Constitution

Berklee Audio Engineering Society Student Chapter

**ARTICLE I:**

**Section 1:** The name of this group shall be The Berklee Audio Engineering Society Student Chapter / Berklee AES Student Chapter

**ARTICLE II:**

The purpose of this group is to provide a learning environment through which members can expand their knowledge about audio engineering, audio electronics, acoustics, recording studios and their history, and music in general. We also seek to provide a networking opportunity for students to connect with Berklee faculty and alumni, as well as industry professionals.

**ARTICLE III: MEMBERSHIP**

**Section 1: Active Members**

Active membership is open to all Berklee College of Music students with the right to vote and hold office. Music Production & Engineering students are strongly encouraged to join. Student Membership in the Audio Engineering Society is encouraged but not necessary.

**Section 2: Associate Members**

Associate membership is open to faculty and interested people outside the College setting, including: students from Boston Architectural Center, Boston Conservatory, Emerson College, Massachusetts College of Art, and School of the Museum of Fine Arts. They may not vote or hold office.
Section 3: Alumni Members

Alumni membership is open to former Berklee students who were members of the club; they may not vote or hold office.

Section 4: Membership Rules of Order

The Berklee AES Student Chapter is an open club that may be joined or left at any time. Members who are at meetings may cast votes and contribute to discussions. The only requirement is a curiosity about audio engineering, acoustics and electronics related topics, and willingness to learn and participate in group discussion with industry professionals, faculty and other students. 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.

Section 5: Duties of Members

Members can come and go as they please. The meetings are open door, and attendance is not mandatory. Meetings will consist of discussions, clinics, panels, group activities, field trips and seminars for the benefit of the members.

Section 6: Dues

There are no dues for the Berklee AES Student Chapter.

Section 7: Removal of Members

In the extremely unlikely event that a member needs to be banned from meetings, faculty sponsor and any officers (with the exception of the member in question if he or she is an officer) shall draft a letter explaining the circumstances due to which he or she may no longer attend the meetings and deliver it no less than seven (7) days prior to removal from the club. Members could be removed from the Berklee AES Student Chapter for inappropriate, disruptive, or
abusive behavior at meetings, or illegal activity during club meetings. The member in question may request a special session to appeal their removal to all officers at which he or she may speak on his or her own behalf. As the membership varies so much from meeting to meeting, the officers and faculty advisor will be in charge of determining removal of members through a majority vote between the officers and advisor. A vote will also be taken at an appeal session.

ARTICLE IV: OFFICERS

Section 1: Officers

Officers of the club shall be as follows:

Student Advisor, Secretary, Treasurer

Section 2: Duties of Officers

Student Advisor- the Student Advisor is in charge of organizing the meetings, working with the faculty advisor to schedule events and guest speakers, and works with the Student Activities Office.

Secretary- the secretary keeps a record of members’ names and contact information, and should keep a written, audio, or video record of meetings.

Treasurer- the treasurer is in charge of any finances necessary for the club’s functioning, and is responsible for raising funds if needed and making purchases on the club’s behalf, if necessary.

The Secretary/Treasurer duties may be carried out by the same officer.

Section 3: Election of Officers

Elections will be held on the first meeting in January. Officers will be elected by simple majority through show of hands at that meeting. Officers shall nominate themselves as candidates by
expressing interest when asked if anyone wishes to be officer. Only members who attend the first meeting in January may vote.

**Section 4: Removal of Officers:**

In the event that a member needs to be removed from his or her position, faculty advisor and any officers (with the exception of the officer in question) shall draft a letter explaining the circumstances due to which he or she must be removed and deliver it no less than seven (7) days prior to removal from the club. Officers could be removed for non-completion of officer duties, inappropriate, disruptive, or abusive behavior at meetings or illegal activity during club meetings. The officer in question may request a special session to appeal their removal to all other officers at which he or she may speak on his or her own behalf. As the membership varies so much from meeting to meeting, the officers and faculty advisor will be in charge of determining removal of members through a majority vote between the other officers and advisor. A vote will also be taken at any appeal session held.

**ARTICLE V: MEETINGS**

**Section 1: Business/General Meetings**

The student advisor and faculty advisor will arrange the time and place of the meetings. The meetings will take place primarily on campus at Berklee College of Music.

**Section 2: Executive Board Meetings**

Executive Board Meetings consisting of all officers and the faculty advisor will take place only if deemed necessary by the president student advisor and faculty advisor, or if an appeal is held for removal of a member or officer. The president student advisor will determine the time and place of the Executive Board Meetings.
ARTICLE VI: ADVISOR

Section 1: Election

An election will be held to elect an advisor in the event that the current advisor no longer has interest in the position, or he or she is removed by a unanimous vote of all officers. Officers must then unanimously approve a new faculty advisor.

Section 2: 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 advisor. The advisor should be a member of the Audio Engineering Society. The advisor may attend meetings as he or she sees fit.

Section 3: Duties

The advisor may attend meetings as he or she sees fit. The advisor’s personal experience in professional recording should be used to help guide the conversation with guest speakers.

ARTICLE VII: AMENDMENTS

This constitution may be amended at any regular business/general meeting of the club by two-thirds vote of active membership, provided that the amendment has been submitted to the membership in writing at least one week prior to the business meeting.

ARTICLE VIII: FINANCIAL STRUCTURE

Funds will be requested from the SAC when deemed necessary by the Executive Board. The Treasurer will be responsible for requesting funds and managing any funds held by the club in compliance with the Executive Board’s majority decisions.