

Symphonic Pioneers  
Constitution  
The Ohio State University

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

Section 1: The name of this organization shall be Symphonic Pioneers

Section 2: The purpose of Symphonic Pioneers is to provide and coordinate volunteer opportunities for all students at The Ohio State University. We will coordinate with Starhouse, a Columbus-area youth homelessness shelter, to offer free, informal music lessons to interested individuals at the center, mainly focusing on instruments of the youth's interests. Volunteer trips will involve traveling to the site of service and offering casual, informal lessons on topics such as technique, reading sheet music, learning a specific song, or jam sessions. Club meetings will be held at least once a month to touch base with active volunteers to discuss what is going well, areas for improvement, larger goals within Starhouse and beyond, and to orient new members interested in serving. Additional meetings may be scheduled to host our advisor or other staff to cover topics such as teaching techniques or communication skills.

Section 3: 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.

As a student organization at The Ohio State University, Symphonic Pioneers 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: Qualifications and categories of membership***

Section 1: Membership shall be open to all students with musical background wishing to pass on their knowledge to others and willing to learn how to teach. All members shall be in good standing with the university. Members are expected to attend at least 7 volunteer events per full

semester to be considered active. Members who do not meet the service event requirement for a semester will have one grace period of one semester to become active with the organization again to prevent membership status from being revoked. If a member fails to regain active status after the grace period of one semester, the student will be considered inactive, and volunteer service information will be removed from organization records. Member data will be kept for a year and inactive members' data will be deleted after a year.

Members will be expected to log volunteer hours no later than one week after the service event. Volunteer hours logged outside of this time frame will not be reflected in membership records. Only volunteer events in coordination with the Symphonic Pioneers organization will be considered for membership records; activities completed independently at Star House or other centers, while may count as valid volunteer hours for a student, will not be considered for membership status within Symphonic Pioneers.

Membership status along with participation in events is dependent upon acceptance, cooperation, and completion of any required documents, training, or other procedures required to be compliant with volunteer centers.

Section 2: Members of Symphonic Pioneers will receive the unique benefit of attending meetings, social gatherings, volunteer events, and more. Only student members will be able to hold and run for executive positions.

### ***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 officers in consultation 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, 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. The same party has the ability to determine what additional actions may constitute removal from office.

After an officer is removed from his/her position, the general membership has the ability to write a letter to the executive committee, urging them to reconsider their decision and reinstate the

removed officer to his position. After considering this letter, the executive committee may reinstate the removed officer with a two-thirds affirmative vote.

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***

##### Section 1: President

- A. The president shall be responsible for scheduling and presiding over all general member meetings.
- B. The president shall be responsible for scheduling and presiding over all executive board meetings.
- C. The president shall maintain a close affiliation between its members and advisor.
- D. The president shall be the main representative of the organization responsible for all external communications.
- E. The president shall oversee officer selections and transitions.
- F. The president shall be in charge of all outgoing correspondence for the organization to service centers.

##### Section 2: Vice President

- A. The vice president shall keep well-written notes during all meetings, making sure that they are typed with coherent wording and sent to consenting members after the meeting.
- B. The vice president shall be responsible for attendance. This includes bookkeeping and tracking membership requirements for members.
- C. The vice president shall be responsible for fulfilling all needs of the membership of the organization.
- D. The vice president shall be responsible, upon absence of the president, for presiding over meetings (both general and executive board).
- E. In the case of presidential vacancy, the vice president shall become interim president until the vacancy is filled.
- F. The vice president shall work closely with the president and work to support any and all needs of the organization.

### Section 3: Treasurer

- A. The treasurer shall receive and transfer all funds for the organization.
- B. The treasurer shall keep an itemized account of all monetary transactions.
- C. The treasurer shall provide the executive board with a quarterly financial report.
- D. The treasurer shall submit a budget plan each semester by the first executive meeting to be approved by the executive board by a majority vote.
- E. The treasurer shall be in charge of all fundraising including, but not limited to, communication with businesses and sponsorships.
- F. The treasurer shall work closely with the president and work to support any and all needs of the organization.

### Section 4: Site Director

- A. The Site Director shall be responsible for overseeing volunteer activities on-site that they are responsible for.
- B. The Site Director shall be responsible for connecting new volunteers with their respective sites.
- C. The Site Director shall be responsible for getting necessary training and orientations completed for prospective new members.
- D. The Site Directors shall be in close contact with the Volunteer Coordinator for their sites and their volunteers in case of any concerns.

### Section 5: Advisor

- A. The advisor shall be responsible for helping organization expand and maintain a healthy standing
- B. The advisor shall be given the opportunity to look for opportunities outside the present sites for expansion.
- C. The advisor shall work closely with the exec board and work to support any and all needs of the organization.
- D. The advisor shall responsible for communicating with Ohio State students and faculty for opportunities

## ***Article V – Election / Selection of Organization Leadership***

Section 1: All organization leadership must be current students at The Ohio State University. All organization leadership must be members in good standing with the organization and the university. All organization leadership for the next year are selected yearly by the current executive board members based on applications submitted by interested parties. If a position is

vacated by resignation, impeachment, or other special circumstance, the executive board will designate an interim while an application cycle is held. The normal application process will be held near the end of the academic year to begin their term in April of the school year prior to their term. All terms shall last one year from the current April to the following April. If not enough people apply, the current executive board will appoint a current executive board member to the position, while the board searches for new leadership.

Section 2: The process of the selection of the next executive board shall be led by the current president (or highest ranking non-reapplying executive board member) with all non-reapplying executive board members being part of the selection committee that will run the selection process of the next executive board. If all current executive board members are applying for the next executive board, the advisor shall lead the selection process. Anyone in the organization can apply for any position on the executive board. If not enough people apply for the executive board, interim board members shall be appointed by the executive board until the unfilled positions are filled.

All applicants shall complete an application that includes a ranking of their preferences on positions for which they are running. After all applications are read, interviews shall be given to those deemed the best candidates. After interviews are completed, the selection committee shall decide which candidate will be selected for each position and shall notify all chosen candidates promptly. Upon all chosen candidates accepting their positions, the time from their selection to the end of the academic year shall be used by the former executive board members to train the new executive board on their positions. The new executive board shall officially take office on the day of the final meeting each spring.

#### ***Article VI – Executive Board Size and composition of the Committee***

Section 1: The Executive Board shall contain the positions of President, Vice President, Treasurer, Site Director, and the Advisor. The student members of the executive committee, the executive board, shall meet at the discretion of the executive board to discuss pertinent matters and the direction of the organization; the advisor may join this meeting if he/she chooses to.

#### ***Article VII – General Board: Names, purposes, and composition.***

Section 1: At the time of this constitution's writing, there is no general board.

#### ***Article VIII – Advisor(s) or Advisory Board: Qualification Criteria.***

Section 1: The Advisor must be a faculty member or a member of the Administrative and Professional staff at The Ohio State University. If the advisor is not a faculty member, a co-advisor that follows the above guidelines shall assist the advisor.

Section 2: The advisor shall be given the following duties

- A. The advisor shall be an effective and timely communicator, working especially closely with the president and other executive committee members.
- B. The advisor shall be willing to attend meetings if requested by the executive board.
- C. The advisor shall give guidance on the organization's goals and assist in the completion of them when needed.

### ***Article IX – Meetings and events of the Organization: Required meetings and their frequency***

Section 1: General body meetings are highly encouraged meetings to be held at least once per semester at the beginning of the semester, but may be increased in frequency as needed. These meetings will be led by the executive board and will focus on an agenda for the upcoming semester along with the goals and expectations of the organization.

Section 2: Meetings shall be attempted to be held biweekly as the organization starts and monthly once well established, likely every Wednesday night at 7:30pm. These meetings will be led by one or multiple members of the executive board in conjunction with any advisor/guest present. These meetings will consist of recapping lessons and seeing what volunteers can improve in how they teach and approach youth.

Section 3: Volunteer sessions shall take place outside of regular meeting hours, on days of the week communicated in advance to participants, and shall occur on a regular schedule.

### ***Article X – Attendees of Events of the Organization: Required events and their frequency***

Section 1: Attendees of events must conduct themselves in a responsible manner that reflects well to the organization and university. This includes being respectful of all students, faculty, staff, and property. Behavior that violates this organization's constitution, the Code of Student Conduct, university policy, or federal, state or local law will result in disciplinary action determined by the executive committee. This discipline can result in removal from the event and expulsion from the club, following the guidelines set previously.

The organization reserves the right to address member or event attendee behavior where the member or event attendee's behavior is disruptive or otherwise not in alignment with the organization's constitution.

***Article XI – Method of Amending Constitution: Proposals, notice, and voting requirements.***

Section 1: Amendments to this Constitution can be made during executive board meetings. An amendment shall be motioned by one of the executive committee members and seconded by another. At this point, the amendment will go to a vote. A passing vote of two-thirds of the executive board will ratify this amendment, and it shall be added to the Constitution in a timely manner. Organization members wishing to make an amendment shall present their amendment at an executive board meeting, gaining two executive board members' approval for a vote to occur: once again needing two-thirds approval of the executive board for the amendment to pass. Members may veto any amendment with a three-quarters vote in opposition to the vote of the executive board.

***Article XII – Method of Dissolution of Organization***

Section 1: Dissolution of the organization requires a unanimous vote by the executive committee along with 80% of all active organization members. Any remaining funds will be proportioned back out to the members who contributed to the fund pool. If the funds were acquired through the university or other organizations, effort shall be taken to disperse the funds back to those parties. If this is not possible, the funds will be donated to any organization aimed at bettering the health of the Columbus community. Any remaining merchandise may be distributed however the executive board and remaining active members see fit. Upon the official dissolution of the organization, Student Activities staff will be contacted to remove organizational information from their website.