

CONSTITUTION OF THE EASTMAN STUDENTS' ASSOCIATION

EXECUTIVE BOARD, CLASS COUNCILS,
AND STUDENT ORGANIZATIONS



EASTMAN
SCHOOL OF MUSIC
UNIVERSITY of ROCHESTER

*Ratified on December 11, 2008
by the Student Body*

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Article I. Name

Section 1.01

- (a) The name of this organization shall be the Students' Association of the Eastman School of Music of the University of Rochester and may simply be referred to as the Eastman Students' Association.

Article II. Membership

Section 2.01 Eligibility

- (a) All undergraduates of the Eastman School of Music are members of the Eastman Students' Association, provided the student has paid the Activity Fee.

Section 2.02 Discrimination

- (a) The Eastman Students' Association shall not discriminate against any person for any reason, including race, religion, color, gender, gender expression, sexual orientation, handicap, age, or political affiliation. No division or group that is governed by the Eastman Students' Association shall discriminate against any person because of race, religion, color, gender, gender expression, sexual orientation, handicap, age, or political affiliation.

Section 2.03 Exemption Clause

- (a) If a division or organization is founded on a National Charter which limits membership contrary to *Section 2.02*, and the said division or group may constitute a needed improvement in how the Eastman Students' Association can better serve its students, the Eastman Students' Association Council reserves the right to examine the said Charter and vote on the membership. If carried by a two-thirds majority, the Eastman Students' Association Council will grant the said division or group exemption from a portion of *Section 2.02*, thereby giving them the same rights and privileges accorded under membership in the Eastman Students' Association. Exemption is subject to periodic review by the Eastman Students' Association Council.

Section 2.04 Associate Membership

- (a) All full time students enrolled in the College of Arts, Sciences, and Engineering at University of Rochester shall be granted Associate Memberships in the Eastman Students' Association. Associate Memberships shall include all the rights and privileges of Full Memberships, except for the right to vote in elections and referenda, and the right to hold executive positions in Eastman Students' Association groups and organizations, including the Eastman Students' Association Council.

Article III. Eastman Students' Association Council

Section 3.01 Purpose

- (a) To act as a liaison between the Undergraduate Student Body and the administration;
- (b) To act at a liaison between the Undergraduate Student Body and the Graduate Student Body;
- (c) To provide a support structure for student activities;
- (d) To provide social activities to enhance and enrich student life;
- (e) To promote the cultural, social, physical, and emotional welfare of the campus;

- (f) To protect the academic and non-academic rights of the students;
- (g) To maintain academic freedom and responsibility;
- (h) To ensure quality educational standards, facilities, and teaching methods within the school;
- (i) To provide a forum for the expression of student views and interests.

Section 3.02 Membership

- (a) The membership of the Eastman Students' Association Council shall be:
 - (i) The executive officers of the Eastman Students' Association;
 - (ii) The Presidents of the Freshman, Sophomore, Junior, and Senior classes;
 - (iii) The Eastman Students' Association Council Class Representative of the Freshman, Sophomore, Junior, and Senior classes;
 - (iv) A representative from each of the organizations or committees that have been recognized by the Eastman Students' Association Council.
- (b) The voting membership of the Eastman Students' Association Council shall be:
 - (i) The executive officers of the Eastman Students' Association (with the exception of the President, who may only vote to break a tie);
 - (ii) The Presidents of the Freshman, Sophomore, Junior, and Senior classes.
 - (iii) The Eastman Students' Association Council Class Representative of the Freshman, Sophomore, Junior, and Senior classes.
 - (iv) Voting rights, on a per-issue basis, can be extended to the entire council by the unanimous consent of the aforementioned voting members.
- (c) Recognition of an organization by the Eastman Students' Association Council includes:
 - (i) Membership;
 - (ii) \$100 operational budget for the semester;
 - (iii) The right to request Eastman Students' Association funds.
- (d) An organization seeking recognition by the Eastman Students' Association Council shall be eligible upon meeting, and submitting organized documentation of, the following criteria:
 - (i) A mission statement and/or constitution;
 - (ii) Having held at least two events open to the entire student body, making themselves known to the general population of the school within the previous two semesters. The current semester does not count toward this event total;
 - (iii) An organizational structure including elected leadership and meetings at least once a month;
 - (iv) A commitment to provide a consistent and communicative representative to serve on the Eastman Students' Association Council, attend the Eastman Students' Association Council meetings, and relay information between the Eastman Students' Association and their respective organization;
 - (v) Regular membership on their roster.

After the above criteria are met, the organization shall be admitted to the Eastman Students' Association Council upon receiving a two-thirds majority vote of the Eastman Students' Association Council certifying that the organization has fully met the membership criteria.

- (e) The first Eastman Students' Association Council meeting in April every year shall include a review of all groups.
 - (i) Every student organization must submit an annual written report to the Secretary showing that they are still in accordance with Eastman Students' Association membership guidelines as stated in section 3.02(d).
- (f) No student may serve in multiple voting positions simultaneously on the Eastman Students' Association Council.
- (g) If any member of the Eastman Students' Association finds the conduct or behavior of any organization recognized by the Eastman Students' Association Council to be inappropriate, damaging, or contradictory to the stated mission of the Eastman Students' Association, said organization will be brought under review by the Eastman Students' Association Council and disciplinary action will be discussed with the Office of Student Life.

Section 3.03 Sessions

- (a) Frequency: The Eastman Students' Association Council shall meet once a week during the school year. Special meetings may be called by the President of the Eastman Students' Association Council. Meetings may be cancelled by a unanimous vote of the Eastman Students' Association Executive Board.
- (b) Rights of attendance: Eastman Students' Association Council meetings shall be open to any member of the Student Body who desires to attend. All such persons in attendance shall have rights of participation, except that of voting.
- (c) Quorum: Two-thirds of the voting membership shall constitute a quorum for the transaction of business.
- (d) Attendance: All members of the Eastman Students' Association Council are expected to attend all meetings. Attendance is mandatory for voting members.
 - (i) Requests for excused absences for voting members must be submitted in writing or by e-mail to the Executive Board no later than 10:00 am the day of the meeting. The Executive Board reserves the right to affirm or deny the excusal of the absence.
 - (ii) A substitute may sit on the council in place of the absent voting member, provided the substitute is from the same class year as the absent voting member. The substitute retains the same voting rights as the absent voting member.
- (e) Procedure: Meetings shall be conducted by parliamentary procedure.

Section 3.04 Suspension of Membership

- (a) Organizations
 - (i) Membership status is regulated by Section 3.02 of this document.
- (b) Class Representatives
 - (i) After the first and second unexcused absences from the Eastman Students' Association Council meetings, a warning letter shall be issued to the Eastman Students' Association Council Class Representative and President by the Executive Board.

- (ii) Upon the third unexcused absence, and any additional unexcused absences, the Eastman Students' Association Council may vote on disciplinary action, up to and including removal from office.
 - (iii) If a Class Representative is removed from office by the Eastman Students' Association Council, then the class Vice President will fill the position until a prompt class election is held to fill the vacancy.
- (c) Executive Board
- (i) Absences for Executive Board Officers must be prearranged, except in an emergency situation, and the other Executive Board Officers must be notified prior to the meeting.
 - (ii) After the first and second unexcused absences from Eastman Students' Association Council meetings a warning letter shall be issued to the Executive Officer.
 - (iii) Upon the third unexcused absence, the Executive Officer may request to keep the position and present an explanation for the delinquency. If the Executive Officer makes the request, the full membership of the Eastman Students' Association Council will vote, without the Executive Officer in question present, whether or not to allow the individual in question to continue in the position. A fourth unexcused absence will be grounds for immediate dismissal without a vote.
 - a. If the Eastman Students' Association President is expelled from the Eastman Students' Association Council, it is the duty of the Eastman Students' Association Vice President to fill the position for the remainder of the year. The Vice President position must be filled from within the current Eastman Students' Association Council membership and the Executive Board must promptly fill the resulting vacant position by open nomination in the same manner that the vacant position is usually filled.
 - b. If the Eastman Students' Association Vice President, Secretary, or Treasurer is expelled, the position must be filled from within the current Eastman Students' Association Council membership by open nomination, and the organization from which the newly appointed officer came must promptly fill the resulting vacant position in the same manner that the vacant position is usually filled.

Section 3.05 Voting

- (a) All motions require a two-thirds vote of approval of the total votes cast for passage.
- (b) Abstentions do not count toward the total votes for or against a motion, unless voting rights have been extended to the entire council present. In that case, abstention votes count as "no."

Section 3.06 Funding

- (a) The Eastman Students' Association Council may vote to disperse funds for an Eastman Students' Association or member organization event when the following guidelines are appropriated:
 - (i) The funds should be used for the benefit of the full student body and the event must be open to all Eastman undergraduate students;
 - (ii) There should be approximately 15 students participating in the event, although the council may use its discretion;
 - (iii) The Eastman Students' Association Council shall elect from amongst the Eastman Students' Association Council membership an individual or committee to properly organize and publicize any event sponsored exclusively by the Eastman Students'

Association.

- (b) All organizations planning to make substantial requests for Eastman Students' Association funding are strongly encouraged to submit a proposed budget to the Eastman Students' Association Treasurer at the beginning of the semester. This will ensure that the funds are requested from the ledger account and available in the budget when they are needed. However, this is not the only time an organization may request funds.
- (c) For all supplemental funding requests, the organization's representative must submit a written proposal to the Eastman Students' Association Treasurer prior to the meeting at which the proposal is presented. All supplemental funding requests must be voted on by the Eastman Students' Association Council.
- (d) To receive a check for reimbursement from the Eastman Students' Association Executive Treasurer, the representative must submit to the Treasurer an itemized receipt, the name of the person being reimbursed, and whether or not said person is a University of Rochester employee. The Eastman Students' Association may only reimburse those affiliated with the University.
- (e) Eastman Students' Association funds may not be used to purchase alcohol or illegal substances.

Article IV. Executive Board

Section 4.01 Membership

- (a) The President, Vice-President, Secretary, and Treasurer of the Eastman Students' Association Council comprise the Executive Board.
- (b) Term of office: The officers shall serve a period of 52 weeks, beginning the day after finals conclude and ending on the last day of finals of the following school year.

Section 4.02 Powers and Duties of the Executive Board

- (a) The Executive Board is responsible for:
 - (i) Seeing that the Eastman Students' Association reaches its goals and fulfills its duties;
 - (ii) Overseeing the day-to-day operations of the Eastman Students' Association;
 - (iii) Recommending the formation of standing committees to the Eastman Students' Association Council.
 - (iv) Meeting at least biweekly, together or separately, with the Assistant Dean for Student Life.
- (b) The President and at least one other member of the Executive Board must meet once a semester with: the Associate Dean for Administration and Finance, the Assistant Dean for Residential Life, the Associate Dean of Academic and Student Affairs, the Graduate Students' Association representatives, and the Dean of the Eastman School of Music to discuss issues concerning the Eastman community.

Section 4.03 Powers and Duties of Officers

- (a) The President
 - (i) Acts as the chief administrator and representative of the Eastman Students' Association;
 - (ii) Presides over all meetings of the Eastman Students' Association, the Eastman Students' Association Council, and the Executive Board, ensuring orderly and democratic procedure at all meetings;

- (iii) Ensures that all decisions, projects, and recommendations authorized by the Eastman Students' Association Council are carried out;
 - (iv) Is empowered to call special meetings of the Student Body under the name of Eastman Students' Association, with approval of the Eastman Students' Association Council;
 - (v) Is empowered to call special meetings of the Eastman Students' Association Council in urgent situations;
 - (vi) The President of the Eastman Students' Association Council has the power to appoint ad hoc committees should the need arise. The President may appoint individual members of the student body to deal with special concerns and projects that do not require a full committee;
 - (vii) May call a meeting of the Executive Board at any time;
 - (viii) May not hold another Executive Office during their term as President.
- (b) The Vice-President
- (i) Assists the President in the execution of Presidential duties;
 - (ii) Serves as parliamentarian at all meetings of the Executive Board, the Eastman Students' Association Council, and the Eastman Students' Association;
 - (iii) Is responsible, in conjunction with the Office of Student Life, for all the physical property of the Eastman Students' Association;
 - (iv) Assumes the duties of the President in the event of the President's absence;
 - (v) May call a meeting of the Executive Board at any time.
- (c) The Secretary
- (i) Records the minutes of all Executive Board, Eastman Students' Association Council, and Eastman Students' Association meetings, and ensures that these minutes are made available to all members of the body of which the minutes are for in a timely fashion;
 - (ii) Maintains a current list of all Eastman Students' Association Council members, all recognized organizations, and works in conjunction with various organizations to keep their membership rosters up to date and on file with the Eastman Students' Association;
 - (iii) Ensures that correspondence received in the Eastman Students' Association mailbox is directed to the appropriate individuals;
 - (iv) Takes roll at all Eastman Students' Association Council meetings, keeps an accurate record of attendance, and issues warnings resulting from attendance problems;
 - (v) May call a meeting of the Executive Board at any time.
- (d) The Treasurer
- (i) Is responsible, in conjunction with the Office of Student Life, for all the monies of the Eastman Students' Association;
 - (ii) Is responsible for the disbursement of funds of the Eastman Students' Association when authorized by the Eastman Students' Association Council;
 - (iii) Serves as financial coordinator between the Eastman Students' Association Council and the Administration of the Eastman School of Music;

- (iv) Formulates, with the assistance of the Executive Board, and in conjunction with all Eastman Students' Association organizations, a budget at the beginning of each school year, which shall be subject to the approval of the Eastman Students' Association Council. At the beginning of the second semester, the budget will be adjusted and presented again to the Eastman Students' Association;
- (v) May call a meeting of the Executive Board at any time.

Article V. Student Committees

Section 5.01 Organization and Membership

- (a) Any member of the Eastman Students' Association is eligible to serve on a committee.
- (b) Membership in committees shall be voluntary and may be solicited from the entire Eastman Students' Association. Membership shall be approved by the Eastman Students' Association Council.
- (c) The committee may appoint a chairperson, who shall preside over all meetings of the committee. The Eastman Students' Association President holds the power to remove the chair of a committee when the individual is negligent in duties. A new chairperson shall be appointed with the consent of the Eastman Students' Association Council.
- (d) Committees meet at their own discretion, but may also be called to meet by the President or Vice-President of the Eastman Students' Association.
- (e) The committee is required to report to the Eastman Students' Association on a weekly basis while active.
- (f) The final decisions of committees require Eastman Students' Association Council approval.

Section 5.02 Standing Committees

- (a) Standing committees may be created at the discretion of the Executive Board with approval of the Eastman Students' Association Council.

Section 5.03 Special Assignments

- (a) In situations where a full committee is unnecessary, the President may appoint a member of the Eastman Students' Association Council to handle the special concern or project. The individual, like a committee, is required to report weekly on the developments related to the project.

Article VI. Undergraduate Class Government

Section 6.01 Officers

- (a) The officers of each of the four classes shall be a President, Vice-President, Secretary-Treasurer, and one Eastman Students' Association Council representative.

Section 6.02 Simultaneous Positions

- (a) No Eastman Students' Association Executive Board officer may simultaneously serve as a class officer during his or her time on the Executive Committee.

Section 6.03 Powers and Duties of the Officers

- (a) The Class President
 - (i) Presides at all class meetings, and ensures orderly and democratic procedure therein;

- (ii) Is responsible for the organization and execution of all activities of the class;
 - (iii) Represents the class as a voting member of the Eastman Students' Association Council;
 - (iv) Is required to convene at least one class meeting within the first six weeks of each semester and plan at least one activity per semester.
- (b) The Class Vice-President
- (i) Assists the President in the execution of Presidential duties;
 - (ii) Serves as parliamentarian at class meetings;
 - (iii) Assumes the duties of the President in the event of the President's absence;
 - (iv) Assists the President in publicizing all meetings.
- (c) The Class Secretary-Treasurer
- (i) Records the minutes of all class meetings;
 - (ii) Procures and keeps a list of all the members of the class from the registrar;
 - (iii) Is responsible for budgeting and management of class funds;
 - (iv) Keeps an accurate record of finances and is prepared to make a financial report upon request;
 - (v) Assists the President in publicizing all meetings.
- (d) The Eastman Students' Association Council Class Representative
- (i) Represents the class as a voting member of the Eastman Students' Association Council;
 - (ii) Assists the other class officers in their duties;
 - (iii) Assists the President in publicizing all meetings.
- (e) If a position is vacated at any point in the term, the procedure is as follows: The position is first offered to the other class officers. If an existing officer accepts the position, then an election shall be held for their previous office. If none of the officers accepts the position, then an election, open to any member of that class, shall be held for the vacated office. In the event that more than one incumbent officer is interested in the position, the Eastman Students' Association Council shall vote.

Section 6.04 Meetings

- (a) The President of each class is required to convene at least one class meeting within the first six weeks of each semester to determine the class activities for that semester and ascertain concerns of the class.
- (b) All class meetings must be publicized.

Article VII. Election and Nomination Procedures

Section 7.01 Eligibility

- (a) All full-time, year-long Eastman undergraduate students who have paid the Activity Fee are eligible to become Eastman Students' Association Executive Board Officers and Undergraduate Class officers.
- (b) Eastman Students' Association Executive Board Officers

- (i) Only members of the upcoming academic year's junior and senior classes are eligible to become candidates for the office of President of the Eastman Students' Association.
 - (ii) A student is eligible to serve as Eastman Students' Association President for only one term.
 - (iii) In order to be eligible for an Executive Office, a person must have attended all but six Eastman Students' Association Council meetings in the year prior to their potential officer position.
- (c) Undergraduate Class Officers
 - (i) All Eastman undergraduate students are eligible to become officers of their respective classes.
 - (d) Transfer Students
 - (i) Transfer students are eligible to run for class officers once their class status has been officially verified.

Section 7.02 Nominations

- (a) Nominations for senior, junior and sophomore class and Eastman Students' Association Executive Board officers shall take place annually at an Eastman Students' Association Council meeting one month prior to the end of classes.
- (b) Nominations for freshman class officers will be presented at the freshman class election meeting, which shall be held during the first two weeks of classes. The freshman class election meeting will be jointly run by the Executive Board and the sophomore class council.
- (c) Meetings at which nominations are held must be adequately publicized at least one week in advance by the election committee.

Section 7.03 Elections

- (a) The senior class council shall be responsible for the organization and execution of the election process for the upcoming year's sophomore, junior, and senior class councils and the Eastman Students' Association's Executive Board.
- (b) Elections for senior, junior, and sophomore class and Eastman Students' Association Executive Board officers shall take place one week following the close of nominations. Elections will be held by secret ballot. Each candidate will be given the opportunity to provide a position statement.
- (c) Elections for freshman class officers shall take place one week after the close of nominations and will be conducted in the same fashion as the general elections by the Executive Board and current sophomore class council.

Section 7.04 Grounds for election

- (a) The candidate receiving the highest number of votes for a particular office shall be declared the winner.
- (b) In the event of a tie, the tied candidates must submit a bio to the Eastman Students' Association Council, and the Eastman Students' Association Council shall vote by secret ballot.
- (c) The results of the election must be communicated to the student body.

Article VIII. Recall and Removal

Section 8.01 Class Officer Recall

- (a) A class officer may be recalled by a petition of over half of their respective class. Said petition shall be presented to the Executive Board of the Eastman Students' Association Council, who shall then call for an election to remove the aforementioned officer. The election shall be held within two weeks of the presentation of the petition.

Section 8.02 Executive Officer Recall

- (a) An Executive Officer may be recalled by a petition of over half of the undergraduate student body. Said petition shall be presented to the Executive Board of the Eastman Students' Association Council, who shall then call for an election to remove the aforementioned officer. The election shall be held within two weeks of the presentation of the petition.

Article IX. Constitutional Revisions and Ratification

Section 9.01 Constitutional Revision Process

- (a) At any time, the Eastman Students' Association Council has the option to review the Eastman Students' Association Constitution to determine if any changes are needed.

Section 9.02 Constitutional Ratification Process

- (a) Changes must be proposed at least one week prior to voting.
- (b) A meeting to which the entire undergraduate student body is invited must be called to discuss the changes. Changes must then be approved by a two-thirds majority of those in attendance.
- (c) The Eastman School of Music Office of Student Life and the undergraduate student body will be notified of any changes.

Article X. Judicial Structure

Section 10.01 Judicial Review Committee Structure and Duties

- (a) The Judicial Review Committee shall consist of the Assistant Dean of Academic Affairs, the Assistant Dean for Student Life, two members of the Executive Board, excluding the president, and one faculty member to be determined by the Executive Board.
- (b) The Judicial Review Committee shall review disputes presented to the committee in written form. They will determine the proper course of action to resolve the dispute.
- (c) The Judicial Review Committee is not responsible for disciplinary action.