

# 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*

Using positivity and love as the foundation for the group, Chordination hopes to foster an environment that is both inclusive and supportive, emphasizing the importance of diversity, cohesion, and community. Chordination aspires to share its musical talents and passions with the Wolfpack community in the hopes of bringing joy to all of our listeners.

### *Section 2. Group Purpose*

The purpose of Chordination A Cappella is to 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 Fall semester; 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, and pitch matching. If an auditionee proves to have potential at this initial audition he or she will be asked to callbacks at a later date.

### *Section 2. 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 spoken deliberation, each current 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 a two-thirds majority vote.

### *Section 3. Joining*

A candidate may choose to join Chordination once he or she has 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 regarding attendance.

### *Section 4. 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 5. 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 his or her own 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, reserving rehearsal rooms, planning and scheduling recording sessions, and delegating tasks not directly covered by the constitution. The President is also responsible for keeping track of submission deadlines, updating current roster information, and conducting checks on all of the officers to make sure each person is making adequate progress toward assigned tasks between meetings. The President will send out bi-weekly emails to the group to update them on upcoming events, gigs, and leadership decisions. Lastly, the president will serve as the director of the Social Committee.

The **Vice President** is responsible for fulfilling the President's duties in the case that the President is unable to do so. The Vice President is responsible for completing any tasks delegated to them by the President. The other responsibilities of the Vice President

include taking attendance at every rehearsal/meeting and overseeing all social media accounts (Facebook, Instagram, Twitter). The Vice President will serve as a co-director of the Brand Committee.

The **Music Directors (2)** are responsible for the musical aspects of Chordination. Responsibilities include leading rehearsals, determining the set list of all performances, leading the group in the song selection process, being present during 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. They also have final say on song selection, on decisions concerning individual arrangements, and when there is 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, and coordinating with Music Directors during the arrangement process. The Performance Director will also act as the director of the Choreography Committee.

The **Brand Manager** is responsible for maintaining Chordination's image in the eyes of the public. He or she will work alongside the Vice President in managing all social media posts. The Brand Manager will also take charge in updating the group website on a regular basis (adding events, revising about statements, editing the member section, etc.). The Brand Manager will act as a co-director for the Brand Committee.

The **Treasurer** is responsible for all financial aspects of the group. Common responsibilities include the handling and deposition of all checks and other forms of income for the group, managing the bank account, heading fundraising events, and ensuring that the group does not spend beyond their means. The Treasurer is also responsible for reimbursing members for expenditures on the group and writing and answering emails related to finances. 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 executive committee to draft and revise a budget to present at student body government appropriations. They must also collect and turn in receipts for funded expenditures to the student body appropriations committee. To facilitate the ease of the Treasurer's role, all money entering or exiting Chordination should go through the Treasurer. Lastly, the Treasurer will act as director of the Fundraising Committee.

### *Section 3. Resignation*

An officer may forgo his or her position at any time of the year if he or she does 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. Nominations*

Any current member of the organization is eligible to be an officer or to be nominated as an officer of the organization, except for those who knowingly will not be a member the following semester. Members are allowed to nominate themselves.

### *Section 2. Election Procedures*

1. All members will be present at the time of the election.
2. The facilitator of the election will be the President if he or she is a leaving member of the group. In the case that the President is re-running for any position, the facilitator will then be a leaving member who is not running for a position. If there are no leaving members, then the group will decide on a member to be the facilitator of the meeting.
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 President, followed by the Vice President, Music Directors (2), 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.
6. Each nominee will give a 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; 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 group members will vote for the candidate he or she feels 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 member of the organization can vote on the nominees for each position, except for the nominees themselves. Every voting member will have an individual piece of paper in which he or she will vote on. 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 five voting/deliberating rounds, the nominee with the most votes will be given the position. When electing the Music Directors of Coordination, 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 his or her 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 his or her 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 his or her comments. Following this, the group will deliberate and vote on whether that officer should stay in his or her 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**

### *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 up to four non-leadership members. Members who are not in an official position in the group can be part of multiple committees. Each leadership member will act as the head of his/her 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 not required to join a committee, but it is strongly recommended that members join at least one in order to help spread out the work needed to be done.

### *Section 2. Committee Types*

The **Executive Committee** will be comprised of the members holding the six officer positions above. Members of this committee will also act as directors of every other committee type, and therefore oversee the progress made by each committee.

The **Social Committee** will be directed by the President of Chordination. The Social Committee will be responsible for setting up group events such as seasonal retreats, quarterly team-building events, and holiday parties. The Social Committee should also be in communications with other student organizations at N.C. State in efforts to create joint group events and expand our social network.

The **Brand Committee** will be directed by the Vice President and Brand Manager of Chordination. The Brand Committee will be responsible for designing merchandise, flyers, and other advertising materials. Members of this committee will be in charge of special concert plans such as theme selection, raffles, props, etc. The Brand Committee will also assist in the 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 will have the opportunity to direct the song he or she 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 **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.

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

### *Section 3. Adjustments*

The executive committee is responsible for reviewing committees' progress each year and assisting committee directors when necessary. The executive committee 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 group 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. Attendance Policy*

Every member of Chordination is expected to attend all rehearsals and meeting times unless excused. Examples of an “excused absence” include, but are not limited to, sickness, family emergency, classes, exams, professional development events, and interviews. 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 5 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 **one** point added
- An unexcused absence results in **two** points added.

For gigs and performances:

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

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

If a member reaches ten 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.

## **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 executive committee 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.

### *Section 2. Gigs*

Chordination will perform at gigs in order to expand visibility and raise funding for the group. Gigs and guest performances will be added to the group's performance schedule if there are enough members available to carry out the set list for that particular performance. Each member is required to attend gigs and guest performances unless he or she documented 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. 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. Taxes*

Chordination is a non-profit organization in accordance with North Carolina law. This requires the group to fill out and submit a copy of Form 990/990-EZ/990-N annually to maintain the non-profit status.

### *Section 2. Funding*

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

## **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 Executive Committee 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 Executive Committee 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.