



UNIVERSITY of ROCHESTER  
STUDENTS' ASSOCIATION  
GOVERNMENT

## Vocal Point

### ARTICLE I - ESTABLISHMENT

We the students, faculty, and staff of the University of Rochester hereby establish Vocal Point A Cappella of the University of Rochester and enact this constitution for its governance. Failure to follow this constitution could result in penalties or revocation of Students' Association recognition of this organization.

### ARTICLE II - MISSION STATEMENT

University of Rochester Vocal Point is dedicated to sharing our members' talent and passion for music with our community. We strive to create an environment that is welcoming and supports the idea of creating harmony through harmony. We have identified three main pillars that we seek to uphold, these pillars are as follows: Empowerment & Diversity, Support & Cohesion and Honoring our History. Vocal Point was founded as the first and only all-female musical group at the University of Rochester in 1969. We recognize the importance of creating a safe space to uplift female voices, and we wish to extend this safe space to others who share marginalized gender identities. Thus, Vocal Point is the only a cappella group exclusive to women and people of marginalized genders at the University of Rochester.

### 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 Campus Community Connection 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 - All potential members must audition during set audition times at the beginning of the semester (see Article VII, Section 1). If a student cannot come during one of the specified times they may not make special arrangements. A full-time member must abide by the attendance policy (see Article VI). Members must respect the group as well as their fellow group members. Vocal Point shall maintain at least 12 active members.
- 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 nor travel as part of a college student organization. Associate members may receive update emails and may perform during designated songs at performances.

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

### **SECTION ONE - QUORUM**

- A. A meeting shall be valid if a quorum is present. Quorum is defined as 2/3 of the active membership plus the Director or Assistant Director officers.
- B. The date and time for executive board meetings shall be decided upon at the beginning of the semester. These meetings should be weekly, or more often as the group may require.
- C. The Executive Board (E-board) is composed of six officers as defined in Article V.
  - a. All members of the E-board are required to attend all E-board meetings unless given permission otherwise by the director.

### **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. The President shall only vote to break a tie.

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

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

- A. Officer positions in Vocal Point A Cappella will include the President, Director, Assistant Director, Business Manager, Public Relations and Alumni Coordinator, and Project Manager.
- B. All officers must be active members and must remain so throughout their term.
- C. The Director and President must be members of the group for two semesters.
- D. All other officers must be members of the group for one semester.

### **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 be responsible for knowing the sections of the Students' Association constitution and bylaws that apply to this organization.
- E. The President shall preside over the meetings and shall maintain organization within the club, communicate with other officers and delegate duties to maintain a functioning club that fulfills the purposes set forth above. The President is 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. The President shall take roll call at all meetings, tally votes, keep an accurate list of organization members and take and maintain meeting minutes. Additionally, the President shall:

- a. Coordinate all performances (includes responding to emails and reaching out to organizations/events on and off campus).
  - b. Find transportation to and from performances, when needed.
  - c. Plan tours and road trips.
  - d. Coordinate an online calendar.
  - e. Make sure all interactions with advisors, faculty and deans showcase Vocal Point in a positive and professional manner.
  - f. Be in charge of the creation and distribution of faculty invitations for concerts.
  - g. Ensure that all members are aware of time, place and attire for gigs.
  - h. Complete the midyear report.
  - i. Communicate microphone and technical needs to Event Support or other technicians.
  - j. Address any and all conflicts that arise during rehearsals or performances.
  - k. Reserve rooms for rehearsals and performances on campus.
  - l. Reserve Event Support and other technicians for performances on campus.
  - m. Preside over elections.
- F. The Business Manager shall be responsible for maintaining all finances and keeping detailed records of all transactions. Additionally, the Business Manager shall:
- a. Be comfortable dealing with any and all areas of finance and money-handling.
  - b. Fill out paperwork for tickets for all shows well in advance.
  - c. Complete the PPAC forms with help from the eboard.
  - d. Collect dues from members at the beginning of the year.
  - e. Consult the SA accountant on all financial matters.
  - f. Be in possession of the cash box.
  - g. Be responsible for getting change for the cash box.
  - h. Be in charge of the possession and selling of merchandise .
  - i. Be in charge of blue-rec forms.
  - j. Be in charge of reimbursements with receipts only.
  - k. Plan and coordinate at least one fundraising event per semester.
- G. The Musical Director shall:
- a. Have piano skills and exemplary musical skills.
  - b. Lead and plan all rehearsals.
  - c. Assign parts, conduct and teach all music unless delegated to Assistant Director or Arranger.
  - d. Run and manage musical aspects of auditions.

- e. Update Vocal Point's musical archive.
  - f. Create all setlists for concerts and performances.
  - g. Delegate the arranging of music and set strict deadlines for receiving the arrangements.
  - h. Moderate solo auditions.
  - i. Be available for musical guidance.
- H. The Assistant Director shall:
- a. Assume any and all directorship roles when the director is absent.
  - b. Direct songs when the director is a soloist or featured at the mic.
  - c. Act as a sounding board for the director's ideas and feelings.
  - d. Take minutes at all eboard meetings.
- I. The Public Relations and Alumni Coordinator shall:
- a. Be in charge of projecting a positive image for Vocal Point throughout the Rochester community.
  - b. Update the website when needed.
  - c. Be in charge of promoting all Vocal Point activity.
  - d. Create and print all promotional fliers.
  - e. Create a banner and coordinate requesting a reservation in Wilson Commons.
  - f. Email other contacts regarding additional forms of promotion (ex: weekly buzz, screensavers, weekend highlights).
  - g. Delegate flyering locations to the group.
  - h. Keep the Alumni Database file on their personal computer and keep it up to date at all times.
  - i. Maintain external drive archives.
  - j. Keep in touch with the Alumni and Advancement Center.
  - k. Write two newsletters per year (fall and spring).
  - l. Keep Alumni informed of all concerts.
  - m. Help plan and coordinate Meliora Weekend events (invitations, concert, meet and greet, etc.).
- J. The Project Manager shall:
- a. Plan, oversee, and execute all outside resources for a semesterly show.
  - b. Organize with the Musical Director and Assistant Musical Director the set lists and order of the show.
  - c. Organize the finances of the show with the Finance Manager.
  - d. Organize and create all outside projects (including videos during the show and external music videos).
  - e. Organize contracts in relation to the show or album in progress.
  - f. Plan and execute, with assistance of the General Manager, all bookings for sound and technical support for a show or recording of tracks.

- g. Plan and execute, with assistance of the General Manager, all bookings for studio space.
  - h. Create a recording schedule with assistance of the Musical Director and Assistant Musical Director.
  - i. Plan and execute all digital and physical copy releases.
- K. The following positions are not members of the executive board and do not need to be filled at all times.
- a. The choreographer shall:
    - i. Choreograph all numbers that require movement with the director's permission and schedule choreography rehearsals.

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

- A. Nomination and Elections Procedure - Any member can be nominated for an officer position by any other current member (including themselves), provided they are eligible for the position. E-Board officers are elected after the candidate gives a short speech and answers any questions. Candidates for the same position must not be in the room during this process. Officers are elected after a discussion by all group members and a unanimous decision has been reached (members may abstain or step aside from a vote if they are unbiased on a case by case basis). The Assistant Director is appointed by the Director, but is first discussed by the group. All officers are allowed to run for their position for a consecutive year, but all E-Board positions are open for reelection every year regardless.
- B. Term of Office - Officers will hold their position for one academic year, beginning at the end of the semester they were elected. They will also be responsible for the necessary planning that takes place prior to the fall semester regarding orientation, auditions, major events, etc. The transition period between officeholders will take place from the day after elections are held until the end of the semester unless a different date is specified between the two individuals.
- C. Timing of Elections - Elections will take place at least two weeks before the end of the Spring semester, on a date chosen by the current 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. Members may be removed if they do not follow the attendance contract or if they perform an act that intentionally harms the group.

## **ARTICLE VI - ATTENDANCE POLICY**

### **SECTION ONE - EXCUSED ABSENCES**

- A. An excused absence is an absence that does not result in any consequences. If an absence is excused, the member is still responsible for learning what was discussed and/or taught in rehearsal that day. The following are considered excused absences:
- a. Serious illness
  - b. Family emergency
  - c. Class
  - d. An Exam
  - e. A Review session run by a professor or TA
  - f. Any other reasonable absence if the Director/President is notified a week in advance (something that can be scheduled around Vocal Point will not count as an excused absence).

### **SECTION TWO - UNEXCUSED ABSENCES**

- A. An unexcused absence is an absence that earns members points (see Article VI, Section 3). If an absence is unexcused, the member is still responsible for learning what was discussed and/or taught in rehearsal that day. The following are considered unexcused absences:
- a. Studying
  - b. Homework
  - c. Fatigue
  - d. Being late to rehearsal by more than 30 minutes unless communicated to the director/president with 24 hours notice.
  - e. Having to leave rehearsal early by 30 minutes or more unless communicated to the director/president with 24 hours notice.
  - f. Any other absence that was not discussed with the director within a week's notice.

### **SECTION THREE - POINTS**

- A. Points will be allotted to members every time they have an unexcused absence. A record of points will be kept in the director's binder at all times.
- B. Consequences of increasing severity will be given after point 2 is reached. A warning talk with the president will be given to members when they reach point 2. Points are valid for the full academic year.
- C. An unexcused absence from rehearsal earns a member one point. An unexcused absence from a performance earns a member two points.
- D. The following lists the consequences associated with three, four, and five points earned.
- a. Point 3: The most recent solo given to the member will be given to the backup/will be re-auditioned. If the member does not have a solo at the time point 3 is reached, a consequence of equal severity will be discussed by the e-board.

- i. The order in which solos will be taken away goes as follows: current set solo, carried over solo, hit.
  - b. Point 4: The member's eligibility to audition/be considered for any solos presented the following semester will be revoked.
  - c. Point 5: The member will be asked to leave the group for the remainder of the semester unless appealed by the executive board. The executive board will only discuss the removal of the member if point 5 is reached right before a major performance. The member must re-audition for the group the following semester if they reach point 5.
- E. All members must sign an attendance contract at the beginning of the academic year.

## **ARTICLE VII - AUDITIONS**

### **SECTION ONE - GROUP AUDITIONS**

- A. All potential members must audition during the audition week/times selected by the A Cappella Council, held at least 2 weeks from the start of the fall semester.
- B. Audition slots should be between seven and ten minutes long and several breaks should be scheduled in order to make up for possible lost time.
- C. Auditionees must fill out an audition form that includes their name, email, phone number, and other information.
- D. The audition is guaranteed to consist of warm-ups and a minute long solo. The audition can also include pitch-matching, rhythm matching, blending, sight-reading, etc.
- E. Callbacks must be scheduled the day after auditions have ended. Potential members who receive callbacks must be notified the night before the callback by phone and email, and must be told to prepare a new solo. Potential members may only receive a callback if they make it all the way through the audition process.
- F. Those who do not receive a callback must be notified by email immediately after callback calls are made.
- G. Callbacks consist of warm-ups, a minute long solo, a group learning activity and an interview. The potential member will find out their results later that day.
- H. If a potential member cannot make the callback time, they may arrange to set up a special time during the same day. If the day doesn't work for them, they must forfeit their right to be called back.
- I. There is no limit on how many times a potential member can audition.

### **SECTION TWO - SOLO AUDITIONS**

- A. Auditions for solos will be held as infrequently as possible.
- B. Members may only try out for up to 50% of the solos up to be auditioned.
  - a. The current solo capacity will determine members' eligibility for solo auditions. Group precedent for a typical semester has been 2.5 solos per individual within a performance set list.

- b. MDs will be required to discuss the solo capacity for the semester at the beginning of said semester, and the solo capacity precedent may be altered as necessary due to the circumstances surrounding the semester.
- C. If no one auditions for a specific solo, one of two decisions can be made:
  - a. The group, only if given permission by the arranger, can vote unanimously to remove the song.
  - b. All members of the group must audition for the song.
- D. The voting begins after all songs have been auditioned. The director and assistant director must leave the room for any members who wish to consult them or discuss their decisions, but the director and assistant director may not tell them who to vote for. Once any desired discussions have occurred, the director and assistant director will send out an electronic form to all members for voting. The form will include a name section only for purposes of keeping track of who has voted, but the director and assistant director should only look at the summary page to tally up the votes.
- E. Members may vote for themselves one time and may only vote for an individual member for no more than half of the songs they auditioned for (ie: if a member auditions for four songs, another member may only vote for that person twice).
- F. If a tie exists, a re-audition must occur between the auditionees and a simple "head down and hand raise" vote may follow.

### **SECTION THREE - SOLO BACKUPS**

- A. All solos must have a backup/understudy in case of illness, absence of the soloist, or a set list being performed where a member has reached their solo capacity.
- B. The solo backup will be given to the runner up during solo auditions. If there is a tie between two runner-ups or if there is no runner-up, the director and assistant director shall choose the backup.
- C. If a soloist is going abroad and coming back, the back-up soloist will sing the solo during the semester.
- D. If the soloist graduates or leaves the group, then the solo will be re-auditioned and not given to the backup; however, if the soloist graduates and the song needs to be sung at an event, then the backup soloist can sing it until it is re-auditioned.

## **ARTICLE VIII - RESOURCES**

### **SECTION ONE - RESOURCES**

- A. Vocal Point of the University of Rochester will abide by their Resource Agreement.

## **ARTICLE IX - HAZING POLICY**

Hazing, defined as the harassment of one individual by another individual or organization, is not permitted by Vocal Point. 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 X - NONDISCRIMINATION POLICY**

Vocal Point A Cappella abides by the nondiscrimination policy of the University of Rochester.



2/24/23

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Signature of Confirmation

Date

Nandita Ammanamanchi

**President, Vocal Point**



2/27/2023

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Signature of Approval

Date

Evan Ji

**Chair, Student Organization Administration & Review Committee**