The Constitution of the College of Saint Benedict and St John’s University Ukulele Club

Ukulele Club

Our Purpose:

* To create and maintain a community of new and experienced ukulele players
* To meet and share an environment of music
* To increase musical participation for students, faculty, and staff of the CSB/SJU community of all ability and interests

Membership:

* Any enrolled CSB/SJU students of all cohorts
* Attend at least five (5) meeting times/sessions per semester to be a voting member for future class officers

Qualifications of Officers:

* Member for at least one (1) academic year (with consistent participation)
* A student that is willing to commit to at least one (1) academic year preceding their election as an on-campus resident, consistently with availability

Elected Officers:

*President*

*Vice-President*

*Secretary*

*Treasurer*

Duties of Officers:

*President*: The President is the chief executive officer for Ukulele Club. The primary responsibilities of this role involve the general supervision and operation of the club. The President presides at club meetings and directs the club in meeting the members' needs for educational growth and leadership. In cooperation with the other officers, the President establishes long-term and short-term goals for the club. In addition to his or her club role, the President is also a member of the Area Council. An Area Council is the management group for the area. The council helps each club in the area provide a positive and supportive learning environment in which every member has the opportunity to develop communication and leadership skills. The President will remain in-charge of social media communications, including but not limited to club emails, correspondence with staff, faculty, and advisor(s). The President will take disciplinary action if necessary, and in the event of absence, or lack of responsibility, the *Vice-President* will take residency of this role.

*Vice-President*: The Vice-President manages the activities that sustain and increase the number of members in the club. The primary responsibilities of this role involve marketing and some administration. The Vice-President plans, organizes, and implements a continuous marketing effort to ensure that club membership remains above club charter strength (10 members). This is accomplished both by retaining current members and by gaining new members. The Vice-President is responsible for the semi-annual membership reports and for keeping the membership roster and attendance records up to date and accurate. Some duties of the *President* may become a part of these duties in the event of removal from office or absence.

*Secretary*: The Secretary manages all record-keeping and correspondence. The primary responsibilities of this role involve record keeping the attendance that is received from the *Vice-President* and maintaining documents that are introduced to the club so that they are efficiently organized (ex. sheet music). Additionally, the Secretary handles and maintains new member applications, updated membership records, supply orders, officer lists, and past club records, if necessary. The Secretary also records and reads the minutes for club meetings and for meetings of the Executive Team and takes loose notes of meetings with members. The calendar of each semester of the Ukulele Club is organized and updated by the Secretary.

*Treasurer*: The Treasurer manages the club's financial health. The primary responsibilities of this role involve handling the club's finances, including the collection of club donations and the payment of all bills, along with communications of the Club Advisor that pertain to the club’s institutionalized funding.

Removal of Office:

* Consistent lack of participation throughout the course of one (1) semester
* Fails to support and encourage the purpose and mission of the Ukulele Club
* Removal executed by vote of the elected officers

Appeal:

* Probationary semester of participation

Elections:

Completed through a nomination process

* Online application
* Officers make flyers with information on each candidate for campaign
* Anonymous online voting synchronously
* Volunteer special elections at the discretion of current officer members if necessary for committee management of removal of office

Duties of the Advisor:

* Faculty communication, direct advising of President, guidance with materials and resources, institutional correspondence

Meetings: (The following should be reconsidered in the case of global emergency and pandemic, abiding by social distancing guidelines)

1. Regular Meetings and Club Activities
   1. Every other week
   2. Schedule posted at the beginning of the semester (to be updated)
   3. Biannual outdoor meetings and field-trips to Local Blend and other performance locations
2. Special Meetings
   1. Open Mic Nights
   2. Attending Performances
   3. Guest Musicians
3. Parliamentary Authority
   1. Pre-planned schedule and itinerary curated ahead of time by the President and Vice-President with approval from Officers and Advisor
4. Quorum
   1. ⅔ of Members most vote Ay for positive change

Committees:

1. Committees formed for special meetings and communications by volunteer as needed with at least one (1) officer present

Finances:

If allocated resources, the Ukulele Club will follow all CFB and institutional regulations, and keep all club funds in on-campus accounts.

Our purchases will be designated to promote our club, such as transportation and student involvement, and to the resource of musical necessities, such as music, instruments, and accommodations for all students that are participating members of the Ukulele Club.

Donations are welcomed and appreciated but never required of members and non-members of the Ukulele Club.

Amendments

1. Ratification
   1. A proposed amendment to the constitution must be seconded by a member of the club and discussion as follows, so that ⅔ of the club must proceed with Ay/Nay voting to make the change.
   2. Any changes made to this constitution must and will be submitted to the Department of Student Activities and the JCB.

The Ukulele Club agrees that its activities, mission statement, and goals are consistent with the Benedictine values.

The Ukulele Club admits students without regard to their race, religion, color, sex, age, sexual orientation, or national or ethnic origin to all the rights, priviledges, programs, and other activities, generally accorded or made availible to memebers of the organization.

The Ukulele Club considers hazing to be a degrading and destructive activity which is inconsistent with the standards of this student organization. The Ukulele Club recognizes the dignity of every person and opposes all forms of hazing.

Date of Completion: Friday, April 10, 2020