**Scarlet and Grace Notes Constitution**

The Ohio State University

Article I- Purpose, and Non-Discrimination Policy of Organization.

Scarlet and Grace Notes is hereby created to be a musical outlet for The Ohio State University and surrounding Columbus area and to offer students an opportunity to grow as students and musicians, regardless of rank or discipline. The primary purpose of Scarlet and Grace Notes is to practice and perform a wide variety of A Cappella music.

                This organization and its members do 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.

            The rules contained in The Ohio State University Code of Conduct shall govern the organization in all cases to which they are applicable, and in which they are not inconsistent with the constitution.

Article II- Membership: Qualifications and categories of membership

            Scarlet and Grace Notes is open to any student (undergraduate through professional standing) enrolled at The Ohio State University.

            Membership is attained by audition as run by musical directors and president. Membership is maintained through regular attendance at rehearsal and regular participation in group performances. Auditions will be held in the fall semester, and afterwards on an as needed basis. There will be no dues to be a member.

To maintain membership, the attendance policy must be followed. The attendance policy states that members must not miss any more than two practices a month, and tardiness is not tolerated.

Article III- Organization Leadership: Titles, terms of office, type of selection, and duties of leaders

            Officers will be elected at the end of each spring semester.  A majority vote is required to be elected into office.

            Leadership positions are sub-divided into 4 executive positions:

            1. **President** - Responsible for representing the group at gigs and events, planning auditions, helping to run rehearsals, scheduling and reserving a practice space, communicating between members, enforcing the attendance policy, and serving as Student Union contact. The President is responsible for reaching out to other A Cappella groups and fostering inter-a-cappella camaraderie, as well as overseeing the e-board as well as the officers.

2. **Business Manager** - Responsible for keeping an attendance record for current members and enforcing the attendance policy, and consulting with those who break the attendance policies. The Business Manager will communicate with outside parties for potential gigs and events, and relay information to the President and Musical Director.

            3. **Treasurer** - Responsible for managing Student Union funding, drafting quarterly budgets, drafting purchase/reimbursement orders, acting as apparel coordinator, and meeting with Faculty Advisor to attain consignment on funds. The Treasure will also be responsible for managing fundraising activities as well as approving purchases made for social events.

            4. **Musical Directors (2)** - Responsible for leading rehearsal, helping to run auditions, and helping members with music in a general sense.

Article IV- Method of removing officers and members

            Method of removing members can be proposed by any member, but must be unanimously agreed by all officers.

            Method of removing officers can be proposed by any member, the member will need 3/4 (75%) votes to impeach.  All members will vote, excluding the officer being impeached.

Article V- Advisor(s)/Advisory Board: Qualification criteria

Advisors of student organizations must be members of the University faculty or Administrative & Professional staff. Responsibilities include overseeing general group activity and being cosigner of group account.

Article VI- Meetings of the Organization: required meetings and their frequency

            Rehearsals will convene on a consistent weekly scheduled basis.  There will be at least two rehearsals a week and will last for at least one hour each.  Location will be determined by president with guidance of the other officers.

             All members must follow the attendance policy. This policy states that if a member misses more than three rehearsals in one semester due to unexcused absences, they are subject to being removed from the group, and will not be allowed to audition for any solos for the remainder of the semester in which the absences occur. The business manager will contact the individual at two unexcused absences to inform them of their one remaining absence before action is taken. For an absence to be excused, the member must inform the business manager at least four days prior to their absence and it must be for a legitimate reason (class, exam, previously scheduled event). Conflicts should be brought to the business manager’s attention at the earliest possible point. Absences that are not reported four days ahead of time will be counted unexcused unless the member had an illness with a doctor’s note or a family emergency. The final deciding factor to whether a member is removed from the group or not is decided by the executive board.

            Meetings may consist of:

* Rehearsals - Led by musical directors, rehearsals will primarily be used to learn new repertoire, improve current repertoire, and improve general quality of music.
* Social events- Led by social chair.  May consist of parties, team building exercises, retreats, etc.
* Officer meetings - Led by President, held on an as needed basis where all officers are present.  At these meetings, the officers decide direction of the group; discuss attendance of current members, and plan events or performances.  All decisions must be voted on by officers with a majority vote.

Article VII- Method of Amending Constitution: Proposals, notice, and voting requirements.

            Proposed amendments should be in writing, should be read at a specified number of subsequent general meetings, and at the final meeting votes will be taken, and they require a two-third (67%) majority of voting members (with at least President and/or Musical Directors being included in majority) to pass.  The constitution should not be amended frequently, but any changes to the constitution must be submitted to The Ohio State Student Union with the original and amended version no later than a week after the change has been approved.

Article VIII- Method of Dissolution of Organization

            In the event of dissolution of the organization, access to email list, website and Facebook group will be disabled. Any music arranged by members in the group will be returned to that member. Any/all monetary assets will be given to the Ohio State Student Union to be redistributed to any other affiliated vocal/musical performance groups.