

Melica Constitution

2009-2010

Article I: Name

Section 1: The name of this organization is Melica

Article II: Objectives

Section 1: The objectives of Melica are:

- a. To educate the college community about the genre of a cappella
- b. To provide an outlet for the promotion of Elizabethtown College and their motto of educate for service
- c. To provide an opportunity for the community to experience a cappella music

Article III: Membership

Section 1: Any female taking courses full time at Elizabethtown College is eligible to audition for Melica

Section 2: All members should be working to fulfill the objectives of Melica

Section 3: Members of the group will be brought into the group only after audition. The audition process is at the discretion of the group. The majority of the members of the group must be present for the audition and the vote. A member can be excused under extenuating circumstances. The majority rules in the final decision.

Section 4: Attendance at all rehearsals and performances is crucial to the success of Melica. In the event of excessive absences, the officers will meet to decide on any appropriate actions.

Section 5: Each member is required to pay annual dues. The amount is at the discretion of the group. The dues are payable at the start of the fall semester or upon admittance to Melica. If entering at the beginning of the spring semester, half dues will be paid.

Section 6: If a member stays in Melica for the Masters year, the member will be an active group member and expected to participate like all other group members. One senior song will be performed by the member, either in the 4th or 5th year. The member will decide which year will be her senior song year.

Article IV: Elected Officials

- Section 1:** The officers of Melica shall include Music Director, Assistant Music Director, President, and Vice President.
- Section 2:** The group will elect all officers at the conclusion of the spring semester.
- Section 3:** Officers will be responsible for scheduling Officers' Meetings and Business Meetings. Attendance at business meetings is required by all members. Officers' meetings are open at the discretion of the officers. Group members can request meetings with officers. The officers and group can schedule more meetings at their discretion.
- Section 4:** Officers shall serve a term of one (1) year from the date of their election. Terms of office begin immediately following the election process and end at the election of the successor. Any officer is eligible to serve consecutive terms.
- Section 5:** No one member can hold more than one office at a time.
- Section 6:** If the performance of any officer falls below the standard held by the group, a formal complaint will be sent to the advisor from each individual member. The advisor will review grievances and decide to plan a meeting with all members at the advisor's discretion. Issues will be brought up with all members present and resolved in a group manner. Officers may go on a two (2) week review period if the group and advisor feel it necessary. After two weeks, the group including the officer in question will meet again with the advisor to review performance. A vote will be taken by the group on necessary action without the officer present only after the officer has the opportunity to defend their position.

Article V: Duties of Officers and Members

- Section 1:** All officers and members will work together for the betterment of Melica.
- Section 2:** The office of Music Director of Melica can only be held by a student who has been a full and active member for at least two (2) semesters. The Music Director shall be responsible for conducting every rehearsal. All final musical decisions will be made by the Music Director. The Music Director shall, with the help of the group, decide on the selection of music to be learned by the group and be prepared to locate, arrange, and teach the music to the

group in the upcoming rehearsals. In performances, the Music Director shall act as a conductor if the need for such occurs. The Music Director should be prepared to assist members who are having difficulty in learning their music. It is also the Music Director's responsibility to make sure that the music is given out prior to rehearsal so that the members have an opportunity to look over the arrangement, in order to make rehearsal time more effective.

Section 3: The office of Assistant Music Director can be held by a member who has been a full and active participant of Melica for at least two (2) semesters. The primary role of the Assistant Music Director is to aide the Music Director in musical decisions, take over any aspect of the Music Director's position that is delegated, and lead the group in rehearsals and shows in the absence of the Music Director. The Assistant Music Director will assume all responsibilities of the Music Director if for any reason such as illness, should inhibit the Music Director from serving their duties.

Section 4: The President must have two (2) semesters of experience in Melica. The President is in charge of scheduling, overseeing group development as well as organizing group development activities, organizing Business Meetings, creating press releases and press packages when needed, organizing non-musical aspects of performances, and delegating responsibilities to all group members as well as officers. The President is in charge of maintaining the updated constitution. The President is also responsible for delegating a member to contact and book guest groups. The President will serve as the contact person to the advisor.

Section 5: The Vice President must have two (2) semesters of experience in Melica. The Vice President works in conjunction with the President. The Vice President also acts as the group's historian, maintaining copies of group slideshows, and maintaining alumnae relations, through delegation or otherwise. The Vice President will also perform secretarial duties for the group, such as maintaining minutes from meetings and records of group events. They should be maintaining these records and making them available to the members of the group via a public folder or other such methods. The Vice President is in charge of handling the monetary issues; having charge sheets and cash at all performances. When the group is working on projects that have a large financial impact on the group, the officer will prepare a budget and report for the Business Meetings. All large expenditures should be approved by the group.

Section 6: All members should come to each rehearsal on time knowing their parts and ready to sing. They will be expected to actively participate in the group; this includes group events such as concerts, fundraisers, benefits, and group decisions and discussions. They should voice their opinions on matters concerning the group and its goals. A member may be excused from an event if a conflict is presented to the group. Each member is expected to be respectful of other members at all times. The members should vote in the elections and audition process. A member can abstain from voting if there is a personal conflict. Members also need to be enthusiastic and positive toward the group; they should try to leave their personal issues outside of rehearsal. Members must display signs of responsibility when given a project or assignment by a fellow member or officer.

Section 7: A volunteer member of the group will be in charge of creation and upkeep of the webpage. If there is no one who is able to perform this duty, the President will then delegate this responsibility to an outside source that will be in communication with the member in charge of Public Relations.

Section 8: A volunteer member of the group will be in charge of planning and delegating creative aspects of performance, publicity, advertising and decoration. The President will then delegate this responsibility to the members or to an outside source that will be in communication with the group.

Article VI: Leave of Absence

Section 1: In the case of medical, emotional, or academic reasons, a member may request a leave of absence. All decisions should be made in the best interest of the individual and the group at the discretion of all those involved. A request for an absence can be made by or for the individual.

Section 2: If a member is on academic probation, she must take a leave of absence until the end of the semester.

Section 3: In the event of a prolonged absence of three (3) weeks or more, the member will re-audition when the group holds auditions for all of the college. The member is allowed one (1) leave of absence per semester, any more will result in having to re-audition with new members.

Article VII: Parliamentary Authority

- Section 1: In order for Melica to legally conduct business or hold a vote regarding music or business decisions, 2/3 of all the members must be present. If the need for a new officer should arise, the President may facilitate a vote to create a new officer position.
- Section 2: Non-returning members will not be allowed to vote for officers in the upcoming year. They will be able to nominate candidates and participated in the discussion.
- Section 3: If an officer resigns from their position, there will be an open election to all eligible members of the group. In special circumstances, the duties of that office will be distributed at the discretion of the group.
- Section 4: All group members shall be representatives of the group to the public. They shall always maintain professionalism and honesty in conversation with the public.

Article VIII: Amendments

- Section 1: Proposed amendments to the Melica Constitution shall be brought to the President for suggestion during the next Melica meeting. Once proposed, the amendment requires a two-thirds majority of members for adoption.

Article IX: Confidentiality Clause

- Section 1: All members are to agree to keep all group and member issues within the confines of Melica as an organization. This includes group related and personal issues that are discussed within a group setting. All members are to uphold integrity and respect for each member and the group as a whole.

Members Signatures

In signing this I agree to do my best to uphold the Constitution set forth by Melica. I will also be **respectful** of the other members and of the organization in general

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