



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 is to promote the performance of contemporary popular 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 popular 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 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 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 3 other NJR-organized events or activities in a single semester (including open mics), or 50% (rounding down), whichever is less
 - 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 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 officer.

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, 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 two years (or 5 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 must have held a leadership position in 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 be responsible for knowing the sections of the Students' Association constitution and bylaws that apply to this organization.
- E. 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.
- F. 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 function 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.
- G. 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 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.
- H. The Music Director shall 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 arrangement of current and past NJR repertoires, and serve as a judge during auditions and coordinate special auditions.
- I. The Business Manager shall be responsible for maintaining all finances and keep detailed records of all transactions. They shall also construct and submit the yearly budget, book events and serve as the primary contact with ECM, maintain and organize all equipment in the NJR rehearsal space, and ensure that gear is used properly and that all damages are accounted for.
- J. The Promotions Chair shall promote all NJR events to the campus community, ensure the creation of promotional materials, coordinate the decoration of show venues for non-ensemble performances, allocate the funding budgeted for promotional materials in coordination with the business manager, and manage NJR's public facing CCC website and social media accounts (YouTube, Facebook, Instagram, etc.).
- K. 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.
- L. 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, keep an accurate list of organization members, 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.

M. 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.

N. The Ensemble Coordinator(s) shall manage all activities of their ensemble, including selecting personnel and repertoire. The coordinator(s) shall communicate and confirm the performance schedules with eboard. Ensemble coordinators are not required to attend eboard meetings, and have no voting power on eboard.

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.

c. All voting shall be ranked choice as described in voting bylaws.

d. Timing of Normal Elections - Normal elections shall take place within two weeks before or after spring break.

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. 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 it is either somehow offensive or too similar to an existing ensemble.
- B. An ensemble can be dismantled or dissociated by a majority of vote of the ensemble's members, or by a majority eboard vote.
- C. 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 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.

ARTICLE VII - RESOURCES

SECTION ONE - RESOURCES

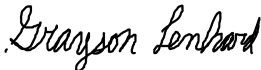
- A. No Jackets Required of the University of Rochester will abide their Resource Agreement.

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.

 _____	<u>4/26/2021</u>
Signature of Confirmation Grayson Lenhard Co-President, No Jackets Required	Date

 _____	<u>May 3rd, 2021</u>
Signature of Confirmation Jaylynn O'Neal Co-President, No Jackets Required	Date

 _____	<u>May 5th, 2021</u>
Signature of Approval Eden-Lyn Thomas Chair, Student Organization Administration & Review Committee	Date