



UNIVERSITY of ROCHESTER  
**STUDENTS' ASSOCIATION**  
GOVERNMENT

## **No Jackets Required**

### **ARTICLE I - ESTABLISHMENT**

We the students, faculty, and staff of the University of Rochester hereby establish the group No Jackets Required (NJR) of the University of Rochester and enact this constitution for its governance. Failure to follow this constitution could result in revocation of Students' Association recognition of this organization.

### **ARTICLE II - MISSION STATEMENT**

The goal of No Jackets Required (NJR) is to promote the performance of contemporary music within the University community. This goal will be achieved through rehearsals, programming, and performances each semester. We aim to lay a foundation for musicians to gain experience in a variety of aspects of music performance, including planning, promotion, and logistical coordination.

NJR will also collaborate with the College Music Department, other campus music groups, and individuals and organizations in the greater Rochester community to help musicians network and build community.

### **ARTICLE III - MEMBERSHIP**

#### **SECTION ONE - MEMBERSHIP**

- A. Eligibility - All Students' Association (SA) members shall be eligible for membership. An SA Member is a University of Rochester undergraduate of the College who has paid their SA activities fee. All members and associate members shall be listed on the organization's CCC site. Membership is automatically renewed yearly unless the member graduates, requests to cancel their membership, or fails to meet membership requirements.
- B. Definition of active member - An active member is anyone who has done one or more of the following within the current or prior semester:
  - a. Participated in an NJR-organized performance (not including open mics).
  - b. Participated in 50% of other NJR-organized events or activities in a single semester (such as GMMs, Jam Sessions, etc).

- c. Been a member of an NJR Ensemble.
- d. Been a member of NJR eboard.
- C. Definition of associate member - All University of Rochester faculty, staff, graduate students and Eastman students shall be eligible for associate membership but not eligible to hold an officer position. Graduate students, faculty, and staff are not eligible to compete, perform, nor travel as part of a college student organization.

## **ARTICLE IV - MEETINGS AND VOTING**

### **SECTION ONE - QUORUM**

- A. A meeting shall be valid if a quorum is present. Quorum is defined as 1/2 of the active membership plus one or more officers.

### **SECTION TWO - VOTING**

- A. Voting on any issue shall be official only if the meeting is valid.
- B. All members shall have equal voting power.
- C. Procedure – All decisions shall be arrived at by simple majority using a hand vote unless otherwise specified by the presiding officer. In the case of an overall tie, the tie may be broken if the presidents are in agreement on the matter. If the presidents disagree, they should consult their advisors as a third mediating party.

## **ARTICLE V - OFFICERS AND QUALIFICATIONS**

### **SECTION ONE - OFFICER POSITIONS**

- A. Officer positions: President of Internal Affairs (Internal President), President of External Affairs (External President), Music Director, Technical Director, Business Manager, Promotions Chair, Programming Chair, Secretary, Open Mic Coordinator, Ensemble Coordinator(s).
- B. All officers must be Active Members at the time of being elected.
- C. All officers are allowed to hold a position for a maximum of three years (or 7 semesters if initially elected in a special election), but all eboard positions are open for reelection every year regardless.
- D. The Internal and External Presidents must have previously held an eboard position in No Jackets Required, unless no one qualified expresses interest.
- E. The Music Director and Technical Director must have held a leadership position in Show Team during a previous NJR performance (this does not include ensemble coordinators), unless no one qualified expresses interest.

### **SECTION TWO - DUTIES OF OFFICERS**

- A. All officers shall be members of the Students' Association.
- B. All officers shall promote active recruitment of new members.
- C. All officers shall enforce this constitution.
- D. All officers shall create (or update) the transition document explaining the duties of their position in detail and make it available to their successor immediately after their successor is elected.

- E. All officers shall be responsible for knowing the sections of the Students' Association constitution and bylaws that apply to this organization.
- F. Eboard should make themselves available to anyone who considers a member of NJR to have violated the non-discrimination policy. However, eboard should not contact or take action against anyone without consent of the person bringing the concern.
- G. The Internal President shall preside over the meetings and shall maintain organization within the club, communicate with other officers and delegate duties to maintain a functional club that fulfills the purposes set forth above. They shall also attend to concerns about potentially offensive repertoire or personnel placements, and mediate any internal conflicts (including between members of eboard) or find a third party mediator as needed. They shall oversee Show Team and Ensembles, and keep an accurate list of active members on a semesterly basis.
- H. The External President shall maintain communications between NJR and WCSA, the College Music Department, and any organization NJR works with both on and off campus. They shall lead the compilation of the organization's SOAR report at the end of each calendar year. They shall also communicate with alumni about upcoming events, keep records of all of NJR's alumni contact information, and develop and implement programming in collaboration with the greater Rochester community.
- I. The Music Director shall lead Show Team, assist in the selection of the repertoire for NJR activities, oversee the musical arranging of repertoire for all NJR shows (and ensembles by request), keep a record of all arrangements of current and past NJR repertoires, and serve as a judge during auditions and coordinate special auditions. They are a permanent member of Show Team.
- J. The Technical Director shall assist in the fulfillment of technical needs for NJR shows, including the operation of rehearsal room equipment, sound engineering and production of NJR shows, and communication with ECM in advance of NJR shows. They shall also collaborate with the Business Manager and Music Director to fulfill equipment and production needs for the organization. They are also a permanent member of Show Team.
- K. The Business Manager shall be responsible for maintaining all finances and keeping detailed records of all transactions. They shall also construct and submit the yearly budget, handle all transactions through SAAC, and keep a detailed inventory of all NJR equipment. The Promotions Chair shall promote all NJR events to the campus community, ensure the creation of promotional materials and manage NJR's public facing CCC website and social media accounts (YouTube, Facebook, Instagram, etc.).
- L. The Programming Chair shall organize a minimum of two non-performance, non-open mic events per semester of which at least one takes place on campus, oversee the planning of general interest meetings, and cosponsor social events with other clubs on campus.
- M. The Secretary shall be responsible for maintaining a current copy of this constitution open to inspection by all members of this organization, Senators, and all members of the Students' Association. They shall also take roll call at all meetings, tally votes, take and maintain meeting minutes, manage NJR's organizational tools (CCC website, mailing lists, cloud storage and online calendars), and serve as the EMS

representative and book rooms.

- N. The Open Mic Coordinator will develop, schedule, and oversee open mic nights (including monitoring volume levels) and oversee the transportation of equipment to and from open mic nights.
- O. The Ensemble Coordinator(s) shall manage all activities of their ensemble, including selecting personnel and repertoire. The coordinator(s) shall make all new performance updates and membership changes known by the next eboard meeting after they occur. They shall also make recurring rehearsal times and locations known within the first three weeks of the semester. At least one coordinator for each ensemble is required to attend every eboard meeting, unless permission to be absent is given by eboard prior to the meeting.

### **SECTION THREE - NOMINATIONS AND ELECTIONS**

- A. Term of Office - An officer's terms begin at the end of each spring semester, (unless elected via a Special Election) with a transition period beginning at the first eboard meeting after elections take place, and lasts until the end of the academic year (end of the spring semester).
- B. Normal Elections:
  - a. Nomination and Elections Procedure – Any member can be nominated for an officer position by any current member of NJR (including themselves), provided they are eligible for the position. Members can be nominated for any number of positions.
    - i. If there are no eligible members running for a position, any member shall be allowed to run for the position and normal election procedure shall follow.
  - b. The Internal President will send a description of each open eboard position to the entire club. After receiving nominations, the Internal President will contact all nominated candidates to confirm their interest in running, and ask them to prepare a written platform demonstrating their interest and commitment to the position. A general member meeting will take place where candidates will make a case for their candidacy and answer questions from eboard and general members. Members who cannot attend this meeting should be provided some way to submit questions in advance. After questions, the candidate(s) will be sent out of the room while the attending members will discuss any concerns or thoughts they would like to share with the group. This discussion is confidential and should not be discussed with the candidate(s). After discussion, voting will commence and only after a result has been verified by the Internal President will the candidate(s) be brought back into the room and informed of the results.
  - c. All voting shall be by majority as described in voting bylaws.
  - d. Timing of Normal Elections - Normal elections shall take place at least 2 weeks before the last day of classes in the spring semester.
- C. Special Elections:
  - a. Special elections are to occur whenever a position is declared vacant, as outlined in *Article V, Section Four*, or if an officer resigns. The time, place, and

manner of special elections shall be determined by eboard.

#### **SECTION FOUR - VACANCIES, RESIGNATIONS, AND REMOVALS**

- A. At the first valid meeting following a vacancy of an office, the position is to be filled by the same manner described in *Article V, Section Three*.
- B. A vote of no confidence is a vote to remove an officer. Such a vote shall require a  $\frac{2}{3}$  majority of the entire active membership to pass. Any member of the organization may call for a vote of no confidence.
- C. If a vote of no confidence on any officer is to take place, they must be notified one week in advance.
- D. An office shall be declared vacant as the result of a vote of no confidence.
- E. Except under extenuating circumstances, officers must give at least two weeks notice of a resignation and cannot resign within the final 4 weeks of a semester.

### **ARTICLE VI - COMMITTEES**

#### **SECTION ONE - ENSEMBLES**

- A. An ensemble is defined as a group of active members who work on and perform repertoire that is genre- or style-specific (e.g. Rock, Acoustic, Groove, International). An ensemble will have between 1-4 Ensemble Coordinators who are responsible for managing all activities of their ensemble as described in Article V, Section 2, Subsection P.
- B. At the discretion of eboard, any member of NJR may form an ensemble. Ensembles are permitted (but are not required) to be audition-only, as long as auditions are available to all members of the university community at least once per semester. Eboard should only veto an ensemble if they believe its specified genre or style is too vague that it might be able to encroach upon other ensembles' repertoire, too similar to an existing ensemble's genre or style, or if it is somehow offensive.
- C. An ensemble can be dismantled or dissociated by a majority of vote of the ensemble's members, or by a majority eboard vote.
- D. The member who proposes an ensemble is the coordinator of that ensemble by default, and becomes a member of eboard after the ensemble's first successful rehearsal. However, in all future years, the ensemble must hold a vote amongst its own members in the spring for who is to be the coordinator for the following year. There is no limit on the number of years or semesters one can be the coordinator of an ensemble. Eboard has discretion to run the elections of an ensemble if they believe there is reason for concern with the fairness of the election.
- E. In the case that an ensemble member does not adequately complete forms provided by the coordinators, fails to attend weekly rehearsals, and/or creates an unwelcoming environment for other members participating in said ensemble, the ensemble coordinator may, with the approval of eboard, remove that participant from the ensemble roster and/or bar them from participating in the ensemble in future semesters.

#### **SECTION TWO - SHOW TEAM**

- A. A Show Team is a leadership committee dedicated to facilitating all aspects of the

current show and will be responsible for the direction and decisions entailed in that task, as well as consulting eboard on a regular basis in the course of planning an NJR show. Some examples of tasks a Show Team would be responsible for include, but are not limited to:

- a. Sending out sign-up forms to all active and associate members of NJR.
  - b. Deciding the setlist of the show based on adhesion to the current theme, feasibility, and appropriateness.
  - c. Placing members on songs and scheduling their rehearsals.
  - d. Deciding on decor and aesthetics for the venue.
  - e. Working with the Promotions Chair to advertise the show.
- B. At the discretion of eboard, a Show Team may be assembled for any one NJR performance. All active and associate members may apply for Show Team, and those qualified shall be appointed at the discretion of a committee made up of the Internal President, Music Director, and Technical Director. A Show Team will typically have 5 appointed members and 2 permanent members (Music Director and Technical Director). The appointed members' term will start between 2-4 weeks before the first week of rehearsals and will end after tear-down is done for the performance for which Show Team was assembled.
- C. Members of eboard are not guaranteed a position or role within the Show Team after it has been created.
- a. The Music Director and Technical Director are exceptions to this, and are expected to fulfill their eboard roles as part of the show team.
  - b. Presidents will be kept in close contact with the show team to ensure compliance with this constitution and the organization bylaws and may step-in to help if there is not an adequate number of Show Team members.
- D. The number of positions on the Show Team and the responsibilities of each position will be determined at the discretion of the aforementioned committee.
- E. The Show Team will be responsible for conducting the enlistment process for members to participate in NJR shows. This enlistment process will not be restricted by audition, but it may be restricted by capacity based on show length and personnel requirements. If show enlistment must be limited, it will be done solely on a first-come-first-serve basis.
- F. In the case that a participant in a show does not adequately complete forms provided by the Show Team, fails to attend weekly rehearsals, and/or creates an unwelcoming environment for other members participating in an NJR show, the Show Team may, with the approval of eboard, remove that participant from the current show and/or prohibit them from participating in the next show.

## **ARTICLE VII - RESOURCES**

### **SECTION ONE - RESOURCES**

- A. No Jackets Required of the University of Rochester will abide by their Resource Agreement.

## ARTICLE VIII - HAZING POLICY

Hazing, defined as the harassment of one individual by another individual or organization, is not permitted by No Jackets Required. Behavior prohibited under this rule includes actions threatening substantial risk of physical or mental injury; actions exposing the individual to distressing, repulsive, or alarming situations or sensations; forced consumption of alcohol or drugs; actions in the form of social pressure which might cause harm to an individual.

## ARTICLE IX- NONDISCRIMINATION POLICY

No Jackets Required abides by the nondiscrimination policy of the University of Rochester.

  
\_\_\_\_\_  
Signature of Confirmation  
Magdalena Beer  
President of Internal Affairs, No Jackets Required

3/30/25  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Signature of Confirmation  
Will Seastrand  
President of External Affairs, No Jackets Required

4/2/25  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Signature of Approval  
Jessie Li  
Chair, Student Organization Administration & Review Committee

4/9/25  
\_\_\_\_\_  
Date