**Organization Constitution for the Brass Excerpts Club**

**Article I: Name**

The name of this organization is the Brass Excerpts Club.

**Article II: Purpose**

The purpose of this organization is to give brass players the experience they need in an orchestral setting to be successful in the professional world. The organization is strongly routed in perfecting brass instrument performing and is dedicated to helping others succeed. The organization will perform throughout the year at various events.

**Article III: Statement of Compliance**

Brass Excerpt Club abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations. Brass Excerpt Club agrees to annually complete President’s and Treasurer’s Training.

**Article IV: Non-Discrimination Statement**

Iowa State University and Brass Excerpt Club 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**

Membership is open to musicians applicable to a brass ensemble at Iowa State University with a passion for orchestral playing. Members are expected to practice their parts before each meeting.

The expectations of members will be posted on the Brass Excerpt Club’s homepage.

If concerns are brought to light regarding violations of membership policy, the officers will have a discussion with this member about their actions. These violations include but not limited to not fulfilling tasks outlined in the Constitution, Operations Manual, and the Brass Excerpt Club homepage, consistent lack of attendance at rehearsals and performances without prior indication – 3 rehearsals and or 1 performance, or disrespecting other members of the organization by breaking any of Iowa State’s Pillars of Community. If consistent or extenuating violations occur, a voting process will begin to remove this member from the organization. A vote requiring three-fourths of the general membership present will take place for the removal of membership from the organization. If the vote passes, this member is no longer part of the organization.

**Article VI: Officers**

Section A: Election

Elections will take place at the end of the spring semester during the last meeting before the summer. The new officers will take in effect immediately. All positions in the club will be determined by majority vote from the present membership. If a candidate fails to receive a majority of votes, a runoff election will be held between the top two candidates that received the most votes. If a candidate still fails to receive a majority of votes, then the current (or former if current is not yet selected) president will appoint the candidate to the position.

On the occasion that a necessary position becomes vacant between elections, the position will be filled by appointment. The president will appoint candidate to the position.

Section B: Term of Office

Each position will have a term of one academic year, except for founding members. The founding members’ term will end in the spring of 2022.

At the end of the term, the position will be considered open. An incumbent is allowed to run for their former position, provided that they are still eligible.

Section C: Eligibility

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).

Should an officer fail to meet the requirements during a term, they will be required to step down from their position(s). The position will then be considered vacant.

Section D: Officer Duties

1. President
	1. Select repertoire for each meeting
	2. Lead the ensemble during meetings
	3. Communicate with other officers
	4. Direct other officers if needed
	5. Complete all trainings set forth by the University
	6. Ensure that the organization is operating in conformity with the rules and regulations set forth by Iowa State University
	7. Risk management
		1. Help minimize potential risks for club activities
		2. Recommend risk management policies or procedures
		3. To submit documentation to ISU’s Risk Management Office
		4. To ensure that proper waivers and background checks are on file with Risk Management for events (if applicable).
2. Treasurer
	1. Maintain a record of all of the organization’s transactions
	2. Manage payments and dues when applicable
	3. Arrange fundraising events if necessary and or directed by the President
	4. Solicit additional funding if needed from the Student Body Government in conjunction with the President
	5. Assists the President and Manager
3. Manager
	1. Schedules rehearsals and reverses rehearsal space in accordance with the President
	2. Helps with the scheduling of excerpts for future meetings

Section E: Officer/advisor removal

Officer(s)/advisor(s) may be removed from office by three-fourths of the general membership present at the voting meeting if actions are deemed inappropriate, including but not limited to not fulfilling tasks outlined in the Constitution and Operations Manual, consistent lack of attendance at rehearsals and performances without prior indication – 3 rehearsals and or 1 performance, or disrespecting other members of the organization by breaking any of Iowa State’s Pillars of Community. The officer/advisor is given the opportunity to speak before the officers and the general membership about the conduct of his/her recent performance or conduct.

In the event that an officer/advisor is removed from office, the remaining officers will immediately fill the vacancy by appointment. An additional vote requiring three-fourths of the general membership present will take place for the former officer’s membership of the organization. If the vote passes, the former officer is no longer part of the organization.

**Article VII: Adviser**

The advisor is appointed by the President of the organization.

The Advisor shall:

1. Maintain communications with the officers
2. Provide approval of financial transactions
3. Ensure that the organization is operating in conformity with the standards set forth by Iowa State University and Student Activities Center

**Article VIII: Finances**

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 Adviser to this organization must approve and sign each expenditure before payment.

No dues will exist besides members being require to bring music materials.

**Article IX: Amendments and Ratification**

In order to ratify or amend this constitution, a special meeting must be called. Ratification or Amendment must be agreed upon by all officers and at least one-half of present members.

The amended or ratified constitution shall be submitted within ten days to Student Activities Center for approval.

All amendments will be listed in Article X.

**Article X: Amendments**