

Iowa State University Cantamus Women's Choir Constitution
Adopted Spring 2008
Amended Fall 2009

Article I: Name

The name of this organization shall be "Iowa State University Cantamus Women's Choir". It will be referred to by *ISUCWC* in this document.

Article II: Purpose and Goals

Section One: DESCRIPTION OF ORGANIZATION

ISUCWC is a nationally recognized choir that requires a high proficiency level in musical skills. The choir presents six concerts per season, which include an outreach tour and a choral-orchestral Masterworks Concert. Membership in this choir can give the members an opportunity to grow and develop as a musician, to make new friends and to be part of one of Iowa State's most exciting and popular student activities. This organization is affiliated with Iowa Statesmen, Lyrica and Iowa State Singers.

Section Two: POLICIES

ISUCWC abides by and supports established Iowa State University rules and regulations, State and Federal Laws. "Iowa State University does not discriminate on the basis of race, color, age, religion, national origin, sexual orientation, gender identity, sex, marital status, disability or status as a U.S. Veteran."

Article III: Membership

Section One: MEMBERSHIP REQUIREMENTS

ISUCWC is open to all female students registered at Iowa State University. High musical proficiency skills are required for membership in this organization. Male students have the opportunity to join the Iowa Statesmen or Iowa State Singers, both affiliated choirs. As a member, one is required to attend organization rehearsals and meetings regularly, pay dues, and actively support organization projects.

Section Two: AUDITIONS

There will be audition required for membership. Auditions will be held for each academic year.

Section Three: REVOKING MEMBERSHIP

Membership will be revoked by $\frac{1}{2}$ vote of officers plus $\frac{3}{4}$ vote from the general membership if actions are deemed inappropriate by the membership.

Article IV Officers

Section One: TERM OF OFFICE

The term of office will be one full year beginning at the end of the spring semester. If the need arises, officer positions may be reelected as needed throughout the year by a majority vote by the membership.

All officers shall comprise the Executive Committee of the organization. The Executive Committee shall meet in addition to regular organization meetings. The Executive Committee shall appoint such committees that are needed to carry out organization goals.

Section Two: ELECTION OF OFFICERS AND ADVISER

Election of Officers:

Elections will be held during a general meeting of the membership during the last half of each spring semester. Officers are elected for the following year and assume their duties once elected. Elections will be facilitated by hand vote.

Elections of officers will require a simple majority vote from the general membership. Non-registered students, including the faculty advisor may not vote. If a candidate fails to receive a majority of votes, a runoff election will be held within the top two candidates that received the most votes. A similar procedure is followed for the replacement of vacated offices at any time during the year. Members interested in becoming an officer and elected officers must meet the following requirements:

- (a) Be a registered student at Iowa State University.
- (b) Have a minimum of cumulative grade point ratio (GPA) as stated below and meet that minimum cumulative GPA in the semester immediately prior to the election/appointment, the semester of election/appointment and semesters during the term of office. For undergraduate 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 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 degrees as defined by the Continuous Registration Requirement) during their term of office.
- (d) Maintain good attendance in Music 151A (*ISUCWC*) and be responsible about communicating absences in advance as dictated in the syllabus for Music 151A.
- (e) Be a recognized leader within their vocal section of *ISUCWC*.
- (f) Be ineligible to keep an office should the student fail to maintain the requirements as prescribed in (b) through (f).

Election of Adviser:

The Adviser of *ISUCWC* shall always be the director of *ISUCWC* as decided by the Iowa State University Department of Music and shall be kept as the Adviser for his/her tenure at Iowa State University.

Section Three: REMOVAL AND REPLACEMENT OF OFFICERS

Removal: If an elected officer does not fulfill their duties, the membership may vote to impeach that officer. The vote must include all members of *ISUCWC*. A 2/3 majority is required for impeachment. The officer in question must be made aware of their status and notified of the impeachment vote at least 10 days in advance.

Replacement: The Adviser shall make a recommendation for a member of *ISUCWC* to fill the vacant position. The Executive Committee shall approve the recommendation and present to *ISUCWC* for a vote of approval. A 2/3 majority vote is required.

Section Four: OFFICER DUTIES

President: The President organizes meetings and sets agendas for the meetings. The President presides over the meetings and starts the discussions for the meetings. The President also takes care of updating the change of officers and student organizations page online when a change takes place.

Vice President: The Vice President presides and conducts the meetings when the President is not present. The Vice President is also the Spokesperson for the officers to the Choir and Advisor.

Treasurer: The Treasurer is responsible for maintaining the budget, collecting monthly statements and recording expenditures and incomes the Ledger. The Treasurer is the only one allowed to collect money and deposit it in the *ISUCWC* account. The Treasurer will also maintain the receipt book and make sure all income is properly documented. The Treasurer is also in charge of filling out vouchers for any *ISUCWC* event (i.e. retreats, parties, t-shirts, ect.)

Secretary: The Secretary is in charge of the meeting minutes. She is to send out emails and reminders to the choir.

Social Chairs (3): Up to three social chairs may be elected each year. Social chairs are in charge of organizing *ISUCWC* social functions. If t-shirts are desired, they are to oversee the t-shirt designs and purchase. They are in charge of setting up a member directory with photos and collecting information for it. They are also in charge of fundraising for the choir.

Webmaster: The Webmaster is responsible for updating the design and content of the website. The Webmaster will upload desired information such as the member directory, rehearsal tracks, reminders, and any other information online.

Birthday Chair: The Birthday Chair will be one of the elected Social Chairs. The Birthday Chair will be responsible for recognizing the birthdays of women in the choir.

Adviser: The Adviser will ensure that *ISUCWC* is operating in conformity with the standards set forth by Iowa State University and the Student Activities Center. The Adviser will maintain communication and meet with officers regularly. The Advisor will also be aware of financial expenditures and approve them. The Advisor must approve and sign all purchases regardless of reimbursement type (i.e. with a receipt or voucher purchase). The Adviser is kept for his/her tenure at Iowa State University.

Article V Finances

Section One: MONIES

All monies belonging to this organization shall be deposited and disbursed through a bank account established for this organization at the Campus Organization Accounting Office and/or approved institution/office (must receive authorization via Campus Organizations Accounting Office). All funds must be deposited within 24 hours after collection. The Adviser to *ISUCWC* must approve and sign each expenditure before payment.

Section Two: DUES

Dues are \$5 per semester collected at the beginning of the semester. The Treasurer shall maintain all financial records.

Article VI Amendments and Ratification**Section One: AMENDMENTS**

Amendments to this constitution must be submitted in writing at a regular meeting of the organization. Said amendment(s) will be voted on at a subsequent meeting determined by the Executive Committee. In order to adopt the amendment, a vote of 2/3 of the general membership is necessary. Amended constitution will be submitted within 10 days to Student Activities Center for approval.

Section Two: RATIFICATION

This constitution shall become effective upon approval by a $\frac{3}{4}$ vote of the membership. Ratified constitutions must be submitted to Student Activities Center within 10 days for final approval.