

Sound of Science Constitution

ARTICLE I: Existence of Group

Section 1: Name:

- The name of the organization herein mentioned shall be “Sound of Science,” with possible additional descriptors, including but not limited to “Ohio State University’s” and “A Cappella.”

Section 2: Purpose:

- Sound of Science is an a cappella group formed with the intention to have fun through music. This group is devoted to the creation and performance of original vocal arrangements as well as the performance of purchased works and pieces given with proper rights while maintaining a focus on fostering community and advancing its members’ musicianship skills.

Section 3: Anti-Discrimination Policy:

- No student shall be denied membership or be discriminated within the group based on race, sex, gender identity or expression, national origin, religion, age, sexual orientation, disability, political views, class rank, veteran status, etc.

ARTICLE II: Membership

Section 1: Base Criteria

- The general membership of Sound of Science will entirely consist of students of The Ohio State University. Sound of Science will not exceed 25 members in any given semester.

Section 2: The Audition Process

- To gain entry into Sound of Science, all members must audition before a panel of judges within the organization, including the elected executive board members and any previously admitted members who wish to participate in the audition process for new members. The audition process will take place at the beginning of each academic year and will primarily consist of vocal testing methods and solo song performance. A callback audition may be scheduled if the executive board finds it necessary. Specific audition requirements will be at the executive board’s discretion.
- Following the audition process, auditionees will receive a notification regarding whether they have been accepted or denied. Auditionees who confirm that they are accepted will be expected to regularly attend rehearsal from that point forward.
 - Upon admission to the group, members should maintain a professional, respectful attitude and refrain from bringing unnecessary problems to the group. Should a member’s outside issues interfere with their ability to maintain such commitment to the group, they will discuss it with the executive board.

Section 3: Attendance Policy

- No limit on excused absences. Excused absences include absences communicated with the executive board at least 5 days prior to the absence, emergencies, and illnesses. Emergencies are defined at the discretion of the executive board.
- 1 unexcused absence per semester.
- Up to 2 tardies per semester. A tardy is considered arriving at rehearsal within 30 minutes of the start time. Being late by more than 30 minutes is equivalent to an absence.
 - If notice of an absence is given to the president on the day of rehearsal, it will be counted as an unexcused absence
 - 30 minutes late or more to rehearsal is counted as 1 absence
- Number of absences and tardies reset after each semester. For example: If an SOS member has 1 unexcused absence in the fall semester, the number of absences goes back down to 0 for that member in the spring semester.
- Members are to contact ONLY the SOS president in regard to absences. If a member messages the SOS group chat or another member regarding the absence, it does not count as communicated.
- If a member has extraneous circumstances preventing them from meeting attendance and punctuality expectations, the member is expected to meet with an executive board member to come up with a unique attendance plan that works for both the member's needs and the group's needs.

Section 4: Member Removal

- The executive board maintains the right to remove members from the group should they demonstrate delinquency in the OSU Student Code of Conduct, in any of the expectations established in Article I § 2, or in regular attendance of rehearsals. Unexcused absences and tardies will warrant corrective action before removal from the group, as explained below. Failing to meet the performance standards of the group will warrant corrective action before removal from the group. Furthermore, the executive board maintains the right to remove members from the group should they fail to comply with university policies, such as the plagiarism statement.

Section 5: Absences

- One UNEXCUSED ABSENCE will warrant an informal warning from a member of the executive board.
- Should a member exceed the allowed tardies/absences, they will be expected to meet with the executive board to discuss attendance/punctuality improvement going forward. Should attendance/punctuality continue to be an issue for the member, the executive board reserves the right to take the appropriate action, including, but not limited to suspension/removal from group.
- If a member is unable to perform the music to the executive board's satisfaction, the executive board reserves the right to create an individual performance improvement plan with the member.

Should performance remain below the standards of the group, the executive board reserves the right to suspend/remove the member from the group.

Section 6: Extenuating Circumstances

■ The executive board is to be open to severe extenuating circumstances that should inhibit a member's attendance or participation. Health concerns, family emergencies, unavoidable commitments, and similar situations must be handled with delicacy and care. This document charges the executive board to provide reasonable and deliberate consideration to any such extenuating circumstances.

ARTICLE III: Organization Leadership

Section 1: Position Descriptions

○ The executive board consists of the following elected positions:

○ President: primary leader of the group. Oversees rehearsals and member performance with the vice president. Works closely with the executive board, particularly the music director, to ensure the group is satisfied and challenged with the musical repertoire. Serves as main communicator with the group advisor. Obligated to search around campus and beyond for performance opportunities, and responsible for the details and logistics for performances. Manages the distribution and regulation of attendance policy consequences/member removal.

○ Vice-President: secondary leader of the group. Oversees rehearsals and member performance with the president. Responsible for leadership and minor executive decisions in the president's absence. The vice president will not conduct any major executive decisions without the president's explicit approval unless the president is so indisposed that he/she cannot offer counsel. Serves as mediator between the president and general members: he/she will bring complaints to the attention of the president and will handle minor issues that may not require the president's attention. In charge of performance dress code.

○ Music Director: primary musical leader of the group. Leads rehearsals, conducts warm-ups, oversees music learning, and manages song performance. Oversees the song selection process along with the president. Responsible for creating, finding, or commissioning arrangements.

○ Treasurer: in charge of funds. Oversees the financial records of the group; manages the bank account. Responsible for searching for, organizing, and overseeing fundraising opportunities. Responsible for managing group spending opportunities. Manages organizational/programming funds from the university as well as any funds accrued from fundraising work. Offers significant counsel to the president regarding financial decisions. Seeks methods of fundraising to prevent group members from using their personal funds to fund the group's endeavors while making it known that occasionally, costs will be shared among group members, such as in paying for gas on a group-related trip. Should a member have extraneous financial circumstances, such member can discuss privately with the Treasurer, who is expected to maintain confidentiality as much as possible in finding a solution for the member.

○ In addition to the executive board, the group shall have the following positions filled based on interest by non-executive board members.

- The Social Media Chair shall be filled by one or two members of the group who is/are not on the executive board. The social media Chairholder(s) is/are responsible for maintaining the Instagram account as well as any other social media platforms at their discretion. The social media Chairholders may post content they deem appropriate for the group with executive board approval.
- The Assistant Music Director position shall be filled by one member who is not a member of the executive board. This role is appointed to a returning member of the group by the elected Music Director. This role is to assist the Music Director in various ways, including, but not limited to leading warmups, playing notes, arranging music, etc. The member appointed to this role by the Music Director must accept the appointment to begin practicing this role.

Section 2: Officer Elections

- The officer team shall be elected in the latter half of the spring semester to lead the group for the following year. All potential candidates must prepare a speech to present in front of the group on a given election day. These candidates must plan to be students for the entire school year; students intending to graduate in the winter term should not be considered for officer positions. Officers will be selected by majority vote, and their term will begin at the start of autumn semester.
- Officer elections may also take place at any point during the school year if one of the officer positions suddenly becomes vacated.

Section 3: Office Management/Removal

- If at any point an officer loses their status as an enrolled Ohio State student, they must forfeit both their membership and their officer position. Upon reentry to the school, the student will have to reaudition and run for election to regain their officer title.
- Executive board is not exempt from the attendance/punctuality/behavior policy.
 - Should an executive board member fail to be an effective leader of the group, the remaining executive board members will seek corrective action with the help of the group's advisor.

Section 4: First Time Offenses

- Should the executive board find the actions to be forgivable, the officer in question will be reprimanded but maintain their position. If the actions are considered unforgivable, the executive board will issue a reprimand and place the officer on probation.
- During the probationary period, the officer must attend every rehearsal and prove to be an exemplary officer at the discretion of the executive board. The probationary period will end only when the executive board is satisfied that the officer is committed to their role within the group

Section 5: Repeated Offenses

- Should an officer show signs of neglect after the given probationary period, the executive board will convene to discuss executive action. At the executive board's discretion, the officer may again be put on probation or be impeached.
- After impeachment, the former officer may not run for any officer position again until the following year.
- Egregious neglect may result in removal from the group, as with any other member. The student must audition the following year to regain membership.

ARTICLE IV: Constitution Amendment

Section 1: Proposals and Approval

- Any amendment to this constitution should be brought forth before the executive board, which will thoroughly consider the amendment and revise it as necessary.
- Should the amendment be accepted, the executive board will present the amendment before the general body of the group. Any amendment shall require $\frac{2}{3}$ approval from the general body, plus unanimous approval from the executive board.
- The amendment should then be sent to the group advisor for further revision. Should the advisor offer significant changes, the process will start anew with the edited amendment. Otherwise, with the advisor's approval, the amendment will officially be added to the constitution.

ARTICLE IV: Dissolving Sound of Science

- For this organization to dissolve, a vote must be taken from all members of the Sound of Science and must result as follows. At least 75% of the members must vote in favor of dissolution. All members of the executive board must vote in favor of dissolution.