



The University of Rochester
After Hours A Cappella Constitution

Revised January 2015

We, the students, faculty, and staff of the University of Rochester hereby establish After Hours of the University of Rochester and enact this constitution for its government. Failure to follow this constitution could result in revocation of Students Association recognition of this group.

ARTICLE I. Purpose of organization

After Hours exists to promote the appreciation of a cappella music on the University of Rochester campus and to provide a forum for contemporary popular music to be performed in a way that makes it accessible to all students. We hope to form links with similar a cappella groups on the University of Rochester campus and at other universities. We will have one major on-campus concert each semester. Through our performances in concerts and at other campus events, we hope to bring musical diversity and a renewed excitement for a cappella music on the River Campus.

ARTICLE II. MEETINGS

Section A. A rehearsal is valid if a quorum, including one officer, is present.

Section B. Definition of a business meeting – A meeting to be held once a week, or more often if necessary, at which administrative business is to be conducted and voted upon.

Section C. The business meeting is valid if at least five of the seven officers are present.

Section D. Definition of quorum – A quorum is seven people if the group has less than twelve members or a **majority** of the group otherwise.

ARTICLE III. MEMBERSHIP AND VOTING

Section A. Membership

1. Eligibility – All undergraduate students are eligible for group membership.

2. Definition of a member – All students must audition during set audition times at the beginning of each semester to become members. The audition must consist of a solo piece, ear training, sight singing and blend, and a testing of range. To maintain membership, a student must attend six hours of rehearsal per week. The rehearsal times and locations are decided at the beginning of each semester. In the event that a member

cannot attend a rehearsal, he or she should submit notice via written or electronic means to at least two officers, preferably the Secretary and Musical Director, at least 24 hours prior to the rehearsal. Reasons for excused absences from rehearsal include exams or other academic activities scheduled during rehearsal time or planned trips away from the Rochester area. In the case of sudden illness, family emergencies, or injury, exceptions to the attendance policy will be made at the discretion of the Musical Director and Administrative Director. Members will be expected to participate in all performance functions as well, the frequency of which will be determined at the beginning of and during each semester.

3. Attendance – Attendance will be enforced using a point system evaluated on an individual basis. Being late is defined as not being at rehearsal within ten minutes of its scheduled starting time. Being absent is defined as missing more than half of any scheduled rehearsal. An unexcused lateness will incur a 0.5-point penalty on that person. An unexcused absence will incur a 1.0-point penalty. Being more than 15 minutes late to a performance meeting time without excuse will incur a 1.0-point penalty. Being absent from a performance without excuse will incur a 2.0-point penalty. At any point in time, any member can ask the Secretary how many points he or she has. At 2.5 points, the offending member will receive a private warning from the Secretary. The Secretary will also inform the Musical Director of that member's status at that time. At 3.5 points, the membership of that person will be put under review by the whole group during the next scheduled rehearsal time. This will consist of a brief period for the member under review to explain his/herself, and then that person shall leave while the other members discuss and then vote on that person's continuing membership. Points will be reset at the beginning of each semester. Any member who misses a rehearsal for any reason is responsible for checking up with another member and finding out what he or she missed and should catch up on.

Section B. Voting

1. Voting on any issue is official if and only if the rehearsal or business meeting is valid.
2. All members have one vote on a given issue (e.g. officers cannot be given extra weight for their vote.)
3. There are two voting procedures which apply to different situations:

Procedure 1: Applicable to business meetings and all rehearsals during which an issue is raised. When an issue is raised before the group, all members of the group will be presented with the voting options and asked to raise hands indicating their preference. Secretary will count the raised hands and announce the group's choice.

Procedure 2: Applicable only to the election of officers and soloists. See Article IV, Sections C and D.

Article IV. Officers and Qualifications

Section A.

Musical Director – Leads rehearsals. This person should have sufficient music theory background to be able to run warm-ups, teach the music, pick arrangements, and work with the group's general sound. He or she will also be responsible for keeping group members focused, starting rehearsals, and calling breaks. In addition, he or she is also in charge of making sure that there are enough new arrangements each semester to make the concert varied in style and filled out in quality and quantity. Other responsibilities include keeping an up to date file of all songs performed by the group in both electronic form and on paper, as well as printing or copying music for the group and getting copies to members in a timely fashion.

Assistant Musical Director – Supplements the Musical Director. This person should have sufficient musical theory background to be able to run warm-ups, teach the music, pick arrangements, and work with the group's general sound. He or she will also be responsible for keeping group members focused. If the Musical Director is not present, he or she will start and run rehearsals until the Musical Director arrives. In the musical director's absence, he or she will be responsible for running sectionalized rehearsals with the Musical Director and group, and is expected to help other group members refine arrangements for presentation to the Musical Director for review.

Administrative Director – The general manager of the group; leads non-musical and organizational affairs within the group. Responsibilities include running business meetings, staying in touch with the Student Activities office, renewing the group's yearly SA membership, conveying the group's needs to Event Support, contacting outside organizations for performance and collaboration purposes, and working with other officers and delegating duties to make sure that administrative tasks such as concert places and times, forms, and publicity are taken care of. He or she is also the group's contact with Event Support. Other responsibilities include maintaining a current copy of this constitution open to inspection by all members of this group, senators, and members of the Student's Association. He or she is also responsible for keeping an accurate list of the group's members to be presented for inspection upon request of any group member, or member of the Student's Association.

Business Manager – Keeps track of the group's finances. This person should keep track of money from album sales, concert ticket sales, and any other income including those from paid performances. He or she should also keep track of traveling expenses, recording costs, costume costs, and any other group expenditures; if any reimbursements are due to group members, the Business Manager must procure them from group funds. All financial information should be recorded on a document readily available to all members of the executive board at all times.

- i. Reimbursements: In the event of an out of city event that is competitive or tour based, gas, travel, and lodging expenses will be covered by the After Hours SA

account money. All other non-competitive road trips and events requiring travel will be funded by group members.

He or she is responsible for finding travel and tour opportunities, presenting the opportunities to the group, and actuating them. The Business Manager must also meet with the SA Accountant to receive payments from and to pay outside parties, and manage meetings with the SAAC for supplemental funding requests. The Business Manager shall be a key holder to for the group's cash box and the group's storage closet.

Booking Manager – Assists the Business Manager in all endeavors. He or she must be able to perform all of the Business Manager's normal duties in the event that the Business Manager is indisposed. This eboard member should find a guest group for every major concert and communicate with them regularly to ensure organization, find the guest group overnight accommodations (if needed), and purchase food for the guest group. In addition, this person is responsible for managing all tour planning related activities, keeping a media contact list, and finding corporate and Rochester area gigs for the group.

Secretary – His or her responsibilities include keeping track of attendance and tardiness and making reservations for various events, including concerts, rehearsals, and business meetings. This member should send out group emails of minutes from rehearsals or meetings. He or she is responsible for notifying group members of time changes, concerts, extra rehearsals, canceled rehearsals, sound checks, and any other obligations the group members need to fulfill. He or she also counts the votes cast on any particular issue. This person should also regulate and keep up to date the group's online calendar. In addition, the secretary should keep detailed minutes of every business meeting held by the group.

Publicity Manager – Responsible for public relations, media coverage and relations, flyer creation, flyer posting delegation, on- and off-campus advertising. This person should endeavor to increase the group's reach and help the group to further its own and the University's goals. Other responsibilities include recording select group events and concerts either through video, audio, or photography. The Publicity Manager is also responsible for web and social media management of the group. This person is also responsible for maintaining active communication with alumni, seeking out support and performances with Alumni Relations, and maintaining a record of the history of the group. Further responsibilities include keeping an updated record of all alumni contact information, planning alumni events, and reaching out to alumni when travelling as a group.

Section B. Duties of Officers

1. All officers must be members of the Students Association.
2. All officers shall promote active recruitment of new members.

3. All officers must enforce this group constitution.
4. All officers are responsible for knowing the sections of the Students Association constitution and by-laws that apply to this group. The Administrative Director is responsible for ensuring that officers adhere to this duty.
5. The board of officers reserves the right to create committees for various tasks such as overseeing concert production, album production, choreography, etc.

Section C. Nominations and Elections of Officers

1. In order to be eligible for nomination, a member must have been in the group for at least one full semester at the time of taking position. Members can nominate themselves or other members. The current Secretary will take names of those members that are nominated and for which office they have been suggested. All candidates will be sent out of the room and called in individually to give campaign speeches. After each candidate gives his or her speech, all eligible candidates are once again sent out of the room for the group to vote. The remainder of the group will discuss and deliberate until a group consensus has been reached. At this point, the Secretary will call the name of each candidate; if a member wishes to vote for that candidate, he or she shall silently raise his or her hand. The Secretary will count the number of hands and record the number. This procedure will be repeated for each candidate. When all candidates have been voted on, the Secretary will announce the closure of voting and all members may lower their arms. At this point, all candidates will be called back into the room and the Secretary shall announce the winner. In the event of a tie, a run-off election between all tied candidates will be performed as described above. There are no absentee votes. If a member cannot attend the election, then he or she forfeits the right to vote in that election. The new officers will take office at the end of the academic year.

2. The officers will be voted upon in the following order: **Musical Director, Administrative Director, Assistant Musical Director, Business Manager, Booking Manager, Publicity Manager, Booking Manager, Secretary, and Alumni Coordinator.**

3. Nominations and elections will be held at a designated meeting as soon as possible after the Spring Concert each year. If time permits, this should be done during a scheduled rehearsal time so that all members are capable of attending the election.

4. Term of Office – One **academic** year.

Section D. Nominations and Elections of Soloists

1. In order to be eligible for nomination, a member must be in good standing with the group; no other criteria are necessary. Members can nominate themselves or other

members. Another member need not second the nomination in order to be valid. The current Secretary will take names of those members that are nominated. Immediately following, candidates shall sing a short portion of the desired solo as determined by the Musical Director. One member from each voice part shall quietly sing the ensemble portions of the arrangement while the rest of the group listens to the auditionee. Each candidate will follow this procedure, after which members and candidates can request to hear any candidate a second time. There will be no more than two recitations of the solo by any candidate. After all candidates have finished auditioning, each member will raise a closed fist and close his or her eyes. At this point, the Secretary will call the name of each candidate; if a member wishes to vote for that candidate, he or she shall silently open his or her fist into a palm. The Secretary will count the open palms and secretly record the number. This procedure will be repeated for each candidate. When all candidates have been voted on, the Secretary will announce the closure of voting and all members may lower their arms and open their eyes. At this point, the Secretary shall announce the winner. In the event of a tie, a run-off election between all tied candidates will be performed as described above. Voting shall continue until one candidate receives an absolute majority of votes. If no candidate receives an absolute majority of votes, the group shall vote to strike to candidate(s) with the fewest votes, using procedures as determined by the Musical Director. There are no absentee votes. If a member cannot attend the election, then he or she forfeits the right to vote in that election. The new soloist will be effective immediately.

2. Term of Solo – Until graduation or song retirement, whichever comes first. Songs will be retired after three semesters or as deemed by the Musical Director.

Section E. Vacancies and Resignations

1. At the official meeting following a vacancy of an office, the position is to be filled in accordance with normal nomination and election procedures described in Section C except that the newly elected officer will take office immediately.

2. If a vote of no confidence on any officer is to take place, it must be given an official meetings notice. Any member of the group can call for no confidence.

3. A vote of no confidence shall be defined as a two-thirds affirmative vote.

4. An office is declared vacant by a vote of no confidence.

5. The above procedures may be applied to a soloist as well as to an officer, but with reference to election procedures described in Section D.

Section F. Provisions of Advisors

1. No provisions of advisors shall be made currently.



Article V. Finances and Assets

Section A. Students Association members shall receive priority at SA funded events conducted by this group.

Section B. The group will be generating its own funds through album sales, performances, and other promotional fundraisers. It will not be dependent upon SA funding.

Section C. The group's SA bank account is controlled by the SA Accountant and is accessible only by the Business Manager. All withdrawals, payments, reimbursements, or supplies purchases must be authorized and made through the SA Accountant by the Business Manager.

Section D. The group has access to a storage closet in Upper Strong Auditorium, located on the stage left balcony stairs. All group CDs, merchandise, and the group cash box shall be stored in this area. The Business Manager shall be a key holder for this closet.

Article VI. Amendments

Section A. Adoption and ratification of amendments to this constitution shall follow the same procedure as adoption of the entire constitution.

Article VII. Adoption of the Constitution

Section A. Two-thirds of the membership must approve the constitution.

Section B. This constitution will be ratified upon approval of the Senate and the signature of the Speaker.

Section C. This constitution should not conflict with the Students Association constitution or by-laws.

Article VIII. By-laws

Section A. Provision for adopting by-laws

Section B. At least two-thirds of the membership must approve the by-laws.

Section C. By-laws should not conflict with this constitution or the Senate Association constitution or by-laws.

Article IX. Hazing Policy

The harassment of one individual by another individual or group (sometimes called hazing) is not permitted by After Hours. 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. Discrimination Policy

The University of Rochester's After Hours does not discriminate against any individual or group of individuals on the basis of race, color, sex, sexual orientation, national or ethnic origin, age, handicap, or religion.



Signature of Officer Date
Submitting Constitution

2/23/18



Signature of SA Speaker Date
Granting Approval

2/23/18
