

The Constitution of
The Johns Hopkins University Choral Society

I. NAME

The name of this organization shall be the Johns Hopkins University Choral Society, and may be referred to as the JHU Choral Society (hereinafter “the Society”).

I.1 ECCO

ECCO is the name of a subgroup of the Society.

II OBJECTIVES

The purpose of this Society shall be the encouragement of interest in choral music and participation in the choir throughout the academic and local communities of the Johns Hopkins University (hereinafter “the University” or “University”). The Society exists as a member of the Homewood Arts Programs.

III. MEMBERSHIP

III.1 Full Membership

Full membership is open to all University students. No audition is required to participate in the Society.

III.1.1 Active Voting Membership

Active voting membership is limited to undergraduate full members who have attended greater than 55% of rehearsal meetings. Only attendance in the current semester should be considered. However, if an election takes place during the first or the second meeting of a semester, attendance in the previous semester should also be considered.

III.2 Community Membership or Community Fellowship

With permission from the University, University faculty and employees as well as community attenders may join as community members. In the event that the University does not grant such permission, University faculty and employees as well as community attenders may attend as community fellows. Community members or community fellows shall be considered as an inherent part of the Society. No audition is required to participate in the Society.

III.3 ECCO Membership

ECCO membership is limited to full members of the Society. Additionally, auditions are required for membership. To maintain membership, an ECCO member must attend greater than 65% of ECCO rehearsal meetings.

IV. THE EXECUTIVE BOARD

The Executive Board of the Society shall consist of the following officers: a President, a Vice President, a Treasurer, a Secretary, and a Webmaster. Any of the last four officers may be combined. All officers must be active voting members who have read and understand the articles of this constitution. They must also attend all University-sponsored training sessions for club officers. These officers shall perform the duties prescribed by these bylaws and by the parliamentary authority adopted by the Society.

IV.1 President

Presides at meetings and performs functions as noted in Roberts Rules of Order A. 10 S. 58. They serve as the chief liaison between the Choir Director and the attenders. They shall work with the Secretary to organize all email notifications of the Society and organize the mailing list. Additionally, the President is responsible for organizing activities for meetings and events.

IV.2 Vice President

Manages and organizes recruitment of new members and is also responsible for arranging venues for concerts, musicians, support staff, and rehearsal spaces upon agreement with the choir director. They act as an assistant to the President with their responsibilities and make photocopies for the Society. Also, in the case that the President is unable to perform the job only in the spring semester, the Vice President may act as the President for the remainder of the academic year. In this case, the position of Vice President ceases to exist, and Vice President and Treasurer must be served by two different active voting members for the remainder of the academic year.

IV.3 Treasurer

Organizes budget proposals and dispersal of funds, at the approval of the executive board, and procures music for the choir. They shall also perform all tasks detailed in Roberts Rules of Order A.10 S.62.

IV.4 Secretary

Takes attendance at every meeting and keeps track of how many meetings each member has attended. They are responsible for the maintenance of the Society's social networking utilities. They shall work with the President to organize all email notifications of the Society and organize the mailing list. They shall also prepare official documents for the executive board meetings and parliamentary procedures as described in Roberts Rules of Order A. 10 S. 59-61.

IV.5 Webmaster

Manages and updates the Society's website. The position of Webmaster is associated with the Secretary by default but can be reassigned to any apt Executive Officer by the President.

IV.6 Elections

Elections should be held in the month of March or April, and only active voting members present during the election are eligible to vote. Newly elected officers will then shadow the previous officers until the end of the academic year. If deemed necessary, there can also be elections in the beginning or the middle of an academic year. Any officers who have not been or will not be able to adequately perform their duties will be asked to resign and elections for the free positions will take place. If there is cause to remove an officer from a position, the remaining board must unanimously vote to remove the officer, and an emergency election will be held to fill the position.

V. THE EXECUTIVE AFFILIATES

The members of the Executive Board shall communicate closely with the members of the Executive Affiliates.

V.1 Choir Director

Directs the choir at weekly meetings and selects music with the approval of the executive board. They shall set the concert dates with input from the executive officers. They shall also hire the Accompanist for the choir at their discretion during rehearsal and concerts upon consultation with the members of the Executive Board. The Choir Director is employed by the University.

V.2 Accompanist

Assists the Choir Director at weekly meetings. The Choir Director may hire the Accompanist from non-University musicians, though University affiliates should be preferred.

V.3 Faculty or Employee Advisor

Helps the members of the Executive Board to secure funding for the Society. They also help the members of the Executive Board to preserve the Society's history. The Faculty or Employee Advisor is assigned by the University

V.4 Graduate Representative

Represents graduate full members in the Society and speaks to the Executive Board on behalf of graduate full members. If possible, they shall also work with the Treasurer to secure funding for the Society from the Graduate Representative Organization (GRO). The Graduate Representative is a graduate full member appointed by the President.

V.5 Community Liaison

Connects community members or community fellows with full members and speaks to the Executive Board on behalf of community members or community fellows. The Community Liaison is a community member or a community fellow appointed by the President.

VI. PUBLICITY

Publicity for the choir via the production of documents and their distribution shall occur at the discretion of the executive board.

VII. MEETINGS

Regular choir rehearsals will be held weekly as determined by the members of the Executive Board and Choir Director. Extra rehearsals may be scheduled by the Executive Board or the Choir Director.

VII.1 ECCO

ECCO will hold rehearsals separately from the Society weekly at a time chosen by the Choir Director.

VII.2 Concerts

VII.2.1 Participation

Participation in concerts is open to all full members and all community members or community fellows of the Society who have attended greater than 55% of rehearsal meetings.

VII.2.2 Additional Rehearsals

Additional Rehearsals before a concert may be scheduled at the discretion of the Choir Director upon consultation with the members of the Executive Board. Participation in pre-concert dress rehearsals is necessary for participation in the concert, although exceptions may be made by the Choir Director on a case-by-case basis.

VII.2.3 Accompaniment

It is permissible to hire Accompaniment from non-Hopkins musicians for the concert, though Hopkins affiliates should be preferred.

VII.2.4 Partner Concerts

Both the Society and ECCO may choose to partner with other organizations in addition to any groups of the University.

VIII. PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert Rules of Order Newly Revised shall govern the Society in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Society may adopt. Only active voting members shall be eligible for the full rights under these guidelines for parliamentary authority.

IX. AMENDMENT OF THE BYLAWS

These bylaws may be amended by a 65% vote by the active voting members voted during the election, provided that the amendment shall have been proposed at least one meeting previous to the time of vote.

RESOURCES:

Roberts Rules of Order – <http://www.constitution.org/rror/rror--00.htm>

This is the 1915 edition, which is in the public domain, in order to obtain the newest version, it must be purchased.

Choral Society Website – www.jhu.edu/choral

Choral Society Email – jhuchoralsociety@gmail.com

Homewood Arts Website - http://web.jhu.edu/studentlife/homewood_arts/index.html

Office of Student Activities Website - <http://web.jhu.edu/studentlife/activities/index.html>

Directory of Hopkins Organizations - <http://johnshopkins.collegiatelink.net/organizations>

Officer Training Event Calendar

http://web.jhu.edu/studentlife/activities/student_groups/trainings.html

Event Promotion - <http://web.jhu.edu/studentlife/activities/policies/promotion.html>

Student Life Policies -

http://www.jhu.edu/design/oliver/1476onlinehandbook/academic_manual/studentLife.html

Important Forms - <http://web.jhu.edu/studentlife/activities/forms/>

Other Helpful Information – There is a .pdf file on the student life website under the policies section for both event planning and information about student groups they are entitled, “Event Planning Guide” and “Student Organization Handbook.”