

Constitution of Grand Rhythmic Orchestra and Outstanding Visual Ensemble (GROOVE)

(Revised Spring 2023)

Article I – Name

The name of this organization shall be Grand Rhythmic Orchestra and Outstanding Visual Ensemble (GROOVE).

Article II – Purpose

The purpose of the Grand Rhythmic Orchestra and Outstanding Visual Ensemble is a student-led organization within Iowa State University to provide a means for percussion students of any ability to improve upon their skills. The goals of this organization are to allow all Iowa State University students interested in enhancing percussion skills a place to do so. To achieve these goals, Iowa State University Grand Rhythmic Orchestra and Outstanding Visual Ensemble 1) will 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 GROOVE will conduct at least one complete 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 through rehearsals and challenging yet attainable music. The performances listed in (1) and (2), 3) the summer and fall will be used to prepare for the following spring session.

Article III – Statement of Compliance

Grand Rhythmic Orchestra and Outstanding Visual Ensemble abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations. Grand Rhythmic Orchestra and Outstanding Visual Ensemble agree to annually complete President's and Treasurer's Training.

Article IV – Non-Discrimination Statement

Iowa State University and Grand Rhythmic Orchestra and Outstanding Visual Ensemble do not discriminate on the basis of genetic information, pregnancy, physical or mental disability, race, ethnicity,

sex, color, religion, national origin, age, marital status, sexual orientation, gender identity, or status as a U.S Veteran.

Article V – Membership

Section 1: Requirements

Membership shall be open to all registered students in good standing at Iowa State University. The Executive Committee may also bring community members to the club to help where they see fit. Community members will not pay dues and only receive club merchandise by full-price purchase.

Section 2: Membership and Community Membership Removal

- a. Reasons for removal may include but are not limited to, the use of derogatory language, bullying, harassment, theft, repeated disruptions during meetings, or any other action deemed unacceptable by the current Student Disciplinary Regulations (Code of Conduct).
- b. The removal process may be initiated by any member of the organization.
 - A formal call for removal must first be brought to the officers of the organization. A member may call for the removal of another member by emailing the President of the organization and requesting to discuss their concerns at the nearest officer meeting.
 - Officers must have a majority vote of approval to move the removal process to a general membership vote. Officers will vote by show of hands.
- c. Membership may be revoked by a majority vote of club members present at the voting meeting.
- d. Voting will be conducted by secret ballot at a general meeting.
 - The voting method will be an anonymous virtual form or secret paper ballot (a method decided by organization officers).
- e. The member in question must be provided a summary of the reasons for removal at least one week before the general membership vote.
- f. The vote will be announced at least one week before the meeting with a summary of the reasons for removal.
- g. The member will be allowed to speak to the membership for a maximum of 5 minutes before voting occurs. The member in question will be asked to leave the meeting while deliberation and voting commences. The member in question will be informed of the results and be allowed access to the ballots if requested.

h. The member in question may attempt to appeal the results of the vote by contacting the Advisor of the organization and submitting a written statement. The advisor must respond with their decision within 10 days. No secondary appeals will be permitted.

i. Member in question may request reinstatement 365 days after removal.

- Member must submit a written request for reinstatement to officers.
- Officers must reach a unanimous vote to reinstate members through a show of hands.

Article VI – Officers

Section 1: Officer Positions and Duties

The following positions will form the Executive Committee.

a. President

- Facilitate officer meetings and general meetings.
- Oversee the activities of the officers and general membership.
- Maintains a record of membership in the student organization database.
- Serve as the Risk Management Officer to (a) help minimize potential risks for club activities, (b) recommend risk management policies or procedures, (c) submit documentation to ISU's Risk Management Office, and (d) ensure that proper waivers and background checks are on file with Risk Management for events.
- Maintain contact with the Advisor regarding organization activities and concerns
- Complete all training as required by Iowa State University policy.
- Managing the club.
- Scheduling gigs and coordinating logistics of performances.
- Reserving facilities needed for rehearsals.
- Appointing any special committees that may be needed.
- Acting as a chairperson on the executive committee.

b. Treasurer

- Manage the club's finances.
- Hold the club's purchasing card (p-card) and assigns additional p-card(s) to other designated club members.
- Maintain the club's budget and work with officers to determine spending allowances.
- Collect dues at the beginning of each semester.
- Work with Advisor to approve each expenditure before payment.
- Complete all training as required by Iowa State University policy.

c. Vice President

- 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.
- Other duties as necessary.

d. Advisor

- Duties and responsibilities described in Article VII

Section 2: Cabinet

The following positions will form the Admin Board.

a. All cabinet positions shall be appointed by the Executive Committee and will be comprised of the following:

- Social Media Chair
 - Responsible for managing the club website, history, social media platforms, performance information, online archives, listservs, records of past listservs, and all other technology needs.
- Music Acquisition and Planning Chair
 - Responsible for finding and/or writing the music to be played by the club.
- Equipment and Electronics Chair

- Responsible for keeping a record of the condition of current equipment, what equipment is needed, and all electronic needs for the season.
 - Design Chair
 - Responsible for deciding the show for the year and working directly with the Music Acquisition and Planning chair to execute the vision for the show.
 - Designs show shirts and other merchandise wanted for the club
 - Section Leaders
 - The representative to each section and executives of their section, responsible for the musical education of their section, will meet with the executive committee to determine ensemble dates/times, determine their own sectional time in cooperation with other section leaders, and secure facilities and access to facilities for their section (keys and scheduling with office)
 - Appointed near the end of the fall semester by the executive committee
- b. Not all cabinet positions need to be filled every year. The number of cabinet members will be at the discretion of the Executive Committee.
- c. In the case that cabinet positions are not filled, the duties land upon the Executive Committee.
- d. If the club wishes to add a cabinet position a vote is to be held.
- The Executive Committee must provide a description of the position and why they deem it necessary.
 - All due paying members may partake in the vote.
 - The majority vote rules.

Section 2: Elections

- a. Elections will occur annually during April, before or during the final showcase.
- b. Members interested in running for an officer position will complete a nomination form and submit the form to the current President at least one week before the general membership vote.
- c. Voting will occur at a general meeting. The date of the meeting will be announced at least one month in advance through an email to all members.

d. There needs to be a minimum of 50% of due paying members present to conduct the election. Members not present at the election shall not vote.

e. At the voting meeting, each candidate will have 2 minutes to speak in front of the general membership.

f. Voting will occur by secret ballot on an anonymous virtual form or secret paper ballot. Candidates will be elected by a majority vote of members present at the meeting.

- In the case of a tie, an immediate run-off election will be held between the tied candidates. Voting will occur by secret ballot in which members will write the name of their chosen candidate on a piece of paper and submit it to the outgoing President.

- In the case that no candidate receives a majority vote, an immediate run-off election will be held between the two highest-voted candidates. Voting will occur by secret ballot in which members will write the name of their chosen candidate on a piece of paper and submit it to the outgoing President.

g. The term of office for all officer positions shall be one year, beginning May and ending April of the following calendar year.

Section 3: Impeachment/Removal

a. Officers can be removed from their position by a club membership vote.

b. Grounds for removal include but are not limited to, failure to uphold the responsibilities of the position, use of derogatory language, bullying, harassment, theft, repeated disruptions during meetings, or any other action deemed unacceptable by the current Student Disciplinary Regulations (Code of Conduct).

c. Any club member may initiate the impeachment process by bringing a written request for removal and reasons for removal to the highest-ranking officer not in question for removal.

- The Executive Committee officers will hold a special meeting with the Advisor to deliberate.

- The officers (excluding the officer in question) and Advisor must have a majority vote of approval of all officers to move the impeachment process to a general membership vote. The officer in question may not be present for the officer vote. Officers will vote by a show of hands.

d. Officers can be removed from their position by a majority vote of the club members present at the voting meeting.

- Voting will be conducted by secret ballot at a general meeting.

- The vote will be announced at least one week before the meeting.
 - The voting method will be an anonymous virtual form or secret paper ballot (method decided by officers).
- e. The officer in question must be provided a summary of the reasons for removal at least one week in advance of the vote.
- f. The officer in question will be allowed to speak to the membership for a maximum of 5 minutes before voting occurs. The officer in question will be asked to leave the meeting while deliberation and voting commences. The officer in question will be informed of the results and be allowed access to the ballots if requested.
- g. The officer in question may attempt to appeal the results of the vote by contacting the Advisor of the organization and submitting a written statement. The advisor must respond with their decision within 10 days. No secondary appeals will be permitted.

Section 4: Officer Replacement

- a. In the case of an officer vacancy, a special election must occur within one week of the position being vacated.
- b. Special elections must follow the same format as annual elections, outlined in Article VI Section
- c. If no candidates come forward for the position, the officers may appoint a general member to the position with the member's approval.

Section 5: Minimum Cumulative GPA for Officers

The officers of this organization must meet the following requirements:

- a. 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
- b. 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
- c. Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (a) and (b)

Section 6: Removal of Cabinet Members

- a. Cabinet members can be removed from their position by a club membership vote.
- b. Grounds for removal include but are not limited to, failure to uphold the responsibilities of the position, use of derogatory language, bullying, harassment, theft, repeated disruptions during meetings, or any other action deemed unacceptable by the current Student Disciplinary Regulations (Code of Conduct).
- c. Any club member may initiate the impeachment process by bringing a written request for removal and reasons for removal to the President.
 - The Executive Committee officers will hold a special meeting.
 - The officers must have a majority vote of approval of all officers to move the removal process to a general membership vote. Officers will vote by a show of hands.
- d. Cabinet members can be removed from their position by a majority vote of the club due paying members present at the voting meeting.
 - Voting will be conducted by secret ballot at a general meeting.
 - The vote will be announced at least one week before the meeting.
 - The voting method will be an anonymous virtual form or secret paper ballot (method decided by officers).
- e. The cabinet member in question must be provided a summary of the reasons for removal at least one week in advance of the vote.
- f. The cabinet member in question will be allowed to speak to the membership for a maximum of 5 minutes before voting occurs. The cabinet member in question will be asked to leave the meeting while deliberation and voting commences. The cabinet member in question will be informed of the results and be allowed access to the ballots if requested.
- g. The cabinet member in question may attempt to appeal the results of the vote by contacting the President of the organization and submitting a written statement. The President must respond with their decision within 10 days. No secondary appeals will be permitted.

Section 7: Cabinet Members Replacement

- a. In the case of a cabinet vacancy, the Executive Committee must find a replacement within one week of the vacancy or deem it unnecessary.
- b. If the Executive Committee deems replacement unnecessary, all responsibilities fall upon them.

Article VII – Advisor

Section 1: Duties

The advisor's duties are to provide general oversight to the group and ensure that the organization complies with the standards set forth by Iowa State University and Memorial Union Student Engagement.

Section 2: Method of Selection

- a. Advisor candidates shall be verbally nominated by officers at a pre-determined officer meeting.
- b. A candidate may be elected through a majority vote of officers.
 - Officers will vote through a show of hands.
 - All officers must be present for a vote to occur.
- c. Once a candidate is selected, the President will contact the Advisor candidate to offer the position.
- d. If the Advisor candidate declines, the officers of the organization will repeat steps (a)-(c).

Section 3: Terms of Service

The Advisor of the organization shall serve at their leisure.

Section 4: Impeachment/Removal

- a. The Advisor can be removed from their position by a unanimous vote of club officers at an Executive Committee meeting.
 - Grounds for removal include but are not limited to, failure to uphold the responsibilities of the position, use of derogatory language, bullying, harassment, theft, repeated disruptions during meetings, or any other action deemed unacceptable by current Disciplinary Regulations.
- b. The Advisor must be notified and given a reason for removal at least one week before voting.

- c. The Advisor will be allowed to speak in front of the club officers before a final decision is made. The Advisor may speak for 5 minutes, then they must leave the room while voting and deliberation occur.
- d. The Advisor will be notified of the decision via email.

Section 5: Replacement

In the event an Advisor must be replaced, the method of selection shall be the same as described in Article VII Section 2.

Article VIII – Finances

- a. 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 and/or approved institution/office (must receive authorization via Campus Organizations Accounting Office). All funds must be deposited within 48 hours after collection. The Advisor to this organization must approve and sign each expenditure before payment.
- b. Upon disbandment of Iowa State University Grand Rhythmic Orchestra and Outstanding Visual Ensemble all funds and properties in excess of liabilities and expenses of dissolution will be distributed as determined by a majority of officers.
- c. Dues will be determined by a majority of officers at the beginning of each semester. Dues will not exceed \$50 per semester.
 - a. The treasurer will collect dues throughout the club's season. However; only due paying members may perform and travel with the club.
 - b. Non-paying members will also not receive club merchandise or sticks for the season. These members may purchase these separately at full price.

Article IX – Amendments and Ratification

- a. The amendment process may be initiated by any club member.
 - Requests for amendment must be submitted in writing to the club officers
 - The officers must have a majority vote of approval to move the amendment to a general membership vote.
 - Officers will vote through a show of hands.

b. The proposed amendment must be presented to the general membership at least one week before the vote.

c. Constitution may be amended by a majority vote of club members present at the meeting.

- Voting will take place at a club meeting.
- Voting will be conducted by a show of hands.

d. Amendments to the organization's constitution must be submitted to Student Engagement within 10 days for approval.

e. In the event, a constitution is rejected because it does not meet Iowa State University policy and/or constitution requirements, the following may occur.

- Any changes to bring the constitution into compliance may be made with unanimous approval from the President, Treasurer, and Advisor.

Notification of these changes must be communicated at the next full organizational meeting