1106 A CAPPELLA CONSTITUTION

NAME
The name of the group is 1106 A Cappella

PURPOSE
1106 A Cappella exists in order to support the existence, growth and development of the members of the group. The group also serves to enrich the local and campus community through a cappella music, provide a creative outlet for members.

MEMBERSHIP

Active Members:
· Active membership can be attained via auditioning into the group.
· Active members are eligible to vote and hold office in the group.

Associate Members:
· Associate membership is available to faculty and interested persons outside the college setting.
· Membership can be attained via auditioning into the group.
· Associate members are eligible to vote but cannot hold office within the group.

Alumni Members:
· Alumni membership is available to former Berklee students.
· Membership to the group may be attained by auditioning into the group.
· Associate members are eligible to vote but cannot hold office within the group.

Membership Rules of Order:
· In the event that a member is unable to attend rehearsal, that member should notify the musical directors at least two(2) hours before the start of the rehearsal.
· Members that are unable to attend performances should notify the executive officers as soon as they are aware of the conflict. Except in the case of an emergency, the executive should be notified no later than a week in advance.
· Members should be open to suggestion and willing to learn from and work with each other to create a cohesive sound.
· Members should be willing to assist in fundraising opportunities for the group.
Berklee College of Music student clubs shall not deny membership to any student on the basis of race, age, color, religion, national origin, gender, disability, sexual orientation, veteran status or disability.

Duties of Members:
· Members are expected to practice their music outside of rehearsal and familiarise themselves with the other parts.
· Members are expected to be on time for both rehearsals and performances.
· Members are expected to memorise their music and choreography in a timely manner.
· Members are expected to attend all rehearsals and performances throughout each semester.

Removal of Members:
· Members who do not fulfil their duties as outlined above or those who have a negative attitude which is detrimental to the cohesiveness to the group are subject to review and dismissal by the executive.
· If the member has missed more than three rehearsals, the executive may decide to evaluate this member. This will be conducted during a standard rehearsal time by the musical directors. In the event that the member is unable to perform to the expected standard, they will be given one(1) week to meet the required standard. If the necessary improvement is not seen, the executive may decide to dismiss that member from the group.
· If the member has a negative attitude, the executive must meet with the member in question and discuss the behaviour which concerns them. If the member does not seek to correct that behaviour, the executive may dismiss that member from the group.

ELECTED OFFICERS

Officers
The group will have four(4) elected officer positions:
· Musical Director (2)
· Business Manager
· Media and Promotions Director

Duties of Officers

Musical director:
Ensure the group is producing high quality performances and that group and audience members enjoy the music and performances.

- Determining group repertoire
- Acquiring the necessary arrangements for the group
- Planning and leading rehearsals
- Determining the set list for performances
- Directing sound check and working with the sound technicians at performances
- Selecting primary and alternate soloists for the songs being performed.
- Evaluating members and assisting them with any issues related to the music.
- Planning and running auditions

**Business Manager:**

- Looking for and booking performance opportunities for the group
- Negotiating payment/compensation for the group
- Planning travel for the group to performances
- In charge of maintaining group finances
- Finding ways to raise funds for the group
- Managing the sale of any group merchandise
- Notifying the group of planned performances

**Media and Promotions Director:**

- Promoting the group
- Keeping the group’s social media updated
- Creating interesting content for the group to share

**Election of Officers:**

- Officers are to be elected at the end of every Summer semester
- The election will last five days.
- Members who are eligible and would like to run for a position must send an election speech to the club’s email account detailing what position they are running for and what makes them the best fit for that position.
- The election speeches along with a link to an anonymous online voting form will be sent out to all members of the group.
- Group members will have five days to vote on their incoming executive.
- The old executive will meet with the new executive to discuss any important information relevant to the group and to pass on relevant information, such as passwords to official group accounts, to the new executive.
**Removal of Officers:**
In the event that an officer is thought to be ineffective or viewed to be abusing their power, the entire group must hold a meeting with the adviser. During this meeting, a vote must be taken to determine the portion of the group which finds the officer in violation of their role. If a majority votes against that officer, they will be given three weeks to improve. After three weeks, a second meeting must be held and another vote taken. If a majority still votes for that officer’s removal, the officer will be removed from their position. During the next week, an election will be held for that position.

**MEETINGS/ REHEARSALS**

- Rehearsal days and times shall be determined by the executive officers.
- Every effort should be made to accommodate ALL members of the group.
- In the event that the musical directors see it as necessary, extra rehearsals may be organised.
- Executive officers may have extra meetings in order to deal with sensitive matters.
- Performances may be scheduled for any time, depending on the consent of the group members and the college.
- Extra meetings may be called in order to discuss group business.

**ADVISER**

**Election**
- At the end of the summer semester, the group is to decide on the effectiveness of the current adviser and vote on if to keep the current one or select a new one. In either event, the selected adviser should be contacted so that they can confirm their willingness to dedicate some of their time to the group.

**Qualifications**
- The adviser must be a Berklee faculty/staff member who has an interest in serving as an adviser. Both the faculty/staff member and the club members can mutually determine the level of involvement of the adviser.

**Duties**
· The adviser should be able to assist the group with successfully creating arrangements and working with it to improve its standard. The adviser cannot vote but can offer advice to the executive of the group.

AMENDMENTS

· Amendments to the constitution may be made once a year at the end of the summer semester. At this meeting changes to the constitution can be proposed and if a 2/3 majority vote is reached, the change will take effect.

ACCOUNTING AND FINANCES

· All finances are to be managed by the business manager.
· A detailed spreadsheet of expenses shall be kept in order to track group income and spending.
· The business manager is the member authorised to use funds from the Student Activities Centre.