**

For every gig unless otherwise decided by a majority vote of all officers and active members, the following dress code must be abided by. All members must wear their Scarlet Fever t-shirt, dark blue or black jeans with no rips, their red bandana, and black converse. Black long sleeve shirts underneath the Scarlet Fever t-shirt are optional. Changes to the gig dress code may be voted on by all active members in accordance of **Article VI** of the Constitution. Each Scarlet Fever member may abide by the university expectations of dress for all practices.

This Constitution was written and created by Regina Black and Julie Hazel, President and Vice President of Scarlet Fever on February 20, 2011. Matthew Baker, Julie Hazel and Jenica Kramer amended this Constitution on February 27, 2013. Amended on April 20, 2021 by Sean Jackson. Elizabeth Raglow amended this Constitution on January 13, 2023.