

# **Constitution of Contemporary A Cappella**

## **Article I Organization Name**

The name of this organization shall be Contemporary A Cappella. The organization may also refer to itself as CAC.

## **Article II Preamble**

### *Section 1: Mission*

The mission of Contemporary A Cappella is to promote the growth, development, and awareness of a cappella music and techniques in the UCF and Orlando community through performances, outreach, and entertainment.

### *Section 2: Goals*

Contemporary A Cappella aims to serve as a connection between a cappella groups at the University of Central Florida that assists with funding, coordination, workshops, and other events.

Composed of representatives from each group, Contemporary A Cappella should be responsive to the needs of the groups it oversees and aid in their development, as well as serve as a fair and impartial governing board should an issue arise that requires arbitration at a higher level.

### *Section 3: Governing Authority*

All activities and functions shall be legal under University, local, state, and federal laws. The most recent version of The Golden Rule will supersede all requirements set forth during the creation and revision of this constitution.

## **Article III Membership**

### *Section 1: Membership Statement*

Membership is limited to all students who are currently paying Activity and Service Fees and are enrolled at the University of Central Florida. No discrimination shall be made on the basis of sex (or lack thereof), race, age, religion, disability, national origin, sexual orientation, marital or parental status, or veteran's status. Hazing will not be allowed as a condition of membership in this organization.

### *Section 2: Additional Membership Requirements*

In addition to the requirements above, members are required to pay a \$30 annual membership fee to help defray costs. Barring removal, this membership lasts from the beginning of fall through the end of spring, regardless of time of payment.

### *Section 3: Recruitment*

#### *Sub-Section i: Recruitment Process*

Club-wide recruitment will take place at the beginning of the fall semester, although additional auditions may be held as deemed necessary. Invitation to join a group will

be extended based on a recruit's ability to meet or exceed minimum standards during their audition, their conduct during auditions, prior history with the group, and the opinions of the current members of the group they are auditioning for. Only the Music Director(s) of the group for which recruit has auditioned is authorized to extend an invitation to join.

Recruits with pre-existing memberships within a group or Contemporary A Cappella are not guaranteed an invitation to join, and must go through the same audition process as any other recruit.

If an additional group is created or wishes to join Contemporary A Cappella, its composition and requirements for membership must be reviewed and approved by the Executive Board.

#### *Sub-Section ii: Requirements*

The standards of musical prowess shall be assessed by the group in charge of the audition process. In the case of club-wide auditions any acting executive board member may serve as proctor and it will be the executive board's responsibility to determine which attributes are to be tested, how to do so, and, if applicable, minimum requirements necessary to join any group under CAC.

#### *Section 4: Voting Rights*

Only active student members are eligible to vote in CAC related affairs. Members who are not present for a vote forfeit their right to vote on that issue, unless an absentee vote has been granted by the executive board. Voting eligibility on matters at individual group levels is contingent upon individual group membership.

A member may appeal to the Executive Board for the approval of an absentee vote if the appeal is submitted in writing to the President and Secretary at least 48 hours prior to the opening of the meeting in which the voting would take place. The Executive Board members present at the aforementioned meeting will vote on whether or not to allow the absentee vote. A majority vote is required for the appeal to pass.

All members retain the right to abstain from a vote, whether present at a meeting or not.

All members have a maximum of one vote each, regardless of the number of offices they may hold, unless otherwise indicated in this constitution.

#### *Section 5: Revocation of Membership*

##### *Sub-Section i: Statement of Membership*

Membership and invitations to join may be revoked at any time without mutual agreement for non-participation, misconduct, or violations of any provisions of the Constitution.

##### *Sub-Section ii: Revocation Process*

The member will be notified in writing of the possible revocation of membership at least one (1) week prior to the vote. Revocation procedures will follow the provisions outlined in Article VIII, Section 3 for CAC violations and Article VII, Section 6 for group violations.

## **Article IV Leadership Positions**

### *Section 1: Eligibility*

Potential officers must meet the minimum eligibility requirements of active student membership. All officers of the organization shall also possess (at the time of election and during their term) at least the minimum requirements regarding enrollment hours, GPA, academic and disciplinary standing, and financial and disciplinary holds to serve in a leadership position, as stated in the most recent version of The Golden Rule of the University of Central Florida. Officers who do not meet these requirements during their term shall be removed.

### *Section 2: Titles & Duties*

The executive officers of CAC shall be, listed in order of the line of succession from highest to lowest: President, Vice President, Secretary, Sergeant at Arms and Treasurer. In addition, the Music Director(s) of each group will serve as representatives of their group. These positions make up the Executive Board.

In addition to the positions listed above, the other elected officers of Contemporary A Cappella are: Travel Chair, Marketing Director, and Event Coordinator. These positions are considered non-executive officer positions and do not carry any privileges designated to members of the Executive Board. They do however carry equal voting rights in officer meetings. Elected/appointed positions may be created as deemed necessary both at the CAC and group levels, and may include positions such as webmaster, historian, etc. These created positions do not carry any officer voting rights, nor are they considered part of the Executive Board.

With the exception of the position of Music Director, no member may hold more than one officer position.

### **The President shall:**

- Oversee and manage the activities of the organization.
- Ensure all officers are performing their duties as defined in this Constitution.
- Assign special projects to officers
- Provide all documents and records pertaining to his/her responsibilities to the newly-elected President.
- Train and assist, to the best of his/her ability, the incoming President in becoming oriented with the responsibilities of the position, ongoing activities, and future direction of the organization.
- Be one of the authorized signers on financial documents
- Maintain communication with the Office of Student Involvement and ensure that all paperwork is current.
- Preside over all CAC meetings and call all CAC meetings to order

- Be responsible for creating a budget at the beginning of each fall and spring semester, in conjunction with the Treasurer.
- Keep advisor informed of activities and functions of the organization.
- Be familiar with the Golden Rule regulations as they relate to student organizations and communicate them to the organization as needed.

**The Vice President shall:**

- Assist the President in his/her duties
- Assume the President's responsibilities in his/her absence.
- Keep accurate records of all meetings in the Secretary's absence.
- Perform an audit of all financial transactions of the organization twice per year.
- Act as the organization's liaison with the University's Student Government Association (SGA) and be familiar with SGA proceedings, rules, and regulations
- Take on the meeting based duties of the Sergeant at Arms in the event of the Sergeant at Arms' absence.

**The Secretary shall:**

- Notify members of meetings via e-mail and/or telephone at least 48 hours in advance.
- Keep accurate records of all meetings.
- Prepare and maintain an up to date list of members and their contact information.
- Check and reply to the organization's e-mail at least twice a week
- Serve as the initial and primary point of contact for communications to the organization
- Forward communications to the organization to the appropriate officers as necessary
- Prepare ballots for elections.
- Keep copy of this Constitution and have it available for members.
- Be responsible for notifying the rest of the Executive Board in the event of any member's absence during a meeting.

**The Sergeant at Arms shall:**

- Call to and maintain order for all CAC related meetings.
- Be familiar with Robert's Rules of Order to be followed in any meeting upon request.
- Officially declare quorum when necessary and presence or lack thereof of required parties.
- Ensure the constitutionality of all CAC related activities. Including but not limited to: meetings, socials, and performances.
- Refer to past decisions when considering the constitutionality of all CAC related activities.
- Decide whether grounds presented against a member/group are valid within the constitution to bring about expulsion/dissolution.
- Call all meetings related to expulsion of members and dissolution of groups under CAC.

**The Treasurer shall:**

- Keep an accurate account of all funds received and expended.

- Be one of the authorized signers on financial documents.
- Be responsible for collecting dues and notifying members who are delinquent in their payments.
- Be responsible for creating budget reports at the beginning of each fall and spring semester and as requested by the President, Vice President, and/or UCF faculty/staff advisor.
- Provide financial records sufficient to allow the Vice-President to perform an audit.
- Be familiar with SGA regulations and funding procedures.
- Be responsible for the care and maintenance of the group's equipment, (ex: piano, microphones, etc.) when they are not in use.
- Bill users for any damage to or potential loss of equipment occurring while under the user's care.

**The Marketing Director shall:**

- Oversee and manage all advertising efforts including:
  - Advertising vacant positions/audition dates for CAC.
  - Advertising performances on and off campus.
- Maintain communication with all officers in order to ensure complete and accurate information in all advertisements.
- Be familiar with the advertising guidelines set forth by UCF Marketing and SGA.

**The Travel Chair shall:**

- Coordinate and plan lodging, travel routes, and other accommodations with consultation from appropriate officers
- Be familiar with SGA regulations and funding procedures related to travel
- Be responsible for submitting SGA forms related to travel.

**The Event Coordinator shall:**

- Plan, organize, and direct events on behalf of the organization
- Work with the appropriate officers and keep them informed on developments related to the event being planned
- Plan and organize club-wide social and educational activities

**The Music Director(s) shall:**

- Be the primary authority within a group, responsible for both social management and musical oversight
- Serve as a representative of his/her group on the executive board of CAC
- Be the primary point of communication between each group and the CAC board.
- Manage the structural organization of each group
- Decide officer positions within each group as needed
- Appoint or oversee the election of officers within each group
- Appoint an assistant director to potentially succeed him/her
- Schedule and organize rehearsals to best fit member availability
- Be able to read sheet music
- Be able to arrange music

- Be responsible for collecting information and filing paperwork necessary to participate in various events (such as the International Collegiate Championship of A Cappella)
- Be responsible for collecting payments (contracts, membership dues, etc) for their group
- Be responsible for holding auditions as needed.
- Keep at least one copy of all of the group's written music.
- Keep at least one copy of recordings by the group.
- Co-Music Directors share equally the powers of the Music Director stated above.

**The Assistant Director shall:**

- Assist the Music Director in his/her duties
- Assume the Music Director's responsibilities in his/her absence.
- Serve as a representative of his/her group on the executive board of CAC
- Be able to read sheet music
- Keep at least one copy of all of the group's written music
- Keep at least one copy of recordings by the group

*Section 3: Voting Rights*

All officers may vote in officer meetings, including the members of the Executive Board.

Only members of the Executive Board may vote in Executive Board decisions.

All officers shall retain full voting rights unless otherwise indicated below.

The Presidents voting rights are as follows:

- Abstain from all non-officer voting procedures. This includes but is not limited to elections of officers, Executive Board decisions and general club wide voting processes.
- In the case of a tie in any of the aforementioned voting scenarios, the President will act as the tiebreaker after addressing the floor with the reasoning behind his/her decision.
- The only exception to the above voting scenarios is when the current President is running for an officer position for the next academic year. In this case they are allowed to vote in the election for the office they are running for only. In the case of a tie in this scenario, the next highest current Board member of the current line of succession, not running for the same officer position will cast the deciding vote.
- In an officer meeting the President has full voting rights. In the event of a tie a motion is considered defeated until such time as a majority vote can be achieved. The process by which this happens is up to the officers present at the time of the tie.

Co-Music Directors shall have ½ vote each, for a total of one (1) vote, in all officer or Executive Board related decisions.

#### *Section 4: Term of Office*

Any person holding an officer position, unless removed, maintains the position until the end of each spring semester one (1) year after their election. There is no limit on number of terms a member may serve, consecutive or otherwise, however officers must be re-elected after every term in order to maintain said office.

### **Article V Selection of Officers**

#### *Section 1: Nomination Process*

The nomination of officers shall occur at least three weeks before the end of the spring semester. The nominee must be considered an eligible member and be willing to accept the nomination. Any eligible member present may nominate someone or themselves for office by verbally nominating the individual during this procedure or by e-mailing the executive board, and giving justification for his/her endorsement. Absentee ballots and proxy ballots are not permitted in the nomination or election process. A list of these candidates shall be supplied to all members by the current officers no less than one week prior to the election.

#### *Section 2: Election Process*

The election of officer shall occur at least two weeks before the end of the Spring semester. The nominated candidates will be given a chance to address the organization to discuss his/her qualifications and reasons why he/she should be selected. Members may then express their views, support, and concerns about the nominee prior to voting.

All eligible members present will then have the opportunity to vote by secret ballot. The faculty/staff advisor and/or current highest-ranking officer not running for office will tabulate all votes. The highest-ranking officer not running for office shall announce the winner with a simple majority of votes cast by eligible members. After announcing the new officer, the highest-ranking officer not running for office shall ask if any eligible members contest the count. If no eligible member contests the count the new officer shall take office in the academic semester directly after the semester during which they were elected.

If an eligible member contests the count the faculty/staff advisor and/or the highest-ranking officer not running for office will recount all votes. In the event of a tie, the President shall cast the deciding vote for office unless he/she is running for the said office. In that case, the next highest-ranking officer in the chain of command shall make the deciding vote.

#### *Section 3: Music Directors and Assistant Directors*

Music Directors must complete a music director application form (standardized by CAC) and are elected by majority vote of the members of their group following the same procedures as listed above. Only members of the group are eligible to run for this position within their group. Once elected, a Music Director must appoint an Assistant Director, to be confirmed by a majority vote of the members of the group. A Music Director retains the option of elevating an Assistant Director to Co-Music Director

status, in which case they share equal power and ½ vote each in Executive Board and officer decisions.

In the event that a group is not yet formed, the executive officers are responsible for reviewing the music director application and appointing music director(s) and/or an assistant director based on the candidate's ability, reliability, and potential.

#### *Section 4: Officer Installation*

Newly elected officers shall take office immediately after the end of the spring semester. Until they take office they shall be considered the officers elect and will be trained by the current officers and briefed on CAC workings. Their term shall end at the end of the following spring semester or when they are no longer eligible to hold office. Any change in officer information shall be reported to the Office of Student Involvement.

#### *Section 5: Unforeseen Circumstances*

If there are unforeseen circumstances that warrant nominations and elections at a different time than stated in Sections 1 and 2, the current officers shall make the decision to do so. There must be consensus among the officers to hold elections at a different time, and there must be reasonable effort to maintain time continuity from one election to the next. Circumstances that may warrant nominations and elections at a different time than stated in Sections 1 and 2 include, but are not limited to, an unforeseen weather crisis, an insufficient number of voting members, or other organizational difficulties.

If at any time all five members of the executive board are simultaneously removed, or can no longer act in their elected positions, the current faculty advisor will become acting club President until such time that new officers are elected.

### **Article VI Officer Vacancies**

#### *Section 1: Removal of Officers*

Any officer (including unelected positions) may be removed from office upon a 2/3 majority vote of eligible members. The officer will be notified in writing of the possible termination or removal at least 72 hours prior to the vote and will be allowed to address the organization in their defense prior to the voting for removal.

Officers who are consistently negligent in their duties may be removed by a 2/3 vote of all current officers. Music directors may also be removed from their position by a majority vote of their own group.

#### *Section 2: Resignation*

Officers (including unelected positions) no longer wishing to serve on the board must submit their resignation to the President at least two (2) weeks prior to resigning from said position. Prior to the officer's final day he/she shall provide all documents relating to the organization and brief his/her replacement of current projects in his/her care.

### *Section 3: Filling Vacant Positions*

In the event an officer (other than the President) is removed or resigns, the remaining officers, by majority vote, will decide if the position is to be filled. If it is to be filled, the nomination process as stated in Article V, Section 1 will take place at the next membership meeting. The election process will take place as stated in Article V, Section 2 at the next membership meeting following nomination. If the position remains vacant the duties of that position will become the responsibility of the President unless otherwise delegated.

If the President is removed or resigns, the Vice President will assume the role of President upon a majority confirmation of the remaining officers. If not confirmed, the position of the President will be filled as per the paragraph above.

If the Music Director is removed or resigns, the Assistant Director will assume the role of Music Director upon a majority confirmation of the remaining members of his/her group. If not confirmed, the position of the Music Director will be filled as per Article V, Section 3.

## **Article VII Individual Groups**

### *Section 1: Requirements*

All groups under CAC must abide by this constitution. A group must have a defined composition whether it be all male, all female, or co-ed and must abide by the rules of the University as well as local, state and federal laws.

### *Section 2: Formation*

Any person or persons interested in creating a group under CAC must get permission from the Executive Board. Approval requires a 2/3 vote of the Executive Board.

### *Section 3: Naming*

A group retains the right to name itself as long as the name abides by rules of common decency and the rules of the University. A majority vote of the members of the newly created group will decide the name of the group.

### *Section 4: Meeting Requirements*

A group may go on hiatus as long the hiatus is acknowledged by the Executive Board, which protects the group from dissolution because of inactivity. Inactivity shall be defined as the failure of a group to meet for rehearsal for two weeks without hiatus approval. The Executive Board and group in question must specify the exact start and end date of this hiatus. Any form of inactivity other than the Executive Board approved hiatus will be considered grounds for dissolution of a group. Please refer to Article VIII, Section 3 for dissolution procedures.

All university vacation time and summer semesters are automatically considered hiatus, though a group may continue to meet if it so chooses.

### *Section 5: Finances*

#### Sub-Section i: Income

All income of a group is property of the group itself. Membership dues are not considered group income and are instead paid to CAC.

#### Sub-Section ii: Expenditures

Expenditures may include but are not limited to: group shirts, trips, performance expenses, group socials, business cards, recording costs, etc.

#### Sub-Section iii: Expenditure Procedure

Expenditures of less than fifty dollars (\$50.00) may be made without Executive Board approval.

Any expenditure greater than or equal to fifty dollars (\$50.00) must be submitted to the Treasurer at least one (1) week before the expenditure is to be made. The Executive Board will then vote on whether or not to approve the expenditure by simple majority at least 24 hours prior to the funds being needed.

#### *Section 6: Member Removal*

A member deemed disruptive to the group may be removed by a 2/3 vote of the members of the group to which the disruptive member belongs. Members removed in this way are removed from their group, but retain membership in CAC.

#### *Section 7: Dissolution*

##### Sub-Section i: Group dissolving itself

A majority vote of the members of the group in question can dissolve said group. This vote must take place in the presence of a quorum of the officers of CAC.

##### Sub-Section ii: CAC dissolving a group

CAC itself may dissolve a group only under the provisions of Article VII, Section 4. The procedures of Article VIII, Section 3 are followed in this case.

### **Article VIII Meetings**

#### *Section 1: General Meetings*

The membership must meet at least twice per semester during the fall and spring semesters. Meetings are open to those defined in Article III, Section 1. Officers (aside from the President, unless otherwise noted) and active student members are allowed one vote per motion. The quorum required to conduct business is a majority (more than 50%) of both the officers and organization's active student members respectively. Unless otherwise stated in this constitution, a motion is considered passed with a majority vote.

#### *Section 2: Officer Meetings*

The officers should meet at least once per month during the fall and spring semesters. Meetings are open to those defined in Article III, Section 1, and officers are allowed one vote per motion. The quorum required to conduct business is a majority (more

than 50%) of the current officers. Unless otherwise stated in this constitution, a motion is considered passed with a majority vote.

*Section 3: Expulsion, Dissolution, and Removal Meetings (aka EDR Meetings)*

EDR Meetings are any meetings or votes pertaining to the expulsion of a member from CAC and/or an individual group, the dissolution of a group under CAC, or removal of an officer from his or her position. Such meetings shall be called by the Sergeant at Arms and presided over by the Executive Board. The entire Executive Board must be present in order to conduct business. The time and place of the meeting is to be determined between the Sergeant at Arms and the party\* in question to allow for the party\* to attend. If this is impossible due to lack of contact, the party\* will be required to attend a meeting at a time and place of the Executive Board's choosing. If the party in question does not attend the EDR Meeting, the vote shall proceed without the party\* in question. A 2/3 vote is required to expel, dissolve or remove the party\*. Based on the circumstances of the offence the Executive Board may choose to close the meeting to non-officers.

\*(In the case of group dissolution, it is the responsibility of the Music Director to act as the party in question and attend the EDR meeting, during which the Music Director forgoes any voting rights as a Board member.)

*Section 4: Calling Meetings*

The President will be in charge of calling all meetings unless otherwise stated in this constitution, and the Secretary will be responsible for notifying all members and/or officers at least 48 hours in advance, by e-mail and/or telephone.

*Section 5: Meeting Procedures*

The President shall use his/her discretion as to the manner and process in which he/she presides over meetings. However, the President shall follow Robert's Rules of Order if requested.

**Article IX Advisor**

*Section 1: Nomination & Role*

The advisor shall be selected by the officers of this organization and must be approved by a simple majority vote of eligible members. The advisor shall serve as a mentor to the organization providing guidance to the officers and members. The advisor has no voting rights. The advisor position has no term limit other than he/she must be a current UCF faculty or staff member.

*Section 2: Removal & Replacement*

The advisor will be notified in writing of the possible removal at least 72 hours prior to the vote and will be allowed to address the organization in order to relate to members any relevant defense prior to the voting for removal. Upon a 2/3 vote of eligible members the advisor will be removed from his/her duties. In the event that an advisor is removed or resigns, a new advisor shall be elected within 14 calendar days.

## **Article X Finances**

### *Section 1: Membership Dues*

Membership dues of thirty (\$30.00) dollars per year, regardless of time of entry, shall be paid to CAC and shall be valid from the beginning of fall through the end of spring of that academic year. The Music Director(s) will be responsible for the collecting membership dues from the members of their group and is responsible for forwarding these funds to the CAC Treasurer. Dues collected from auditionees who audition in the spring shall be considered for the fall term after the auditions are held, unless they specifically begin membership for the previous academic year. No membership dues will be collected during the summer term. All members including affiliate members are required to pay membership dues. The UCF faculty/staff advisor shall be exempt from membership dues.

### *Section 2: Spending CAC Money*

For the protection of the organization and its officers it is required that the President and Treasurer authorize all payments for goods and services. Only the President, Treasurer, and UCF Faculty/Staff Advisor may be signers on the organization's account. Organizational funds may be spent on items such as office supplies, music equipment, events/activities, publicity, travel expenses, conference fees, etc., but may not be used for anything illegal under University, local, state, and federal laws.

### *Section 3: Officer Transition*

It shall be the responsibility of all account signers to change contact information as well as assisting in the update of new account signatures after each election with the organizations financial institution. In addition, the Treasurer will be responsible for passing along all information from previous year's budget and current budget.

### *Section 4: Dissolution of Organization*

In the event that the organization ceases to exist, any funds remaining in the organization's account shall be donated to the University of Central Florida Student Government Association.

## **Article XI Publications**

### *Section 1: Compliance*

All publications of the organization must comply with the Golden Rule "Advertising and Signs" section, Student Organization Guidelines "Advertising" section, and the University Identity and Standards Manual.

### *Section 2: Approval*

The Marketing Director and President must approve all publications, shirts, flyers, etc. prior to duplication and distribution.

## **Article XII Ratification and Empowerment**

### *Section 1: Ratification*

This constitution and any amendments to it will become ratified by a 2/3 majority of the student membership of the organization present at the general meeting in which the amendments are presented for vote.

*Section 2: Empowerment*

This constitution will take effect only after it is approved by the Student Government Association and Office of Student Involvement.

**Article XIII Amendments**

Amendments to the constitution must be proposed in writing to the President. The amendment must then be presented to the organization during a scheduled meeting and should include a full explanation and/or rationale for the amendment. The amendment must be voted on at the next scheduled meeting. Amendments to the constitution require a 2/3 vote of the members of the organization to be passed.

**History of Constitution**

Created: 18<sup>th</sup> Day of October, 2004

Amended: 23<sup>rd</sup> Day of August, 2005

Amended: 5<sup>th</sup> Day of March, 2006

Amended: 24<sup>th</sup> Day of April, 2009