



UNIVERSITY of ROCHESTER
STUDENTS' ASSOCIATION
GOVERNMENT

YellowJackets

ARTICLE I - ESTABLISHMENT

We the students, faculty, and staff of the University of Rochester hereby establish the YellowJackets (YJs) 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

The University of Rochester YellowJackets is an auditioned all-male a cappella singing group founded in 1956 as a subset of the University of Rochester's original Men's Glee Club. The group provides its members with the opportunity to engage in music primarily through a cappella vocal performance. The YellowJackets aim to contribute to the enrichment of musical culture at the University of Rochester, the city of Rochester, nationally, and abroad whenever possible through a consistent commitment to the creation of excellent music. The group strives to promote a brotherhood amongst its members and to maintain a strong connection to its alumni. Finally, the YellowJackets seek to further the ideals of the connection of diverse peoples through music and the promotion of music education.

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 - An active member is a member of the group who is currently a student at the University of Rochester, has successfully auditioned for the YellowJackets, and has accepted the group's offer of admittance into the group. Active members are expected to attend all rehearsals and performances in accordance with the bylaws of the group, to follow all the group's bylaws, and to contribute positively to the group musically and socially.
- 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 perform with the group at their discretion and are expected to attend rehearsals- however, the expectation of consistent attendance at rehearsals and performances is more relaxed than that of an active member. The proportion of rehearsals and performances that an associate member may miss is to be determined at the Music Director's discretion. The general expectation is that an associate member attend enough rehearsals to have adequately learned all repertoire.

SECTION TWO – TERMINATION OF MEMBERSHIP

- A. A member who has consistently and repeatedly failed to meet the expectations stated for active members in Section A.2. may be subject to the termination of their membership. Proceedings for the termination of one's membership are as follows:
- a. Any member of the group and a second should inform the Business Manager that they wish for the group to consider membership termination for the member in question. They should present a detailed written list of the transgressions of the member in question and discuss their request with the Business Manager.
 - b. The Business Manager must convene a meeting with each of the other three officers and two other non-officer active members of the group who have been members of the YellowJackets the longest. If there are more than two other non-officer members of the YellowJackets who have been members of the group equally the longest, then all who are of that class of members are to be included in this meeting. (To be of a "class of members" means that they auditioned and joined the group in the same semester)
 - c. At this meeting, occurring no later than a week after he was originally approached about membership termination, the Business Manager must present the written list of transgressions to the rest of the officers and long-time members in attendance.
 - d. Following discussion, a majority vote is required for the termination process to continue, placing the member in question on probation.
 - e. If the vote fails, no further action is taken unless another pair of members (or the same members after two weeks time) approach the Business Manager about membership termination for the same member in question (restarting the process).
 - f. If the vote passes, one of the members present at the meeting (as decided at the meeting) must speak with the member on probation about their probation within two days of the successful vote. They are to be presented with the list of their transgressions. The original pair of members who called for the consideration of membership termination are to be kept anonymous.
 - g. The member on probation is then allowed one month (30 days) of active time at school (not including Winter, Spring, and Summer breaks) to

improve upon their transgressions. This is to be made clear to the member on probation.

- h. After 30 valid days have passed, the same members who convened for the meeting as described in part B must reconvene to discuss the member on probation. Another vote is held to remove the member from probation. If a majority or half vote in favor, the member is removed from probation.
 - i. If the vote fails (a majority votes against) the member on probation is informed and the Business Manager convenes all active members for a removal hearing at the next most convenient rehearsal, within a week. The list of transgressions is presented to the group. The member on probation is then provided three minutes to speak on their behalf, fielding questions if they wish. He must then leave the room.
 - j. The remaining group must then discuss the member on probation. After adequate discussion, a vote is held. A 3/4 vote (rounded to the nearest whole number of members) is required to terminate the membership of the member on probation from the group.
 - k. If the vote fails, the member is removed from probation and retains the status of active member. If the vote passes, the member on probation's membership is terminated.
- B. If the member pending membership termination is the Business Manager, then the proceedings will be followed as written with the Projects Manager in the place of the Business Manager.

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 including at least two officer(s).

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 – With the exception of the unanimous vote required for the admittance of new members and unless otherwise specified, all decisions requiring a vote shall be arrived at by simple majority vote by the members present.
- D. The Business Manager must maintain a record of a tally of all votes, including names of all voters and how they voted.

ARTICLE V - OFFICERS AND QUALIFICATIONS

SECTION ONE - OFFICER POSITIONS

All officer positions require at least one semester of membership to qualify to hold the position.

- A. **Music Director** - The Music Director is responsible for leading and conducting all rehearsals, deciding set lists for all performances and recordings, and has the final say alongside the Assistant Music Director on soloist selection following group

input and selection of new songs for the group's repertoire, usually following a group song party.

- B. **Assistant Music Director** - The Assistant Music Director is primarily responsible for booking and securing rehearsal spaces for the group. He is also responsible for assisting the Music Director in all his duties, particularly in song, repertoire, and soloist selection. The Assistant Music Director must conduct rehearsals that the Music Director is unable to attend. If the Assistant Music Director and the Music Director are both unable to attend a rehearsal which must be held regardless, the two shall select another member to run the rehearsal.
- C. **Business Manager** - The Business Manager is responsible for management of the groups' finances, as well as all matters related to gigs, including booking, contacting, responding to gig requests, and coordination of time management for any travel related to gigs, recording, and otherwise. The Business Manager must keep detailed records of all financial transactions. The Business Manager has a duty to present gig requests and all business related issues to the group for discussion and voting in a timely manner. Business should be presented to the group in person at rehearsals whenever time permits. When appropriate, the Business Manager is responsible for maintaining meeting minutes. The Business Manager 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 Student's Association. Finally, the Business Manager is responsible for the timely completion and submission of all forms related to the group (that are not directly related to one of the other officer's duties) including, but not limited to, mid year reports and assessment forms. The Business Manager must inform the group of deadlines to be met for all major SA forms (such as the mid year report) one month (30 days) before their due date as well as following their submission.
- D. **Projects Manager** - The Projects Manager is responsible for more specific aspects of YellowJackets business. Particularly, he is responsible for all preparations necessary for the Fall and Spring semester concerts, the coordination of recording schedules (who records when), and is the primary coordinator for extended trips and tours, such as Spring Break tours. (Note: The Projects Manager does not have authority to decide the nature of or details of a concert or trip (such as themes etc.), but is responsible for executing and accomplishing the group's plans and decisions regarding the concert or trip) One month (30 days) prior to the Fall and Spring concerts, the Projects Manager must inform the group (in a rehearsal or meeting) of duties completed in preparation for the concert and of duties still to be completed. These include, but are not limited to booking lighting and sound technicians, promotion, and performance space reservations. He is responsible for publicity. The Projects Manager is also responsible for handling all logistics related to auditions, including (but not limited to) room reservation along side the Assistant Music Director, maintaining a list of all auditionees via a sign up sheet and email, contacting and confirming auditionee's audition times and spaces, and contacting auditionees after their auditions in a timely manner.

- E. **Public Relations Manager** - The Public Relations Manager is primarily responsible for the YellowJackets publicity. He is responsible for maintaining the group's social media pages and website, promoting the group's events, and group branding. The Public Relations Manager is responsible for the group's promotional graphic design and assists the Projects Manager in creating content for the semesterly shows. Finally, the Public Relations Manager is responsible for coordination with Alumni for Alumni events and is responsible for keeping a consistent connection with alumni via newsletters and otherwise as appropriate.

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 Business Manager 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.
- F. The Business Manager shall be responsible for maintaining all finances and keep detailed records of all transactions.
- G. The Business Manager 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.
- H. The Business Manager shall also take roll call at all meetings, tally votes, keep an accurate list of organization members and take and maintain meeting minutes.

SECTION THREE - NOMINATIONS AND ELECTIONS

- A. **Nomination and Elections Procedure** - Nomination and elections will occur by the following process:
 - a. Nominations must occur no later than one week before elections and no sooner than two weeks before elections.
 - b. Each candidate must be nominated by another active member of the group. Candidates may nominate themselves.
 - c. Each nominee must be seconded by another active member.
 - d. Elections shall be facilitated by the current business manager.
 - e. In elections each candidate is to be given the chance to speak with the group on their candidacy and to field questions from the group. Other candidates for the same position must step out of the room during any other candidates' speech.
 - f. Discussion and a final election of officers will take place in the absence of the candidates running for the relevant position, with a majority vote.
 - g. Candidates shall be immediately informed of the group's decision in elections.
- B. **Term of Office** - Unless decided otherwise with a majority vote from the members of group and the consent of the member currently holding the

relevant officer position, the term of office is one year and does not begin until the next school year in the Fall Semester, extending through the Spring Semester of the school year after the election. Otherwise, the term may begin at the beginning of the Spring Semester immediately following elections, likewise extending through the next year's Spring Semester. The vote deciding the term of office (its beginning and end time) is a separate and distinct vote from the election of the officer, voted upon after the new officer's successful election. If the group wishes that the newly elected officer start their position in the Spring Semester and the officer currently holding the position does not consent, the dissenting officer retains their position through the Spring Semester (for the remainder of their term) unless removed, as described in Section D. The newly elected officer would in this case begin their term of office the following Fall Semester.

- C. Timing of Elections - Elections for the upcoming year are to be held after the Fall Semester Show and before reading period begins. Nominations may not occur until (at earliest) the first rehearsal after the Fall Show.
- D. Transition Period - The purpose of the semester between an officer's election and the semester that the officer assumes the role is for the elected candidate to transition into their role, learning from the officer who currently holds the role as is necessary. A newly elected Music Director takes the title of "Director in Training" in the semester following their election. In this semester the Music Director must actively delegate certain music directing responsibilities to the Director in Training to adequately prepare them for the next year.

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. Proceedings for the removal of an officer from their position are as follows:
 - a. Any member of the group and a second should inform the Business Manager that they wish to have a removal hearing for an officer. They should present a set of transgressions that they feel the officer is guilty of. These members will remain anonymous to the rest of the group.
 - b. The Business Manager should conduct the removal hearing at the beginning of the most convenient rehearsal during the 7 day period after being approached by the group member.
 - c. The Business Manager should convene the group and inform the officer beforehand of the list of transgressions filed by the anonymous members.
 - d. The officer is then given an opportunity to defend his position.
 - e. The Business Manager instructs the officer to leave the room.
 - f. The Business Manager presides over a group discussion and a vote of no confidence to decide whether to take no action, to remove the officer, or to put the officer on probation. A majority vote is required for either outcome.

- g. If the group decides to remove the officer the Business Manager adjourns the meeting and informs the officer in question of the decision.
 - h. Nominations are held at the next rehearsal. Elections to fill the position are held one week after the vote of no confidence (after nominations). The removed officer may run to be reelected.
 - i. If the group decides to put the officer on probation the Business Manager holds a discussion to modify the list of the officer's transgression and adjourns the meeting. The Business Manager informs the officer of the group's decision and presents the officer with the list of transgressions. The officer is given a 3 week period to improve upon the transgressions listed by the group.
 - j. At the end of the 3 week period the Business Manager convenes the group and conducts a second impeachment hearing. The officer may be put on probation again.
- C. Any members of the organization can call for a vote of no confidence.
 - D. An office shall be declared vacant as the result of a vote of no confidence.
 - E. If the officer pending removal from office is the Business Manager, then the proceedings will be followed as written with the Projects Manager in the place of the Business Manager.

ARTICLE VI - RESOURCES

SECTION ONE - RESOURCES

- A. The YellowJackets of the University of Rochester will abide their Resource Agreement.

ARTICLE VII - HAZING POLICY

Hazing, defined as the harassment of one individual by another individual or organization, is not permitted by the YellowJackets. 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 VIII - NONDISCRIMINATION POLICY

The YellowJackets abides by the nondiscrimination policy of the University of Rochester.



Zachary Mastin

Signature of Confirmation

[President's Name]

President, [Organization Name]

President, YellowJackets

Date March 4, 2020

Genesis Galindo

02/25/2020

Signature of Approval

Date

Genesis Galindo

Chair, Student Organization Administration & Review Committee