**MUSIC INDUSTRY CLUB**

**The Ohio State University**

**CONSTITUTION**

***Written August 2022***

**Article I: Purpose**

The purpose of this organization shall be:

1. Provide a forum for students participating in music industry education programs to interact with educators and representatives of the music and entertainment industries.
2. To advance students’ knowledge, experience, and skills, in furtherance of career goals in music and entertainment.
3. To organize programs and activities geared towards the music industry, i.e. conferences, seminars, workshops, and other activities that further students’ objectives.
4. To acquire mentorship, career guidance, and counseling by interacting with music and entertainment industry educators and representatives from the music and entertainment industries.

**Article II: Membership Rights**

1. Each member is entitled to one vote on each of all student association affairs.
2. A member may serve on committees by appointment.
3. A member may serve as a principal officer by peer election.
4. Each member may attend general membership meetings.
5. Each member is entitled to all benefits and privileges as determined by the Executive Board.
6. This organization and its members shall not discriminate against any individual(s) for reasons of age, color, disability, gender identity or expression, national origin, race, religion, sex, sexual orientation, or veteran status.

**Article III: Powers and Duties**

The organization shall abide by the By-Laws of MIC with governing officers adhering to duties and responsibilities as defined in Article VI.

**Article IV: Membership Fees and Student Status**

Membership dues are to be paid annually to MIC, according to the schedule of

membership fees as stipulated in MIC By-Laws. Student members may retain their

status during absences from their academic training that do not exceed one year in

duration. All membership dues must be paid in full, in order for a student to claim membership status and receive the rights and privileges defined by this Constitution and bylaws. Membership dues will be in the amount of $15 for one (1) semester or $30 for the entire academic year, two (2) semesters. All payments must be made directly to and documented by the standing Treasurer.

**Article IV: Meetings**

Section I

Meetings of MIC general membership shall be held once every two weeks during Autumn and Spring semesters. The Executive Board shall meet at a separate time every other week prior to the general membership meeting.

Section II: Voting

Each member shall have one vote to cast with the exception of the President, who

shall cast a vote only in the case of a tie.

**Article VI: Elections and Terms**

Section I: Elections

1. MIC shall adopt Robert’s Rules of Order to provide for its organizational structure, activities, responsibilities, legal and fiscal obligations.

2. The organization shall elect its governing officers: President, Vice-President, Treasurer, Event Coordinator, and Social Media Chair.

3. The Executive Board shall appoint and create such committees as are deemed

necessary.

4. The elected officers and current committee chairs shall constitute themselves an Executive Board.

Section II: Terms

1. Election of Board members shall be held annually in the month of March as terms expire or vacancies occur.

2. Board members shall serve for one academic year, and may be re-elected for one consecutive term only in the position that they hold. They may be re-elected again if they change positions on the board.

**Article V: Principal Officer Duties**

Section 1

The President shall:

1. Complete mandatory university training.
2. Maintain MIC’s status as a university-sanctioned student organization.
3. Preside over Executive Board and general meetings.
4. Act as a direct representative of OSU MIC.
5. Steer overall strategy and evaluate projects and events.
6. Perform administrative duties such as room reservations, locker/office applications, scheduling, and annual registration.
7. Directly supervise Vice President, Treasurer, Secretary, Event Coordinator, and Public Relations Chair as well as indirectly supervise all other positions and teams.

The President shall not vote, unless in the case of a tie, when the President shall cast the deciding vote. Also, the President shall see that all orders and resolutions of the Executive Board are carried into effect, subject, however, to the right of the Executive Board to delegate to any other officer, committee, or employee any specific power, except such as by statute that is exclusively conferred upon the President.

Section 2

The Vice-President shall:

1. Perform the duties of the President in case of his/her absence or in the case of his/her disability.
2. Perform duties as are assigned to him/her by the President or Executive Board.
3. Book and follow up with guest speakers from diverse fields in the music industry.
4. Assist in arranging networking mixers, social events, community service and other special events for members.
5. Keep an up-to-date list of names, email addresses, telephone numbers, and membership status of all members of the organization through the online student organization roster.
6. Keep an up-to-date list of industry professionals, campus resources, and music and entertainment businesses
7. Report to President and serve on the Executive Board.

If a President vacates their position for any reason, the Vice President will serve as the acting President until the next general member vote. The time that the Vice President serves as President will not count towards the two-year maximum term of the Presidential position.

Section 3

The Treasurer shall:

1. Complete university mandated training and comply with their guidelines for managing funds.
2. Prepare a complete budget at the beginning of each semester and as needed for individual activities and events.
3. Collect and record dues paid by the board and general members to maintain membership.
4. Maintain a complete and accurate record of organization financial information in accordance with university reporting procedures.
5. Apply for and manage operating and programming funds from OSU and submit funding audits as they come due.
6. Ensure resource room credits are utilized, not lost, during/after annual registration.
7. Maintain checking account by depositing funds and supervising all purchases with approval from President and Advisor.
8. Plan and lead fundraising efforts in order to meet financial goals.
9. Report to President and serve on the Executive Board.

Section 5

The Event Coordinator Shall:

1. Keep all planned and proposed events on record.
2. Plan and organize all aspects of concerts and other events.
3. Keep in contact with all parties involved to ensure there is constant and good communication
4. Be a mediator if any situations arise between parties involved.

Section 6

The Social Media Chair shall:

1. Publish news and events through social media accounts, local news publications, and any other relevant outlets to raise awareness about MIC and highlight its accomplishments.
2. Recruit general membership at Involvement Fairs and throughout the year.
3. Lead physical marketing efforts for our events/meetings through flyers and other memorabilia.
4. Act as, or recruit as needed, a graphic designer, photographer, and/or blog editor.
5. Report to President and serve on the Executive Board.

**VI: Advisory Board**

The principal advisor for MIC is the director of the Music, Media, and Enterprise minor program through the School of Music.

Additional advisors may include:

1. Ancillary faculty of the MME program.
2. Local entertainment industry professionals who are explicitly and unanimously selected by the executive board at a scheduled board meeting.
3. Selected advisors will retain their advisor role the remainder of the academic year in which they are selected.
4. Additional advisors may act as such during consecutive academic periods at the discretion of each new executive board at the beginning of the academic year.

**VII: Method of Amending The Constitution**

Proposed amendments to the constitution may be submitted in writing to the executive board. The proposed amendment will then be voted on at an announced executive board meeting within thirty (30) days of submission. A unanimous decision in favor is required to ratify an amendment. One dissenting board member will result in the dismissal of the amendment.

**Article VIII: Dissolving the Organization**

Dissolution will only occur if all of the following circumstances are present:

1. The organization is consistently failing to provide the direction, activities, and leadership discussed in Article I.
2. A unanimous vote to dissolve from the executive board.
3. A hearing with all current board members and advisors present in which it is decided dissolution of the organization best for the organization’s general membership.

**Article IX: Rules of Order**

Section I: All meetings and elections as formal proceedings shall be governed by

Roberts Rule of Order.

**BYLAWS**

***Written June 2018***

**ARTICLE I – NAME**

The name of this association is Music Industry Club. It is also designated as MIC.

**ARTICLE II – PURPOSE**

The Music Industry Club is an organization comprised of The Ohio State University students with an interest in the music and entertainment industries. Students can gain both experience and the opportunity to network with industry professionals through local, regional, and national activities and events. The mission of the Music Industry Club is to:

1. Provide a forum for students participating in music industry education programs to interact with educators and representatives of the music and entertainment industries.
2. To advance students’ knowledge, experience, and skills, in furtherance of career goals in music and entertainment.
3. To organize programs and activities geared towards the music industry, i.e. conferences, seminars, workshops, and other activities that further students’ objectives.
4. To interact with students nationally and locally who are participating in music industry education programs at other colleges and universities.
5. To acquire mentorship, career guidance, and counseling by interacting with music and entertainment industry educators and representatives from the music and entertainment industries.

**ARTICLE III - MEMBERSHIP**

**Section 1 (Membership Qualification/Entitlement)**

The qualifications for membership are:

A) Any Ohio State University student with an interest in the music and entertainment industries may join the organization as a member. Members may:

1. Cast one vote on each of all student association affairs.
2. Serve on committees by appointment.
3. Serve as a principal officer by peer election.
4. Attend general membership meetings.

As well as any additional events or incentives established by the Executive Board.

This organization and its members shall not discriminate against any individual(s) for reasons of age, color, disability, gender identity or expression, national origin, race, religion, sex, sexual orientation, or veteran status.

**Section 2 (Membership Revocation)**

The process for membership revocation is as follows:

A) The executive board reserves the right to revoke membership status from any student at the discretion of the board.

1. The vote to remove must be done blind, with each board member’s decision made of his/her sole discretion following an impartial briefing on the issue.
2. Membership will only be revoked if the motion to revoke is unanimous among all five (5) executive board members.
3. The member in question may file an appeal, and the vote will go to active MIC members at the following general meeting. If appealed, and a majority greater than one half (1/2) of active members believe the member in question should be allowed to remain active in MIC, the board’s decision will be overridden and active status will remain.
4. Members who are removed will be refunded their dues (if applicable) and removed from the roster.

**ARTICLE IV – OFFICERS**

MIC is governed and directed by an Executive Board comprising five (5) Executive Officers.

**Section 1 (Executive Board)**

The Executive Board of the Association comprises:

1. President

2. Vice-President

3. Treasurer

4. Event Coordinator

5. Social Media Chair

Executive Officers must be Ohio State University students with at least part-time status for the academic year following the election in order to qualify for an officer position. Executive Officers must be current and active members of MIC.

**Section 2 (Executive Board Duties)**

The Executive Board of the Club shall:

A) Perform the duties prescribed by these bylaws and by the parliamentary authority adopted by the Club.

B) Complete and meet all application requirements prior to deadlines, both of which are established by the Executive Board.

C) Be elected by the population of active membership solely by and from among those currently holding membership in the category specified in Article III, Section 1a, "Active" of these bylaws.

D) Be elected by ballot at meetings during the month of March by

those same members present as described in subsection b). Term of office will begin after the old board meets with new, all accounts and responsibilities are handed over and the new board feels comfortable in new roles without oversight from past Executive members.

E) Executive Officers will serve for a term of one (1) year and may not hold more than one Executive Office position in the same term, with an exception given to a vacancy. Guidelines to such a circumstance are outlined in Section 5 below.

F) Executive Officers are limited to two (2) consecutive terms in the same executive office.

**Section 3 (Committee Appointment)**

As deemed necessary by the Executive Board, additional task-oriented appointed Board positions may be established or eliminated. Such positions must have a clearly defined purpose and term of appointment and will be established or eliminated by:

1) A written proposal submitted by an active member of the Club,

2) An approval by both the Executive Board. Once established, such positions shall have all rights and privileges as assigned to the elected Executive Board positions.

**Section 4** **(Officer Training, Attendance)**

All elected and previously elected Executive Officers shall be required to attend any training sessions as established by the Executive Board and the university. All such current Officers are encouraged to attend all meetings and complete their duties according to deadlines established by the Executive Board.

**Section 5 (Officer Removal)**

Any Executive Officer can be removed from office by a consensus among the Executive Board along with approval by the faculty advisor. The Executive Board is empowered to appoint individuals to fill any office vacancy created by voluntary or forced withdrawal. In such a circumstance, the Executive Board shall act in its best efforts to fill such a vacancy through an addition to the board. If a replacement cannot be found, the Executive Board shall divide the responsibilities of the available position upon its own discretion***.*** Thereplacement will be considered temporary until the next general election takes place. Time served by the replacement will not be counted towards the two-year maximum tenure of the office.

**ARTICLE V – MEETINGS**

**Section 1 (Overview)**

Regular meetings of the Club are held as determined by the Executive Board and are for the purpose of receiving reports from officers, continuing communication, and for conducting routine and any other business that may arise. Regular meetings are held every other week or as otherwise determined by the Executive Board. Regular meetings for Committees shall be held for the same such purposes and will arise as the Committee Chair(s) see fit.

**Section 2 (Board Meetings)**

General meetings of the Executive Board are held before bi-weekly general membership meetings. Such meetings shall not occur unless a majority of the Executive Board is in attendance, unless approved by the President. Special general meetings of the Executive Board may be called by the President or by the written request of a member of the Executive Board. The purpose of the meeting must be stated in the request.

**Section 3 (Quorum Requirements)**

Two Executive Officers of the Association constitute a quorum for general membership meetings and the Committee Chair must be present at Committee meetings.

**ARTICLE VI - THE EXECUTIVE BOARD**

**Section 1 (Executive Board Structure)**

The Executive Board of the Association consists of:

A) Executive Officers

B) Current Committee Chairs

**Section 2 (Executive Board Duties)**

The Executive Board:

A) Has general supervision of the affairs of the Club between its business

meetings.

B) Fixes the hour and place of meetings.

C) Makes recommendations to the Club.

D) Performs such other duties as are specified in these bylaws.

The Executive Board is subject to the orders of the Club, and none of its acts may conflict with action taken by the Club.

See Article VI of The Constitution for election terms, and procedures and Article VII for principal officer duties.

**Section 3 (Budget)**

The Executive Board examines books and records and all funds of the Club prior to and following the beginning of each academic semester.

**Section 4 (Executive Board Quorum)**

A simple majority of the Executive Board constitutes a quorum.

**ARTICLE VII – COMMITTEES**

The Executive Board by majority vote may form and appoint a chair of a committee that:

A) Comprises currently active members of the Club

B) Has a focus and interest respective of the Club’s interests.

Committees charged to investigate timely, unique, or pressing interests of the Club and may be formed upon request by the Executive Board.

**Section 1 (Committee Creation)**

Committees formed on behalf of the Club must be "chaired" or "co-chaired" by an active member of the Club or Executive Board member and must be approved by a majority vote of the Executive Board.

**Section 2 (Committee Member Requirements)**

Committee members may be drawn from qualified individuals of the active membership of the Club.

**Section 3 (Committee Communication Requirement)**

Committees must meet, either in person or by electronic means, at least once per semester.

**ARTICLE VIII – DUES**

**Section 1 (Collection)**

Individual member dues are collected on a semesterly basis and each individual member is entitled to a semester of MIC membership in accordance with their date of registration.

**Section 2 (Method)**

Membership dues may be paid online or by cash to the MIC President or Treasurer. In either case, an accurate record must be kept.

**Section 3 (Board Dues)**

All Executive Board members and Committee Chairs are expected to pay their semesterly MIC dues.

**ARTICLE IX - FUNDS AND CONTRACTS**

**Section 1 (Annual Operating Budget)**

Before the beginning of each academic semester, the treasurer will draw up a budget for the year. The MIC Executive Board must approve this budget.

**Section 2 (Reimbursement Requirements)**

In order for any reimbursements to occur, all original receipts must be saved. These receipts must be sent to and received by the Treasurer. It is the duty of the Treasurer to collect receipts for meetings. The Executive Board is responsible for submitting all other receipts themselves.

**ARTICLE XI - ANTI-DISCRIMINATION POLICY**

The Club prohibits any policy for all members and membership applicants that indicates any preference, limitation, or discrimination based on race, color, religion, gender, disability, age, familial status, sexual orientation, or national origin, or an intention to make any such preference, limitation, or discrimination.

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.

**ARTICLE XII - PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of *Robert's Rules of Order* governs the Club in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Club adopts.

**ARTICLE XIII – BYLAW AMENDMENTS**

Proposed amendments to the bylaws may be submitted in writing to the Executive Board. The proposed amendment will then be voted on at an announced Executive Board meeting within thirty (30) days of submission. A two-thirds (2/3) vote in favor is required to ratify an amendment to the bylaws. Failure to reach a two-thirds (2/3) vote in favor of the amendment will result in the dismissal of said amendment.