

THE AFRICAN AMERICAN VOICES GOSPEL CHOIR AT THE OHIO STATE UNIVERSITY

ARTICLE 1-Name, Purpose, and Non-Discrimination Policy of the Organization

Name: The African American Voices Gospel Choir at The Ohio State University

Purpose: Our purpose is to foster an environment on campus whereby students can come together to celebrate God's existence through Music and the arts as well as contribute to diverse and urban community while striving to achieve academic excellence. And while doing so, sharing the African American tradition with others.

Non-Discrimination Policy: This organization and its members do not discriminate on the basis of age, ancestry, color, disability, ethnicity, gender, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, pregnancy, race, religion, sex, sexual orientation, or protected veteran status, or any other bases under the law.

ARTICLE II-Membership

Participants of The African American Voices Gospel Choir must be enrolled students of The Ohio State University, or any other 4 or 2-year accredited college in the state of Ohio. Participants must also be musically equipped, and have time, discipline, and a kindred spirit to meet overall goals of the program. AAVGC members must maintain a 2.0 GPA, and are required to pay dues annually. Those who do not will receive a verbal and written warning. If status does not change by the next semester, they will be dismissed. Executive Board members that do not maintain a 2.0 will be dismissed from their position.

ARTICLE III-Organization Leadership

Each executive board member is elected by the general body through an election process (Spring Semester). Candidates are nominated by the general body 1-2 weeks before they deliver their campaign speeches, with voting immediately following the speeches. At the following rehearsal, the new executive board is announced. Board members must attend all choir rehearsals, meetings and engagements on time. The executive board is required to be at engagements by the determined call time.

President- The President is expected to provide effective leadership that ensures all facets of the choir are operating together. The president also serves as a liaison between the choir, the advisor(s), and the Alumni Board. As the spokesperson for choir, the president must maintain an image that reflects the AAVGC values. They will also appoint all chair persons and non-voting members of the executive board, and any new members of the executive board if a member is terminated or resigns.

Vice President- The Vice President works in junction with and shares responsibilities with the president, serving as the first in command in the absence of the President. The Vice President is also in charge of overseeing all sub-committees (Dancing to Zion, Expressions of Worship, & E.D.I.F.Y.). Additionally, responsibilities will also include a focus on programming for the choir. It is vital that the Vice President provides opportunities for community service, fellowship, and thoroughly plans the signature events for the organization. He/She is also in charge of assisting the Secretary in coordinating engagements and traveling/housing arrangements.

Treasurer- The Treasurer is in charge of accounting for all of the choir's financial transactions, according to the required accounting system. The Treasurer will provide weekly reports to the executive

board, and choir as called for, with them preparing both an oral report and a paper report for documentary purposes (via excel spreadsheet). Also, they are responsible for handling the invoice information for engagements and receipts, as well as collecting the payment from fundraisers, engagements, offerings, etc.

Secretary- The Secretary will keep a detailed and accurate record of all executive board meetings, rehearsals, and any other event deemed necessary. They are to manage and prepare the agenda for all executive board meetings. The Secretary is in charge of taking accurate and thorough minutes, and having them placed in the AAVGC google drive (within 24 hours), as well as providing the executive board a copy of the minutes at the following meeting. They will also work closely with the Section Leaders to ensure that attendance is taken at both rehearsals and engagements. To go along with engagements, they will handle all email communication and engagement/booking requests. Lastly, the Secretary is in charge of managing the AAVGC List Serve, and responsible for sending out the weekly email every Monday.

Section Leader- There will be leaders for the Soprano, Alto, and Tenor Section(s). Section Leaders are to come fully prepared for executive board meetings and rehearsals. They are in charge of keeping attendance of their section, and being the point person for all communication (via GroupMe) and any questions in their section. They will assist the music director in teaching sections/parts, keeping their section musically in order. Section Leaders are to report all issues relating to their section to the President, who will handle it accordingly.

Music Director- The Director is expected to come prepared to teach their musical selections each rehearsal. They will teach parts, provide a music playlist to section leaders and musicians as needed, and provide section leaders and musicians with a list of songs for all performances. They also will maintain open and consistent communication with President regarding the music.

Chaplain- The Chaplain is a non-voting member of the executive board that is appointed by the President. Their job is to provide spiritual stability throughout the choir through the manner of scripture, prayer, and any other inspirational methods they choose, before and after engagements and rehearsals. They are also responsible for the “5 Minutes of Faith” portion of rehearsal.

Coordinators- The Coordinators are the chair persons of the sub-ministries (Dancing to Zion, Expressions of Worship, and E.D.I.F.Y.) of The African American Voices Gospel Choir. The coordinators report directly to the Vice-President, who oversees all sub-ministries. They are responsible for meeting with the members of the sub-ministry and carrying out all assignments for the ministry. That includes separate rehearsals, engagements, etc. All sub-ministry members are HIGHLY encouraged to be a part of the choir. E.D.I.F.Y. is required to be an active member of the choir, and there are auditions for the sub-ministry.

PR & Marketing Team- The PR Team is led by a PR & Marketing Chair, and they collectively handle everything to do with PR, Marketing, and social content for the organization. This includes social media, website, flyers, and other promotional materials/strategies. They have free range to create content, but must run it by the executive board before public use.

ARTICLE IV- Advisor or Advisory Board

The role of the advisor is to support participation in the student organization. They also work closely with the organization, but does not dictate group's program or activities, being frank in offering suggestions. It is also the executive board's responsibility to keep the advisors informed of decisions and plans of the group, as well as the overall goals of the group. Their attendance at executive board meetings is expected as needed and engagements in its entirety.

Article V- Meetings of Organization

- ⇒ The Executive Board meets weekly. (Wednesdays)
- ⇒ The Band as needed. (With director(s) and musician lead)
- ⇒ The President meets with the advisors as needed.
- ⇒ The Sub-Ministries meet weekly, in addition to regular choir rehearsals.

Article VI- Contracts/Engagements

For any proposed engagement, the Secretary must provide contracts between the organization and the requestor/paying party. Once the contract has been signed, the choir must perform at the engagement according to the contract's stipulations.

For all proposed engagements for the sub-ministries, the designated Coordinator must submit a request form detailing all pertinent requests of the sub-ministry at that time. The designated Coordinator is to submit the aforementioned form to the Treasurer no later than one week prior to the engagement, or at the end of the notifying executive board meeting detailing the engagement (if applicable).

ARTICLE VII-Method of Amending the Constitution

Proposed amendments must be in writing and will not be acted upon but read in the Executive Board meetings in which they are proposed. They will be read again at the specified number of subsequent board meetings and the general meeting in which the votes will be taken. It will require either a 2/3 or 3/4 majority of the executive body. Additionally, a majority or 2/3 vote of membership will be required for an amendment. Voting amongst the general body will be done when deemed necessary.

ARTICLE VIII-Method of Dissolution of Organization

Poor attendance, poor academic achievement, and social misconduct are all grounds for dismissal from the choir. The procedure for dismissal will begin with a written and verbal warning. If the conduct persists, then a written dismissal notice will be mailed and/or the individual will be approached in person. Section Leaders will be subject to evaluations and performance reviews each semester to determine these actions.

By-Laws

ARTICLE I – Parliamentary Authority

Meetings shall follow the order of Robert's Rule of Order or a modified version thereof.

ARTICLE II – Membership

To become a member of the African American Voices Gospel Choir Organization, one must be a registered and enrolled student of The Ohio State University, or any other 4 or 2-year accredited college

in the state of Ohio, in good standing. One must also recognize that this organization is a (Non-denominational) Gospel Choir which sings songs about the good news of Christianity and Jesus Christ.

Section 1: Dues

All members are required to pay dues in the amount of \$45.00 per academic year. Dues must be paid by the choir's first engagement. There are no refunds. All dues must be turned into the treasurer. If dues are not paid by the day of the first engagement, they cannot participate in engagements until they are paid. Engagement fees are non-refundable.

Section 2: Attendance

A) All **members** are required to attend and expected to be present and on time for all scheduled rehearsals and engagements. Any rehearsals, meetings, and/or engagements in which a member cannot be present, the member must notify his or her section leader or coordinator within 24 hours with a valid reason. The notified section leader or coordinator will keep documentation of the absence.

Section leaders and coordinators must also be notified at least two hours before practice with a valid reason if a member is going to be tardy.

If you have three unexcused absences from rehearsals or engagements you cannot participate in the next engagement. Also, if you have an unexcused absence at the rehearsal before an engagement you cannot participate in that engagement.

B) All **executive board** members are required to attend and expected to be present and on time for all scheduled rehearsals and engagements. Any rehearsals, meetings, and/or engagement in which a member cannot be present, the executive board member must notify the President and/or the Vice President 24 hours in advance with a valid reason. The President or Vice President will keep documentation of the absence. In the event that the President or Vice President cannot be notified, the executive board member will be responsible for notifying the Section Leader who will document the absence and report it to the secretary for record keeping purposes.

If an executive board member is going to be tardy, a 2 hour advance notice with valid reason must be provided to the President or Vice President. There is a five minute grace period for being tardy to a meeting.

After 3 strikes (unexcused tardy or absences) the executive board member is unable to participate in the next performance (excluding reunion concerts).

Section 4: Fundraising/ service activities

The Treasurer will be required to schedule and administer fundraising throughout the academic year. The Vice President will be responsible for scheduling service opportunities for the choir, as well as other programming activities.

ARTICLE III – Attire

Female choir members must have the standard formal attire: All black dress, suit or black blouse/black shirt (knee length and below; all black dress pants; white blouse; all black dress shoes; and

black or flesh colored hosiery. No tight fitting clothes, No cleavage showing, No mini-skirts, halter tops, fishnets.

Male choir members must have in their wardrobe the following attire: All black suit; black dress slacks; black button-down dress shirt; white button-down shirt; black dress socks; black dress shoes; dress tie.

All issues pertaining to attire should be directed to the Section Leader.

ARTICLE IV – Election/Appointment of Government Leadership

- Elected officers must be enrolled students at The Ohio State University, or any other 4 or 2-year accredited college in the state of Ohio, in good standing.
- Resignation must be written two weeks prior to leaving.
- Impeachments will be decided by the executive board if the President falters or dysfunction in his/her duties, after which Vice-President becomes new president.
- Elections are held in the spring semester of the academic year.
- The general body will make nominations prior to elections. A ballot will be formulated. The general body will then vote on new officers during the week of elections.
- The president is not a voting member of the organization.
- Emergency appointments: If a member of the executive board resigns, or impeached for any reason is unable to fill duties, the president will appoint a member to take the place of that board member. He/she may bring it to the executive board as a matter of discussion, but the President has the final say.

ARTICLE V-Method of Amending By-Laws

By-Laws may be amended by proposing in writing and reading the amendment at an executive board meeting of the executive membership and then bringing the proposal to a vote at the following meeting after which the proposal was made. The proposal must win by 2/3 majority in order to be accepted in the constitution.