

## **Majors & minors Constitution**

### The Ohio State University

#### *I. Purpose & Non-Discrimination Policy*

Majors & minors (M&m) at The Ohio State University is hereby created primarily to provide musical entertainment to the OSU and Columbus community and offer a fun and creative outlet to any and all students across campus, regardless of rank or discipline.

Secondary to Majors & minors' primary goal is to create an organization that is prepared to compete in the International Competition of Collegiate A Cappella (ICCA) and/or other competitions.

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.

#### *II. Sexual Misconduct Policy*

As a student organization at The Ohio State University, Majors & minors (M&m) 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).

#### *III. Qualifications and Categories of Membership*

M&m membership qualifications align with the University policy for club membership: "Voting membership should be defined as limited to currently enrolled Ohio State students. Others such as faculty, alumni, professionals, etc. are encouraged to become members but as non-voting associate or honorary members." Exceptions will be made and need to be approved by the University on a case by case basis.

Membership is attained by audition only and maintained through regular attendance at rehearsal and regular participation in group activities. Auditions will be held at least once per academic year and on an as needed basis at the beginning of a term. For the (2020-2021) academic year, there will be a minimum of ten (10) active members per term. There is a maximum limit of eighteen (18) members with exceptions based on voting by the executive board.

Attendance policy will be dictated by the executive board before the first rehearsal of the new school year.

#### *IV. Organization Leadership: Titles, Terms of Office, Type of Selection, and Duties of Leaders*

Officers will be elected at the end of each spring semester. Executive positions are open to all active members of the group, and a majority vote (greater than 50%) is required to be elected into office. Furthermore, candidates should be prepared for a maximum two minute long speech and an additional three of questioning by the general body.

In the event of a tie, members will have a conversation without the candidates present in which members can discuss the reasons they voted for each person, similarly to how solo auditions are held. If anyone changes his/her mind regarding the candidate they originally voted for, the vote will be re-casted amongst the members in order to determine who fills the position.

The executive board is divided into four (4) separate roles:

##### 1.) President

- a. Duties of the President are to take care of the business and logistical aspect of the group. It is the president's responsibility to find performances, arrange for practice space, handle domestic issues within the group, and represent the group in a professional manner.
- b. Should another member wish to bring an event to M&m, the event must first be approved by the President before further planning can continue.
- c. The President has the final say regarding any non-musical decisions made by the group, including but not limited to:
  - i. Additional rehearsals
  - ii. Impeachment of members
  - iii. Determined dress/concert attire
  - iv. Attendance
  - v. Disciplinary action

##### 2.) Vice President

- a. The Vice President's role within the group is to:
  - i. Assist the President with his/her duties
    1. Meaning the President may delegate responsibilities to the Vice President. These additional responsibilities of the Vice President must be reasonable and should not be a substitute for the President's core responsibilities.
  - ii. Enforce rules determined by the executive board
  - iii. Create a marketing initiative designed to promote Majors & minors on and off campus, utilizing all available and effective platforms.

- iv. Plan a M&m retreat at the beginning of each semester if interest is demonstrated by the group.
- v. Take attendance when the President cannot make rehearsal.

3.) Treasurer:

- a. Singular member; duties include managing Student Union funding, drafting bi-annual budgets, drafting purchase/reimbursement orders, storing and maintaining all marketable goods (tickets, albums, etc.), meeting with the Faculty Advisor to attain consignment on funds.
- b. It is the Treasurer's responsibility to write up performance contracts and create an invoice to be documented for accounting purposes.
- c. The Treasurer is responsible for developing fundraising events throughout the year.
- d. The Treasurer has primary oversight of group finances and bank information.
  - i. The group funds will be allocated towards endeavors directly related to the purpose stated in this constitution.
  - ii. In the event that there is a desire to use the M&m funds for a non-mission related expenditure this can only be approved by a two-third (67%) majority blind vote by the general body.

4.) Music Director(s)

- a. The Music Director(s) are in charge of planning and running auditions, callbacks and rehearsals.
- b. The Music Director(s) can only have 2 unexcused absences from rehearsal per semester. If the unexcused absences exceed 2 then the position will be put to a vote by the executive board as to whether he or she should maintain the position. The decision must be unanimous.
- c. During rehearsals, concerts, and other musical events the Music Director(s) is the main authoritative figure(s) in the group.
- d. The Music Director(s) will be in charge of finding/arranging music throughout the entire year. The Music Director(s) can delegate arranging responsibilities to those who are willing.
  - i. The exception to this is senior songs. Seniors are able to determine his/her own song pending music director approval for arrangement purposes.

### **Impeachment**

Any member may request a vote of impeachment of any specific officer; impeachment requires three-quarters (75%) majority vote. Impeachment could result from academic misconduct/under-achievement, disregard for rules established in OSU Code of Conduct, or a majority vote with valid reason for current participating members.

### *V. Adviser(s)/Advisory Board: Qualification Criteria*

Advisers of student organizations must be full-time members of the University faculty or Administrative & Professional staff. Responsibilities included overseeing general group activity and being co-signer of group accounts.

*VI. Meetings of the Organization: Required Meetings and their Frequency*

Rehearsals will convene on a consistent weekly scheduled basis. The lengths, times, and locations of meetings and rehearsals will be determined by the leadership team with guidance of the total membership.

*VII. Method of Amending Constitution: Proposals, Notice, and Voting Requirements*

Proposed amendments should be in writing, should not be acted upon but read in the general meeting in which they are proposed, should be read again at a specified number of subsequent general meetings and the general meeting in which the votes will be taken, and require a two-third (67%) majority of voting members (with at least President and/or Vice President being included in majority.) 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.

*VIII: Method of Dissolution of Organization*

In the event of dissolution of the organization, access to online list-serve and website will be disabled. Any/all monetary assets will be given to the Ohio State Student Union to be redistributed to any other charity.

**Majors & minors By-Laws**  
The Ohio State University

*I. Parliamentary Authority*

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 by-laws of this organization.

*II. Membership*

Members are to be screened through an auditioning process, and then inducted by majority vote of all members of the executive board.

Note: During interim, such as summer terms, the general body consists of only the executive board until auditions are completed for the following term.

There will be no set dues for membership, but members will occasionally be asked to help subsidize costs with certain dues upon request (i.e. group uniforms/shirts, retreats, social functions, group touring/traveling.)

Termination of membership during the year (post-auditions) could result from academic misconduct/under-achievement, disregard for rules established in OSU Code of Conduct, or a full consensus vote by the executive board stating their reasons why the membership is to be terminated. If issues with academic under-achievement arise, the executive board must contact the university regarding membership status/permission. Prior to any termination of a membership, the rest of the general members shall be notified in a timely manner.

1. Should a member be terminated for reasons other than academic misconduct/underachievement and disregard for rules established in OSU Code of Conduct, then the reason for termination must be stated by the executive board with full consensus from every member (President, Vice President, Treasurer, Music Director, and Assistant Music Director). A member can be terminated for reasons such as lack of effort, excessive tardiness, disrespect towards officers and other members, etc.
2. In the case of conflicting group interests during ICCA competitions, should a member represent two separate groups, he or she will be asked to choose one group for the duration that the chosen group is preparing for ICCA competition.

### *III. Election/Appointment of Government Leadership*

Elections for head positions will be held sometime during the spring semester by a majority vote; the duration of the term will be one full academic year beginning the autumn semester.

Candidates may run for more than one position, but must accept their priority choice.

The order of elections will be decided upon by the candidates running.

Voting will be blind and conducted via the “trickle-down” system.

### *IV. Advisor/Advisory Board Responsibilities*

The group’s faculty advisor, Laura Portune, will be expected to sign off on requests. As the group’s account co-signer, the faculty advisor will work closely with the group Treasurer. The faculty advisor should meet with the Leadership Team at least once per quarter to discuss upcoming events and opportunities for funding, advertising, or performing.

### *V. Meeting Requirements*

Meetings between group leaders should occur at least once a month to discuss future direction of the group. In M&M board meetings, matters will be voted upon by a two-third majority vote (67%).

Rehearsals are at the discretion of the executive board. Attendance is mandatory for all current participating members.

#### *VI. A Cappella Competitions*

Prior to the start of each year the executive board and general members can make it their goal to be able to compete in the International Competition of Collegiate A Cappella (ICCA), hosted by Varsity Vocals. The decision to compete in ICCA's must be determined by the deadline for group applications.

If the group decides not to compete at ICCA's, they should make it their goal to compete in an alternative a cappella competition.

#### *VII. Method of Amending By-Laws*

By-laws may be amended by proposing in writing and reading the change at a general meeting of the membership and then bring the proposed change up for a vote at the next general meeting with a two-third (67%) majority vote of the membership present (a quorum being present).