

Article I: Name

The name of this organization shall be “Cantamus Choir” at Iowa State University. It will be referred to by *CC* in this document.

Article II: Purpose and Goals

**Section One: DESCRIPTION OF ORGANIZATION**

*CC* is a nationally recognized choir that requires a high proficiency level in musical skills. The choir presents a variety of concerts per season, which include a Fall and Spring concert, in addition to 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**

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

Iowa State University and *CC* 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 III: Membership

**Section One: MEMBERSHIP REQUIREMENTS**

*CC* is open to all soprano and alto voiced 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 an audition required for membership. Auditions will be held for each academic year.

**Section Three: REVOKING MEMBERSHIP**

Membership will be revoked by ½ vote of officers plus ¾ vote from the general membership if actions are deemed inappropriate by the membership.

Article IV: Officers and Advisor

**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 and fall semester, as needed. 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), 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).
- (d) Maintain good attendance in Music 151A (CC) 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 CC.
- (f) Be ineligible to keep an office should the student fail to maintain the requirements as prescribed in (b) through (e).

### **Election of Adviser:**

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

## **Section Three: IMPEACHMENT/REMOVAL OF OFFICERS AND ADVISOR**

### **Impeachment/Removal of Officers:**

Officers can be removed from their position by a vote of club membership. Grounds for removal include, but are not limited to:

- (a) Failure to uphold the responsibilities of the position.

- (b) Any use of inappropriate, derogatory language.
- (c) Any bullying, harassment, theft, repeated disruptions during meetings and/or rehearsal.
- (d) Any other actions deemed unacceptable by the current Student Disciplinary Regulations (Code of Conduct).

Any *CC* member may initiate the impeachment process by bringing a written request for removal and reasons for removal of the highest-ranking officer not in question for removal. The 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.

Officers can be removed from their position by a majority vote of the *CC* membership 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 prior to the meeting. The voting method will be an anonymous virtual form or secret paper ballot (method decided by officers).

The officer in question must be provided a summary of the reasons for removal at least one week in advance of the vote. The officer in question will be allowed to speak to 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.

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.

#### **Impeachment/Removal of Advisor:**

The Iowa State University Department of Music and Theatre will handle the removal of the Advisor. Any *CC* member may initiate the impeachment process by providing a written request for removal to the Iowa State University Department of Music and Theatre Chair through a scheduled, in-person meeting or by email.

Grounds for removal include, but are not limited to:

- (a) Failure to uphold the responsibilities of the position.
- (b) Any use of inappropriate, derogatory language.
- (c) Any bullying, harassment, theft, repeated disruptions during meetings and/or rehearsal.
- (d) Any other actions deemed unacceptable by the current Student Disciplinary Regulations (Code of Conduct).

The Advisor must be notified and given reason for removal by the Iowa State University

Department of Music and Theatre. If approved by the Iowa State University Department of Music and Theatre, the Advisor may be allowed to speak to the *CC* membership for a maximum of 5 minutes before a final decision is made. The Advisor will be notified of the final decision by the Iowa State University Department of Music and Theatre.

#### **Section Four: REPLACEMENT OF OFFICERS AND ADVISOR**

##### **Replacement of Officers:**

In the case of an officer vacancy, a special election must occur within one week of the position being vacated. Special elections must follow the same format as annual elections, outlined in Article IV Section 2. If no candidates come forward for the position, the officers may appoint a general member to the position with the member's approval.

##### **Replacement of Advisor:**

In the event an Advisor must be replaced, the method of selection will be decided by the Iowa State University Department of Music and Theatre, as outlined in Article IV Section 2.

#### **Section Five: 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. If apparel is desired, the Vice President is to oversee the designs and set-up. Vice President will also serve as a Risk Management spokesperson. Risk Management duties include:

- (a) Help minimize potential risks for club activities.
- (b) Recommend risk management policies or procedures.
- (c) To submit documentation to ISU's Risk Management Office.
- (d) To ensure that proper waivers and background checks are on file with Risk Management for events.

**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 *CC* 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 *CC* event (i.e. retreats, parties, t-shirts, etc.).

**Secretary:** The Secretary is in charge of the meeting minutes. They are to send out emails, polls, and reminders to the choir, in addition to creating a membership directory for the academic year.

**Social Media Chairs (2):** Social Media chairs are responsible for updating CC social media accounts, which include but are not limited to Instagram, Facebook, TikTok, and any other social media accounts created.

**Adviser:** The Adviser will ensure that CC is operating in conformity with the standards set forth by Iowa State University and the Student Engagement. 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 48 hours after collection. The Adviser to CC must approve and sign each expenditure before payment.

##### **Section Two: DUES**

Dues are \$10 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 the Student Engagement 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 the Student Engagement within 10 days for final approval.