

Constitution for Chordination A Cappella at North Carolina State University

Article I: Organization Name

The official name of this organization shall be Chordination A Cappella associated with North Carolina State University at Raleigh.

Article II: Mission Statement & Purpose

Section 1. Mission Statement

Chordination strives to create an inclusive, supportive, and fun environment that emphasizes diversity, cohesion, and community through our shared love of music. By sharing our passions, we aim to bring joy and connection to the Wolfpack community.

Section 2. Group Purpose

The purpose of Chordination A Cappella is to compete, arrange, learn, and perform a cappella music while abiding by all North Carolina State University policies and guidelines.

Article III: Membership

Section 1. Auditioning

Auditions for Chordination will occur at the beginning of each school year; additional audition times will take place if the group is in need of more members. Any active student that is in good standing with North Carolina State University is eligible to audition for Chordination. The audition process will consist of a solo performance, vocalizing, pitch matching, and **learning and performing a section of a current song**. All returning members will vote on which auditionees are invited to callbacks.

Section 2. Guest Members

Per section 5.1 of N.C. State University Regulation 11.55.07, "Registered Student Organizations: Regulation for Student Leadership, Membership, and Engagement," guest members (defined as "faculty, staff, alumni and others") may also join Chordination given that they are invited after participating in the same audition process as students at N.C. State University. Guest members are subject to the same expectations as student members, and are additionally subject to the guidelines of participation described in section 5.1 of University Regulation 11.55.07. If a guest member is a student at another

college or university, they are permitted to remain in the group until they graduate. If a guest member is not enrolled in a college or university, the amount of time will be determined by the grade they *would* be in (e.g. if a guest member has just graduated high school, they are allotted four years). If a circumstance arises that the current group believes warrants a different decision regarding the amount of time a guest member can be in Chordination, they reserve the right to make that resolution.

Section 3. Voting

When voting for new members of Chordination, current members of the group will discuss each candidate's musical abilities based on the initial audition and callback; the group should also discuss its current need for each voice part. After all deliberation, each returning member of Chordination will vote anonymously on each candidate. Each member's vote carries equal weight and officers' opinions do not count more than the general members of the group. A candidate shall become a member of Chordination by an agreement through discussion finalized by a two thirds majority vote.

Section 4. Joining

A candidate may choose to join Chordination once they have received notification of acceptance via phone call with a follow-up email. Before becoming an official member, the candidate must read the constitution and agree to abide by all policies. After new members officially accept their offer, all audition material will be deleted including audition spreadsheets.

Section 5. Leaving

Any member of Chordination can choose to leave the group at any time. There is no penalization for leaving Chordination. If the member who is leaving contributed to any active arrangement or choreography that has been and will continue to be performed at any capacity, Chordination has the right to keep the property in its repertoire; the leaving member will still be given recognition for their contribution.

Section 6. Rejoining

In the event that a member wishes to rejoin after having left Chordination, that individual must formally re-audition for the group. This applies to away periods spanning longer than one semester. If a member leaves the group (for academic or personal reasons) with explicit intent to return after one semester, they may return without a formal audition at the current group's discretion.

Section 6. Equal Opportunity

In keeping with North Carolina State University's policy of nondiscrimination, Chordination does not discriminate on the basis of race, color, religion, gender, national origin, age, sexual orientation, or physical or mental ability or disability.

Article IV: Officers

Section 1. Positions

Chordination will be governed by seven officer positions, though the organization reserves the right to combine or create new positions by popular vote. These seven leadership positions will be known as President, Vice President, Music Directors (2), Performance Director, Brand Manager, and Treasurer. While each officer has written responsibilities, every elected official is also required to collaborate with all other members of the leadership team to make the best decisions for Chordination.

Section 2. Roles

The **President** is responsible for seeing that business aspects of the group proceed in an orderly and timely fashion. Common responsibilities include conducting outreach with the university and the surrounding community, holding regular leadership meetings, keeping the group up-to-date on current events, overseeing the email and delegating correspondence to other leadership members when necessary, and delegating tasks not directly covered by the constitution. The President is also responsible for keeping track of external submission deadlines and conducting checks on all of the officers to make sure each person is making adequate progress toward assigned tasks between meetings.

The **Vice President** is responsible for managing the internal administrative matters of the group, including but not limited to: taking attendance at every rehearsal/meeting; taking notes during leadership meetings; reserving rehearsal rooms; re-registering the group through Get Involved; updating current roster information; keeping the Google Drive orderly and updating relevant materials; keeping track of internal submission deadlines, and planning rehearsal bonding activities. The Vice President will serve as chair of the Retreat Planning Committee.

The **Music Directors (2)** are responsible for the musical aspects of Chordination. Responsibilities include leading rehearsals, leading discussions for deciding set lists of all performances, determining voice parts for each member, leading the group in the song selection process, planning and scheduling recording sessions, overseeing recording sessions, and communicating musical deadlines with the group. The Music Directors should work closely with the Performance Director when determining competitive setlists and writing arrangements for said setlists. If a decision cannot be made, they will propose a solution to be confirmed by the group for song selections, decisions concerning individual arrangements, and for a split vote during soloist deliberations. The Music Directors will act as the directors of the Arranging committee.

The **Performance Director** is responsible for all visual and performance aspects of the group. Common responsibilities include finalizing and teaching all choreography, determining lighting and outfits for concerts and gigs with the Brand Manager, and

coordinating with Music Directors during the arrangement process. The Performance Director will also act as the director of the Choreography Committee, conducting physical warmups during rehearsals and other performance related activities.

The **Brand Manager** is responsible for maintaining Chordination's positive public image. This duty entails managing all social media posts and engagement. The Brand Manager is also responsible for updating the group website on a regular basis, including adding events, revising "about" statements, editing the member section, and other updates as needed to maintain its relevance. The Brand Manager will work collaboratively with the Performance Director to establish and convey the visual identity of concerts and performances. The Brand Manager will act as chair of the Brand Committee.

The **Treasurer** will serve as the business manager of the group. This title entails responsibility for all financial aspects of the group. These duties include the handling and deposition of all checks and other forms of income for the group, managing the bank account, heading fundraising events, overseeing and managing merchandise, and ensuring that the group does not spend beyond its means. The Treasurer is also responsible for reimbursing members for expenditures on the group and will work with the President to handle financial communications and emails, including gigs. The Treasurer must update the finance spreadsheet with a thorough description whenever a deposit or withdrawal is made to ensure that each transaction can be understood by anyone reading the finance spreadsheet. The Treasurer is also responsible for working with the leadership team to draft and revise a budget to present at Student Government appropriations. They must also collect and turn in receipts for funded expenditures to the student appropriations committee. To facilitate the ease of the Treasurer's role, all money entering or exiting Chordination should go through the Treasurer. The Treasurer may also coordinate with Brand to advertise fundraising activities. Lastly, the Treasurer will act as director of the Fundraising Committee.

Section 3. Resignation

An officer may forgo their position at any time of the year if they do not feel like the duties of the job will be fulfilled. In the case that an officer does resign, a re-election will take place following the procedures stated in **Article V: Elections**. The officer that has resigned can not run in the re-election, but will be able to deliberate and vote in the same capacity as any other members.

Article V: Elections

Section 1. Eligibility

Any current member (excluding guest members, per University Regulation 11.55.07) of the organization is eligible to be an officer.

Section 2. Election Procedures

1. All members will be present to the best of their ability at the time of the election. Members may attend virtually if needed.
2. The facilitator of the election will be the President if they are a leaving member of the group or not running for leadership. In the case that the President is re-running for any position, the facilitator role will be delegated to the next leadership member not re-running for any position in accordance with the order outlined in Article IV: Officers.
3. The facilitator will read **Article V: Elections** at the beginning of every election meeting.
4. Officer positions will be elected one at a time, starting with the position with the most interest and then in subsequent order of interest until there is an elected President, Vice President, Music Directors (2), Brand Manager, Performance Director, and finally, the Treasurer.
5. The officer description and responsibilities will be read aloud to the group and running members will be asked to raise their hands. Members can choose to run at any time before the speeches for that position have been given.
6. Each nominee will give a maximum 5 minute speech to the group while the other nominees remain in the meeting space. Once the speaker has finished, group members should ask any questions they have for the candidate, allotting two minutes for each question to be answered; all other nominees will leave the room at this time. This process will be repeated until every member that is running for the position has spoken.
7. All of the nominees will leave the room and the non-running, returning group members will vote for the candidate they feel is the best fit for that particular position. There may be multiple rounds of voting as outlined in *Section 3. Voting*.
8. After the voting members have come to a decision, all members will come together and the facilitator will announce the elected official for that position.
9. Steps 5-9 should be repeated until every leadership position has been filled.

Section 3. Voting

Any current, returning member of the organization can vote on the nominees for each position, except for the nominees themselves. Non-returning members may participate in discussion, but not vote. The facilitator will record the votes and announce the results to the other members. In order for a nominee to be elected, there must be a two-thirds majority ruling. Each member's vote carries equal weight; officers' opinions do not count more than a general member of the organization. If there are more than two nominees, the

group can have multiple voting rounds to eliminate nominees with the least amount of votes. The group can also have extra voting rounds if they do not reach a two-thirds majority in the initial vote; the group can deliberate between these voting rounds. In the situation that Chordination can not come to a two-thirds majority vote after three voting/deliberating rounds, the nominee with the most votes will be given the position. When electing the Music Directors of Chordination, the same election guidelines will apply, but the voting members of the group will elect one director at a time.

Section 4. Officer Removal

In the case that an officer is consistently not fulfilling their position's duties, they will first have a meeting with the rest of leadership in order to discuss any assistance the officer may need. After that meeting, if the officer is still not carrying out their duties two weeks later, leadership will bring the issue to the remainder of the group. The entire group will meet and the officer in question will have an opportunity to share their comments. Following this, the group will deliberate and vote on whether that officer should stay in their position. An officer is removed from a position with a two-thirds majority vote; there should only be one voting round in this situation. If an officer is removed, a re-election will take place as soon as possible, following the guidelines set in *Section 2: Election Procedures*.

Section 5. Special Circumstances

In the case that a unique circumstance occurs involving officer positions and elections—one that is not outlined specifically in Chordination's constitution—the current leadership team must meet and discuss solutions to the situation. Every officer will have the opportunity to contribute to the discussion before possible solutions are shared with the remainder of the group. Once options are presented, the entire group will meet, deliberate options, and vote on how the situation will be resolved. A solution may be chosen by a simple majority vote.

Article VI: Committees & Leadership Team

Section 1. Purpose

Committees will be put in place to assist Chordination's officers with the duties of their respective positions. Each committee will consist of one to two elected officials and multiple non-leadership members. Each leadership member will act as the head of their respective committee. Each committee will have monthly meetings in which they will outline any further updates to the group. Committees may need to meet more frequently as events approach. Chordination members are required to join at least one committee in order to help spread out the work needed to be done.

Section 2. Committee Types & Leadership Team

The **Leadership Team** will be comprised of the members holding the seven officer positions in *Section I, Article IV*. Members of this team will also act as directors of every other committee type, and therefore oversee the progress made by each committee. The Leadership Team will send out weekly communications to the group to update them on upcoming events, gigs, and leadership decisions. During each Leadership Team meeting, officers should show progress on any action items assigned to them. Standard Leadership Team meetings should last no longer than 75 minutes with frequency dependent on the season.

The **Brand Committee** will be directed by the Brand Manager of Chordination. The Brand Committee will be responsible for designing social media posts, merchandise, flyers, and other advertising materials. Members of this committee will be in charge of presenting concert plans such as theme selection, concert videos, props, etc. The Brand Committee will collaborate with the Choreography Committee during shooting and editing of concert and promotional videos and pictures.

The **Arranging Committee** will be directed by the Music Directors of Chordination. The Arranging Committee will be composed of members who would like to contribute to the group's song arranging efforts. Members of this committee may be responsible for taking the lead on a particular arrangement and editing the arrangements of others. The Arranging Committee should be diligent in creating and meeting deadlines for Chordination's songs, and individuals may have the opportunity to contribute to the directing of the song they arranged during rehearsal. Members of this committee are also responsible for all editing and mixing notes for songs that have been recorded and are in the process of being released. The Music Directors, as co-directors of the arranging committee, reserve the right to final approval of the group's collaborative arrangements.

The **Choreography Committee** will be directed by the Performance Director of Chordination. Members of this committee will assist the Performance Director in creating choreography, formations, and stage lighting to accompany the group's repertoire. The Choreography Committee will also work in establishing group dress code for concerts, events, gigs, etc with input from the Brand Committee. The Choreography Committee will collaborate with the Brand Committee during shooting and editing of concert and promotional videos and pictures.

The **Fundraising Committee** will be directed by the Treasurer of Chordination. This committee is responsible for planning and executing all fundraising events for the group, including bake sales, concert raffles, and other selected activities. They should set a

fundraising goal each semester based on the group's needs related to concerts, competitions, and other events.

Section 3. Additional Volunteer Teams

The **Social Activities and Outreach Team** will be directed by the President. Members of this team will assist the President in the planning and facilitation of social events outside of rehearsal, outreach efforts to other a cappella groups, and acquiring treats for members' birthdays to be brought to rehearsal. The Social Activities and Outreach Team will work closely with the Retreat Planning Team to plan bonding activities for retreat.

The **Retreat Planning Team** will be directed by the Vice President. Members of this team will assist the Vice President in the planning and facilitation of bi-annual retreats, including finding accommodations, establishing a retreat budget, planning a weekend itinerary, arranging carpools, creating a meal plan and grocery list, purchasing groceries, and directing retreat activities throughout the weekend. The Retreat Planning Team may coordinate with the Fundraising Committee and/or the Treasurer to plan fundraisers to mitigate the cost of retreat for members and establish a budget for retreat.

Section 3. Choosing Committee Members

After new members join each Fall semester, committee assignments will be based on a preference form sent by the Leadership Team, as well as deliberation amongst Leadership Team members. Members can contribute to multiple committees but must prioritize their assigned committee.

Section 4. Committee Expectations

Members must contribute to their assigned committee by completing their given tasks and meeting deadlines given by a leadership member. If a member signs up to complete an extra task within a committee, including a committee they are not officially in, they are responsible for its completion. If a member is unable to meet a deadline for what they were assigned, they must communicate with their committee head who will decide how to proceed. If a member is routinely not meeting deadlines set in committees or attending meetings, the committee's leader will have a conversation with the member to re-establish expectations and explore solutions, which can include shifts in responsibility or a change in committee assignments

Section 5. Adjustments

The Leadership Team is responsible for reviewing committees' progress each year and assisting committee directors when necessary. The Leadership Team may add new committees at any time whether they be seasonal or permanent. A committee may be dissolved through a two-thirds majority vote where every Leadership Team member has the opportunity to vote.

Article VII: Meetings

Section 1. Rehearsal

A rehearsal schedule with dates, times, and locations will be announced and documented prior to each semester. Additional meeting times may be added to the rehearsal schedule before semester concerts and competitions and when elections are scheduled.

Section 2. Outside Meetings

When needed, members of Chordination may be expected to meet outside of rehearsal for committee purposes. If the meeting agenda includes reviewing or completing tasks that a member is responsible for, they are required to attend said meeting.

Section 3. Attendance Policy

Every member of Chordination is expected to attend all rehearsals and additional meeting times unless excused. Examples of an “excused absence” include, but are not limited to, sickness, family emergency, religious observations, professional development events, and exams. When possible, notify the Vice President at least 24 hours in advance of an absence. If you believe your absence should be excused but isn't listed, the Vice President will review it and decide. DO NOT attend rehearsal if you are ill and have not been cleared by a medical professional; group member health is a top priority for Chordination. Homework and jobs are not excused absences as Chordination’s rehearsal schedule will be announced before each semester. A group member is deemed tardy if they are more than 10 minutes late to rehearsal.

For rehearsals:

- An excused tardy results in **zero** points added.
- An unexcused tardy results in **one** point added.
- An excused absence results in **zero** points added
- An unexcused absence results in **two** points added.

For gigs and performances:

- An excused tardy results in **zero** points added.
- An unexcused tardy results in **three** points added.
- An excused absence results in **zero** points added.
- An unexcused absence results in **four** points added.

For out of rehearsal committee meetings:

- An excused tardy results in **zero** points added.
- An unexcused tardy results in **zero** points added.
- An excused absence results in **zero** point added
- An unexcused absence results in **one** point added.

Each member will start with zero points every semester.

If a member reaches four points on the attendance record, they will receive a formal warning from leadership. If a member reaches seven points on the attendance record, the

group will hold a discussion and vote on the termination of membership, with two-thirds majority. Exceptions to the points system will be determined on a case-by-case basis at the discretion of leadership.

Section 4. Solo Auditions

Auditions for soloists may be held when new songs are introduced to the group's repertoire for concerts, gigs or ICCA's, when a solo becomes vacant, or as needed when agreed upon by the group. Several clarifications should be made prior to conducting auditions for a song:

1. The group must determine if the solo of a song will be sung as a solo, a duet, a trio, etc and notify all members prior to auditions.
2. The MD's must notify members which section of the solo auditionees should prepare prior to auditions.
3. The group must determine if auditions for a solo will be conducted in person or virtually and should consider the same audition method for all auditionees.

Deliberations for solo auditions should be guided by consideration of the auditionee's style, tone, and performance of the solo.

Article VIII: Performances

Section 1. Semester Concerts

Chordination is expected to have a semester concert near the end of the fall semester and near the end of the spring semester. The date and times of these performances will be decided by the Leadership Team in coordination with NC State's music department and Arts NC State. There may be times that a semester concert cannot occur if there are extenuating circumstances or unprecedented situations. All members are required to attend semester concerts unless they document unavailability when initially asked.

Section 2. Gigs

Chordination will perform at gigs in order to expand visibility and raise funding for the group. Gigs will be added to the group's performance schedule if there are enough members available to perform. Each member is required to attend gigs unless they document unavailability when initially asked.

Section 3. Competitions and Conferences

Unless extenuating circumstances occur, Chordination will perform in at least one competition each school year. All group members are required to perform at competitions unless they document unavailability when initially asked. Additional competitions or conferences will be added to Chordination's performance schedule based on group interest and leadership approval.

Article IX: Advisor

The group must maintain an advisor, as defined by policies set forth by North Carolina State University.

Article X: Financing

Section 1. Funding

Chordination finances its activities through concert proceeds, merchandise sales, and payment for gigs. The group also engages in fundraising events led by the fundraising committee, and requests for funds through NC State Appropriations.

Section 2. Tips from Gigs

All tips received from gigs will go to Chordination's bank account. Gas reimbursements will be discussed prior to gigs.

Article XI: Dissolution

This student organization will be dissolved by a two-thirds majority of member votes to do so, or when Chordination fails to complete North Carolina State University's registration process for two consecutive years. In the event of Chordination's dissolution, all financial assets become property of the Student Government Association and shall be added to allocations designated for recognized student organizations.

Article XII: Constitution Amendments

Section 1. Addition

Amendments can be proposed by group members at any time. The amendment will be accepted by the group through majority vote. The Leadership Team will write up the proposed amendment before it is presented to all members for final approval and addition to the Constitution.

Section 2. Annual Revision

The Constitution will be revised at the beginning of each new leadership cycle, after officer elections. Revisions will be made by the Leadership Team under the supervision of the President, but any group member may still propose an amendment at this time. This is to make sure the Constitution remains relevant to Chordination, its members, and their goals. The officers must read through the Constitution at least once. When finished, they may either propose amendments (refer to *Section 1* when proposing amendments), or vote on whether the Constitution is complete as-is.

By accepting membership to Chordination A Cappella, you agree to abide by all policies and expectations stated herein.