

**Constitution and Bylaws
of
Iowa State University
Grand Rhythmic Orchestra
and
Outstanding Visual Ensemble
(Revised Spring 2014)**

Public Purpose

Iowa State University Grand Rhythmic Orchestra and Outstanding Visual Ensemble is a student led organization with in Iowa State University committed to providing a means for percussion students of any ability to improve upon their skills. It shall consist of Iowa State students with improve their technique, and a willingness to learn.

The Purposes of Iowa State University Grand Rhythmic Orchestra and Outstanding Visual Ensemble

1. Be an outreach of Iowa State University through battery performances, as defined in the Bylaws, to the community (gigs).
2. Near the end of the second semester, conduct at least one full performance for the community, involving the entire club. In this performance, a minimum of one piece will be jointly performed by the battery and front ensemble.
3. Improve the group's percussion ability by way of rehearsals, challenging yet attainable music, and the performances listed in (1) and (2).
4. In the fall the purpose shall be to prepare for the next spring season

Iowa State University Grand Rhythmic Orchestra and Outstanding Visual Ensemble Constitution

Spring 2014

Article I: General

1.101 This organization shall hereby be known as Iowa State University Grand Rhythmic Orchestra and Outstanding Visual Ensemble and shall be referred to in this document as ISU GROOVE.

1.102 Iowa State University and ISU GROOVE do not discriminate on the basis of race, ethnicity, sex, pregnancy, color, religion, national origin, physical or mental disability, age, marital status, sexual orientation, gender identity, genetic information or status as a U.S. Veteran.

1.103 ISU GROOVE abides by and supports established Iowa State University policies, state and federal laws, and follows local ordinances and regulations.

1.104 This Constitution, as revised and amended, shall supersede all previous Constitutions.

Article II: Leadership

Section 1: Officers

2.101 The officers of ISU GROOVE shall include: Advisor, president, vice president, and treasurer. This comprises the executive committee (defined further in Article VIII of the constitution).

2.102 Each officer shall serve a period of one(1) year, beginning service in May and completing in April. They shall serve without compensation.

2.103 Should positions be vacated, they shall be filled as stated in § 2.103.1-2.103.3 of the constitution

2.102.1 Should the President vacate their duties, the Vice President will assume all duties, and title, of the president. A special election will be held to decide a new Vice President. Any ISU student member of GROOVE is eligible to run in this special election.

2.103.2 Should either the Vice President or Treasurer vacate their position, a special election will held to elect a new one. The new Vice President or Treasurer can be any ISU student member of GROOVE.

2.103.3 Should any Cabinet positions be vacated, a new Cabinet member shall be appointed by the Executive Officers

2.104 The advisor to ISU GROOVE is responsible for Awareness and approval of financial expenditures. To ensure that the organization is operating in conformity with the standards set forth by Iowa State University and Student Activities Center. The adviser is appointed by the executive and administrative committees and will be acting adviser until removal is called for by a 2/3 majority of active members.

2.105 The president of ISU GROOVE responsibilities include but are not limited to: managing the club, scheduling gigs and coordinating logistics of performances, reserving facilities needed for rehearsals,

performances, appointing any special committees that may be needed, acting as a chairperson on the executive committee, and acting as a liaison with university student government, departments, or other student groups which support the club or work toward similar goals.

2.106 Duties of the vice president shall include performing all duties of the President if the President is absent, assisting the President in the President's responsibilities, coordinating transportation logistics relating to performances, distributing information to club members and the community, and other duties as necessary.

2.107 The treasurer shall complete treasurer training course offered by Iowa State University Campus Organizations, collecting, depositing, and accounting for all club monies in accordance with ISU Campus Organizations policies and procedures, keeping financial records of all club transactions, preparing a financial report at the end of spring semester, taking part in all GSB Funding and allocations hearings and planning budget for the coming year, managing club's inventory, ordering merchandise, and preparing and distributing the club's budget, at least once at the beginning of the spring semester to current members, according to GSB requirements.

Section II: Cabinet

2.201 All cabinet positions shall be appointed by the Executive Committee and will be comprised of a webmaster, record keeper, alumni relations chair, public relations chair, clinician chair and section leaders.

2.202 Not all cabinet positions need be filled every year. The number of cabinet members will be at the discretion of the Executive Committee.

2.203 The webmaster shall be responsible for managing the club website, managing history, media, and performance information, managing online archives, listservs, records of past listservs, and managing all other technology needs.

2.204 The record keeper shall be responsible for keeping a hard copy of current and past rosters, documenting, via photos and video, of performances, gigs, and other noteworthy events, updating the group history each semester, managing any other official documents, and assisting alumni relations, if applicable.

2.205 Alumni relations chair shall be responsible for creating and distribution an alumni newsletter, and communicating with alumni GROOVE.

2.206 Public relations chair shall be responsible for producing media for distribution, and promoting ISU GROOVE in the form of posters, flyers, programs, and event pages.

2.207 Clinician chair shall be responsible for organizing clinics between ISU GROOVE and local area drumlines.

2.208 Section leaders shall be the representative to other sections and executives of their section, responsible for the musical education of their group, will meet with executive committee to determine ensemble dates/times, determine own sectional time in cooperation with other section leaders, and secure facilities and access to facilities for own section (keys, scheduling with office)

2.208.1 Section leaders are appointed near the end of the fall semester by the executive committee.

Section 3: Officer Elections

2.301 Officer elections shall take place yearly as described in § 2.101 of the bylaws.

Section 4: Requirements of office

2.401 Officers of GROOVE shall meet the following criteria while serving in office:

2.401.1 Have a minimum cumulative grade point average (GPA) as stated below and meet that minimum GPA in the semester immediately prior to the election/appointment, the semester of election/appointment and semesters during the term of office. For undergraduate, graduate, and professional students, the minimum GPA is 2.00. In order for this provision to be met, at least six hours (half-time credits) must have been taken for the semester under consideration.

2.401.2 Be in good standing with the university and enrolled: at least half time (six or more credit hours), if an undergraduate student (unless fewer credits are required to graduate in the spring and fall semesters) during the term of office, and at least half time (four or more credits), if a graduate level student (unless fewer credits are required in the final stages of their degree as defined by the Continuous Registration Requirement) during their term of office.

2.401.3 Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in the previous two statements.

2.402 Any officer who fails to maintain these criteria shall vacate their office and a special election shall be held.

Section 5: Removal of Officer

2.501 Officers may be removed from office by $\frac{1}{2}$ vote of the other officers and $\frac{3}{4}$ of the general membership if actions are deemed inappropriate by the membership. The officer is permitted to speak before the Executive Committee and the general membership about the charges made concerning his/her performance. The officer is not permitted to participate in the deliberation of the Executive Committee regarding the charges.

Article III: Membership

3.101 ISU GROOVE is open to any registered student at Iowa State University.

3.101.1 Membership may be extended to members of the Iowa State community, per the Student Activity Center, and, through the Student Activity Center, non-fee paying students or community members will have no voting rights or be put into a position of control.

3.102 Placement within ISU GROOVE shall be determined by auditions as described in section 3.101 of the bylaws

3.103 ISU GROOVE members must attend all group meetings, pay dues, and actively support the organization. Membership may be revoked following a special meeting of the executive board and group advisor.

Article IV: Meetings

4.101 The first ensemble meeting shall occur on the first Tuesday of the spring semester of Iowa State University.

4.101.1 The first meeting will include auditions with the process defined in section 3.101 of the bylaws

4.102 Meeting of the entire ISU GROOVE ensemble will occur weekly with an additional meeting time during the week for separate sections.

4.103 Meetings of ISU GROOVE may be canceled as deemed necessary by the executive board and notice is given to the group within three (3) days.

4.104 A quorum must be present for business to be conducted.

4.104.1 Quorum for ISU GROOVE must consist of fifty (50) percent of all members and at least two (2) executive officers.

Article V: Finances

5.101 Finances for the ISU GROOVE will be managed by the Treasurer with concurrence by the Executive Committee.

5.102 If ISU GROOVE is dissolved, all money given to the organization by the Government of Student Body, Club Sponsors, or other existing entities will be returned. Any outstanding balance, after all debt has been eliminated, will be donated to the student organization whose goals most closely resemble those of ISU GROOVE, as determined by a majority vote of the Executive Committee at the time of dissolution.

5.103 All monies belonging to this organization shall be deposited and disbursed through a bank account established for this organization at the Campus Organizations Accounting Office. All funds must be deposited within 24 hours after collection. The adviser to this organization must approve and sign each expenditure before payment.

5.104 Dues shall be determined at the beginning of the spring semester by the executive board.

Article VI: Ratification of the Constitution

6.101 A two-thirds (2/3) majority vote of all members will be required to ratify this constitution of ISU GROOVE.

6.102 Upon ratification this constitution shall be submitted to the Student Activities Center within ten (10) days for final approval.

6.103 A two-thirds (2/3) majority vote of all members is required to adopt the bylaws of this constitution.

6.104 Upon ratification the bylaws shall be submitted to the Student Activities Center within ten (10) days for final approval.

Article VII: Amendments

Section 1: Amending the Constitution

7.101 Amendments to this constitution shall be presented in writing at a meeting no less than two (2) weeks prior to the vote on the amendment.

7.102 Amendments to this constitution shall require a favorable three-fourths (3/4) majority vote of all members to pass.

7.103 In the event of an amendment to the Constitution, the section numbers shall be updated automatically within seven (7) days of the amendment's passage and returned to the group for review.

7.104 The amended constitution shall be submitted within ten (10) days to the Student Activities Center for approval.

Section 2: Amending the Bylaws

7.201 Amendments to the bylaws of this group shall be presented in writing at a meeting no less than one (1) week prior to the vote on the amendment.

7.202 Amendments to the bylaws shall require a favorable two-thirds (2/3) majority vote of all members to pass.

7.203 In the event of an amendment to the Bylaws, the section numbers shall be updated automatically within seven (7) days of the amendment's passage and returned to the group for review.

7.204 The amended bylaws shall be submitted within ten (10) days to the Student Activities Center for approval.

Article VIII: Committees of ISU GROOVE

Section 1: Standing Committees

8.101 The standing committees of ISU GROOVE shall be the Executive Committee, Administrative Committee, Musical Committee, and the Design Committee.

Section 2: Duties of the Standing Committees

8.201 Standing committees shall carry out the duties described in 8.1 of the Chapter Bylaws.

Section 3: Temporary and Special Committees

8.301 Temporary and special committees may be formed as needed at the discretion of ISU GROOVE.

8.301.1 A temporary committee may be formed at any time by a majority vote of the group.

8.301.2 A temporary committee may be charged with whatever duties the group sees fit.

8.301.3 A temporary committee may be chartered for any length of time, but must be rechartered after a regular election.

8.301.4 Any member may chair a temporary committee.

8.302 A special committee shall be formed for one of the following purposes:

8.302.1 Investigation of charges of misconduct or abuse of office that are brought against an officer of ISU GROOVE.

8.302.2 Investigation of charges of misuse of ISU GROOVE monies by the treasurer.

8.302.3 Investigation of charges of misconduct or abuse of office that are brought against the chair of a standing committee.

8.303 A chair of a special committee shall meet the following criteria:

8.303.1 The chair shall be a member in good standing.

8.303.2 If the committee is charged with investigation of an ISU GROOVE officer, then the committee chair must not be an officer.

8.303.3 If the committee is charged with investigation of a standing committee chair, then the special committee chair may not be a standing committee chair.

8.304 A special committee may have no more than seven (7) members, excluding the chair.

8.304.1 All members of a special committee must be members of ISU GROOVE with no interest in the outcome of the matter being investigated.

8.405 Chairs and members of the committee shall be appointed by the President or highest ranking officer with no interest in the outcome of the matter being investigated

8.406 A special committee shall be dissolved once it has made a final report to ISU GROOVE.

8.407 The final report of a special committee shall contain the committee's findings on the matter and a recommended course of action for ISU GROOVE.

8.407.1 This recommendation may not contradict the Constitution or Bylaws.

ISU GROOVE Bylaws Spring 2014

Chapter I: General Bylaws

Section 1: Definitions of the terms used by ISU GROOVE

1.101 The regular academic year shall be defined as the period during which Iowa State University is in session, during the fall and spring semesters.

1.102 A gig shall be defined as a performance of ISU GROOVE for the public.

1.102.1 A gig shall be scheduled with the president who will make the date and time known to ISU GROOVE members. ISU GROOVE shall not charge for a gig, but will accept donations.

1.103 The battery is defined as the snare, bass, tenor, and cymbal sections.

1.104 The ensemble is defined as the battery sections and the pit.

Section 2: Temporary Suspension of the Rules

1.201 These bylaws shall be open to temporary suspension upon a two-thirds (2/3) favorable vote from the chapter.

Chapter II: Elections, Executive Board, Officers

Section 1: Officer Elections

2.101 Regular elections shall be held at the last meeting of the semester.

2.101.1 Nominations shall be open to any member of ISU GROOVE

2.101.2 Nominations for office shall be open until the election of that office

2.101.3 Candidates for office shall meet the following criteria:

2.101.3.1 Be a member in good standing

2.101.3.2 Have a 2.00 or higher grade point average the semester immediately preceding nomination.

2.101.3.3 Be in good standing with the university and enrolled: at least half time (six or more credit hours), if an undergraduate student (unless fewer credits are required to graduate in the spring and fall semesters) during the term of office, and at least half time (four or more credits), if a graduate level student (unless fewer credits are required in the final stages of their degree as defined by the Continuous Registration Requirement) during their term of office.

2.101.4 A candidate may be nominated for any number of offices.

2.101.5 The winning candidate shall be the candidate who receives the majority vote.

2.102 Special elections shall be held whenever an office becomes vacant inside of the term.

2.102.1 The special election may be held at the same meeting as the opening of nominations.

2.102.2 Requirements for eligibility shall be the same as those set out in § 2.101.3.

2.102.3 No office shall remain vacant for more than seven (7) days.

2.102.4 In the event that a meeting cannot be held within seven (7) days of the office becoming vacant, the president shall appoint an officer on an interim basis.

2.102.5 No office shall be held by an interim officer for more than seven (7) days during the regular academic year.

2.102.5.1 In the event a special election cannot be held within the seven (7) days period following the appointment, the interim officer shall serve until a meeting can be held and the special election takes place.

2.102.6 The winning candidate shall be the candidate who receives the greatest number of votes.

2.103 In the event of a tie during an election, the procedures shall be as follows:

2.103.1 All candidates not involved in the tie shall be stricken from the ballot.

2.103.2 The new ballot shall then be run.

2.103.3 If there is a second tie, the procedure shall start over with §2.103.1.

Section 2: Executive Board

2.201 The President shall be the chair of the Executive Board.

2.201.1 The Executive Board shall consist of the President, Vice President, and Treasurer.

2.202 The Executive Board shall convene whenever any of the following conditions are met:

2.202.1 The president may call a meeting at his/her discretion, and shall set the agenda for the meeting.

2.203 Meetings of the Executive Board shall be mandatory for all Executive members..

2.204 The Executive Board may only conduct business with the presence of a quorum.

2.204.1 Quorum of the Executive Board shall be defined as at least two (2) of the Executive officers.

2.205 The Executive Board shall determine if a temporary committee has properly met that committee's charge.

2.206 The Executive Board, as defined in §2.101.1 of these bylaws, shall appoint the holders of purchasing cards.

2.206.1 The holders of purchasing cards shall be members of executive board as defined by Student Organizations.

Section 3: Officers

2.301 Officers are recommended to take large passenger van training.

Chapter III: Membership

Section 1: Audition Positions

3.101 Auditions for ISU GROOVE shall take place during the first meeting of the spring semester.

3.101.1 Auditions will be for placement within the drums and cymbal sections. The pit is open to anyone regardless of experience and no auditions shall be necessary.

3.101.2 Music for the auditions shall be made available on the ISU GROOVE website in the fall semester.

3.102 Audition results shall be posted the same night as auditions occur after deliberation of the section leaders and executive board.

Chapter IV: Meetings and Community Outreach

Section 1: Meetings

4.101 Straw polls may be held to determine the feeling of the group on certain situations.

4.101.1 Straw polls will in no way take the place of a vote.

Section 2: Community Outreach

4.201 The battery will conduct community outreaches in form of gigs. Music performed at these gigs shall be determined by a majority of the section leaders. Determination of gigs to perform will be done by the Executive Committee with input from the section leaders.

Chapter V: Finance

Section 1: General Finances

5.101 A motion to allocate any amount shall require a two-thirds (2/3) majority to pass.

5.102 The group budget will be created according to the rules and regulations of ISU GSB.

Section 2: Officer and Committee Finances

5.201 Officers and Committees shall be allotted funds to be used at the discretion of the officers and committee.

5.201.1 This allotment shall be set by the groups budget.

Chapter VI: Ratification of the Constitution

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Chapter VII: Amendments

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Chapter VII: Committees

Section 1: Duties of standing committees

8.101 The duties of the executive committee will attend GSB meetings and finance hearings. They must become familiar with GSB policies and proceedings. They will be the decision making body of the group.

8.102 Duties of the administrative committee will be to assist the executive committee with the running of ISU GROOVE. The administrative committee shall consist of webmaster, record keeper, alumni relations officer, public relations officer, and clinician officer.

8.103 The Musical Committee shall be in charge of each of their own individual sections. The committee will consist of the section leaders from the snare, bass, tenor, cymbal, and pit sections.

8.104 Consists of any member of ISU GROOVE with any interested member encouraged to join. This committee is in charge of music for the semester by either writing the music or purchasing pieces. Their

main responsibility is to plan, organize, and execute the full ensemble performance. Each section's music will be written slightly above each section's level but will not be a burden. Each section will be challenged to improve musically and technically, but the show will not be a hindrance, etc. There will be a minimum of one full ensemble tune, with the option of additional pieces between sections and a full ensemble. They will also be in charge of putting together the final show including but not limited to creating a set, script and props, forming a cast, and setting up dress rehearsals.