

Constitution of Musical Memories: Day By Day Project

Article I – Name, Purpose, and Non-Discrimination Policy of the Organization

Section 1: The name of this organization is Musical Memories: Day By Day Project (hereinafter referred to as “Musical Memories”).

Section 2: The mission of Musical Memories is to lessen the burden of dementia on patients, family, and caretakers by harnessing the power of music. As members of our organization, students will interact with dementia patients through the Day By Day Project’s signature Memory Disco Initiative and placing a particular emphasis on rhythmic engagement with the patients. Additionally, we seek to document the life stories of those with dementia through our interview program. Our goal with this initiative is to preserve their lives so that, for as long as they forget, we will always remember.

Section 3: Members of Musical Memories 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, or protected veteran status.

Section 4: As a student organization at The Ohio State University, Musical Memories 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.

Article II – Membership: Qualifications and Categories of Membership

Section 1: Any student currently enrolled at The Ohio State University is eligible to join Musical Memories. Students achieve membership status after successful completion of the interview process and payment of membership dues. Student members qualify as active members upon the attendance of any 4 club events per semester. Active members can vote and run for office if they fulfill the voting criteria, defined as follows:

- Attendance of 4 club events per semester
- In-person meeting with the primary or secondary leader discussing potential for candidacy

Section 2: As required by the Guidelines for Student Organizations, 90% of the membership of a student organization must include current Ohio State University students. Active members and Executive Committee are able to make decisions regarding the membership of community and other non-student members of an organization. Community or other non-student members may be temporarily suspended with a majority vote of the Executive Committee.

Article III – Methods for Removing Members and Executive Officers

Section 1: If a member engages in behavior that is detrimental to advancing the purpose of this organization, violates the organization's constitution or by-laws, or violates the Code of Student Conduct, university policy, or federal, state or local law, the member may be removed through a majority vote of the executive board with the organization's advisor.

Section 2: Any elected officer of the chapter may be removed from their position for cause. Cause for removal includes, but is not limited to: violation of the constitution or by-laws, failure to perform duties, failure to attend 9 events, or any behavior that is detrimental to advancing the purpose of this organization, including violations of the Student Code of Conduct, university policy, or federal, state, or local laws. The Executive Committee may act for removal upon a two-thirds affirmative vote of the executive board in consultation with the organization's advisor.

Section 3: In the event that the reason for member removal is protected by the Family Educational Rights and Privacy Act (FERPA) or cannot otherwise be shared with members (e.g., while an investigation is pending), the executive board, in consultation with the organization's advisor, may vote to temporarily suspend a member or executive officer.

Article IV – Organization Leadership: Titles, Terms of Office, Selection, and Duties of the Leaders

Section 1: The primary leader will serve as public representative of the group and will organize/lead club meetings. The primary leader will oversee all programs and initiatives and ensure they are running smoothly.

Section 2: The secondary leader will assist the president in their role as public representative of the group and will serve as a backup to organize and run club meetings. The secondary leader will also work with the executive board member in charge of membership duties to ensure that all membership-related initiatives are accomplished successfully.

Section 3: The treasurer will oversee the group's finances, keeping track of individual dues, allocating appropriate resources, and discussing financial health with the primary leader on a regular basis. The treasurer will also work with the event planning committee to ensure all operations run smoothly.

Section 4: The advisor will ensure that they complete all annual registration renewal requirements and serve as the main university liaison to the student organization.

Section 5: The volunteer coordinator will oversee operations such as contacting memory care/hospice facilities, organizing event times, and managing RSVP forms.

Section 6: The events chair will be the primary individual responsible for organizing social events, and their responsibilities will include finding meeting times and reserving rooms. The events chair will work with the treasurer to form the event planning committee, which can be expanded as necessary.

Section 7: The social media chair will be responsible for maintaining and growing the organization's online presence, as well as facilitating communication between the board and members when necessary.

Section 8: The music director will be responsible for managing musicians for our weekly live music events. Additionally, they will be responsible for organizing repertoire and rehearsals for these events.

Article V – Election/Selection of Organization Leadership

Section 1: Eligibility

Students that have maintained active membership and fulfilled all voting criteria (as defined in *Article II, Section 1*) for one full academic year are eligible to hold any organizational leadership position.

Section 2: Nomination

Those members interested in running for a leadership position will declare their intentions to hold a leadership position to the current executive board, who will then agree by majority vote to nominate members to the ballot during the next voting cycle.

Section 3: Elections

Elections will be held at the end of each spring semester, and ballots will be sent out electronically. The candidate who receives a plurality of all votes cast by active voting members will be declared the winner.

Section 4: Term lengths

Leadership positions will be considered active immediately after the results of an election are announced. These positions will be held for approximately one calendar year, until the next election is held and results are announced.

Section 5: Special circumstances

In the case of resignation or impeachment of the current President, the Vice President shall become President. Whenever there is a vacancy in any other leadership position, the President shall nominate a Vice President who shall take office upon confirmation by a majority vote of the executive board.

Article VI – Standing Committees

Section 1: The design/marketing team will oversee the group website, as well as designing any graphics and merchandise for the group. This team will also oversee marketing strategies, social media coverage, and branding endeavors.

Section 2: The event planning committee is responsible for planning details of social events, such as the dates and times of events. This committee is also in charge of seeking and executing philanthropy-related endeavors.

Section 3: The ambassadors/recruitment committee will serve as recruiters to grow Musical Memories at memory care facilities across Columbus. They will also serve as leaders for new and incoming members. Select ambassadors will conduct interviews and will be required to attend 4 events semesterly in addition to their scheduled interviews.

Section 4: The live music committee will provide live music at Memory Disco events. This team will meet as necessary to rehearse and prepare material.

Article VII – Advisor(s)

Section 1: Musical Memories is required to possess a minimum of one club advisor, potentially more, as deemed fit by the president. The advisor must be a current professor or faculty/staff member at The Ohio State University. Professor Lisa Miller currently serves as full-time advisor.

Section 2: The advisor of the organization must meet with the president at least once per academic year.

Section 3: The advisor may attend any club meeting, social event, or activity as well as participate in executive decisions as deemed fit by the primary leader.

Section 4: The advisor may be replaced as decided by the primary leader or they may choose to step down from their role at any point.

Article VIII – Reassessment/Selection of Organization Leadership

Section 1: If needed, an evaluation of the execution of a member's current responsibilities can be carried out by the executive board. This may lead to possible reassignment of positions that may be a better fit for the organization and the individual.

Article IX – Meetings

Section 1: There will be no regular meetings for all members. Meetings will be held as needed and as decided upon by the executive board. Notices will be sent out to all members to alert members of the chosen time.

Section 2: Active members must be present at all meetings unless given prior approval by a member of the executive board. Failure to attend 2 meetings may result in forfeiture of active member status.

Section 3: Meetings of the executive board will be held as needed, with a goal of meeting at least once monthly to check in on all ongoing initiatives.

Article X – Method of Amending Constitution

Section 1: The constitution may be amended by a majority vote of executive board members at regular meetings.

Section 2: Any amendment made to the constitution will be announced to all organization members directly following their establishment.

Article XI – Method of Dissolution of Organization

Section 1: In case of the dissolution of Musical Memories, all remaining funds will be given to The Day By Day Project 501(c)(3) Nonprofit Organization.

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