



# Constitution of the Eastman School of Music Students' Association

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## Preamble

We, the undergraduates of the Eastman School of Music, in order to form an official and representative organization of undergraduate students, to provide an official voice through which student opinions may be expressed, to act as a liaison between the student body and the administration, and to provide means for responsible and effective student participation in the organization of student affairs and activities, do ordain and establish this Constitution of the Eastman Students' Association.

## Article I: Membership and Eligibility

### Section 1.1 Eligibility

All Eastman School of Music undergraduate students who have paid the mandatory student activity fee are considered full members of the Eastman Students' Association. All student organizations recognized or sponsored by the Students' Association must be open to all undergraduate students, and must not compete with any academic programs or interests.

### Section 1.2 Associate Membership

All other students enrolled in any of the other University of Rochester schools, as well as all Eastman School of Music graduate students, shall be granted Associate Memberships in the Eastman Students' Association. Associate members shall possess all the rights and privileges granted to full members, except for the right to vote in elections and referenda, and the right to hold executive positions in Eastman Students' Association.

### Section 1.3 Discrimination

The Eastman Students' Association shall not discriminate against any person for any reason, including race, religion, color, gender, gender expression, sexual orientation, mental or physical disability, age, or political affiliation. No division or group that is governed by the Students' Association may discriminate against any person because of the aforementioned reasons. Please refer to University Policy 106:

<https://www.rochester.edu/working/hr/policies/pdfpolicies/106.pdf>

### Section 1.4 Hazing

Hazing, defined as the harassment of one individual by another individual or organization, is not permitted by the Eastman Students' Association. Behavior prohibited under this rule includes actions threatening substantial risk of physical or mental injury; actions exposing the individual to distressing, repulsive, or alarming situations or sensations; forced consumption of alcohol or drugs; actions in the form of social pressure which might cause harm to an individual. Please refer to the University policy on Hazing: <http://www.rochester.edu/college/fsa/hazing/index.html> and here:

<https://www.rochester.edu/college/cscm/assets/pdf/standards-of-student-conduct-2019-2020.pdf>



## **Article II: Organization Membership and Eligibility**

### **Section 2.1 Conduct**

All student organizations recognized or sponsored by the Students' Association must comply with all federal and local laws, rules and regulations specified in the bylaws, and the University of Rochester Standards of Student Conduct. Please review the Code of Conduct here:

<https://www.rochester.edu/college/cscm/assets/pdf/standards-of-student-conduct-2019-2020.pdf>

## **Article III: Executive Board**

### **Section 3.1 Composition**

The Executive Board will be comprised of four officers: President, Vice President of Student Organization Management, Vice President of Communications, and Vice President of Finance.

### **Section 3.2 President and Vice President of Student Organization Management**

The executive and advocacy power of the Students' Association will be vested in the President, and the President will be the official representative of the student body. The President will preside over all Students' Association meetings.

The Vice President of Student Organization Management will fill the President's roles and duties in the case of the President's absence. Full responsibilities of the President and Vice President of Student Organization Management shall be detailed in the bylaws.

### **Section 3.3 Vice President of Communications**

The Vice President of Communications shall be responsible for taking attendance minutes of all Students' Association meetings. Full responsibilities of the Vice President of Communications shall be detailed in the bylaws.

### **Section 3.4 Vice President of Finance**

The Vice President of Finance is responsible for overseeing and approving the use of Students' Association monies and funds. Full responsibilities of the Vice President of Finance shall be detailed in the bylaws.

### **Section 3.5 Terms**

All Executive Board officers are elected in the spring semester, for a one-year term, beginning immediately after the end of the previous school year.

### **Section 3.6 Election**

The entire undergraduate body elects Executive Board officers. The bylaws and Policy and Procedures Manual will determine the method of such elections and provide for a procedure to fill vacancies in the Executive Board offices.

## **Article IV: Sessions**

### **Section 4.1 Students' Association Council Composition**



The Eastman Students' Association Council, as defined in the Eastman Students' Association Bylaws, shall be composed of selected Council Chairs, each representing one of six areas of interest, and the Executive Board officers.

#### Section 4.2 Terms

Council Members must serve in the capacity for a full academic year. Should a position become vacant within an organization, the Executive Board must fulfill those duties until such a time as the position is filled. The manner in which vacancies are filled will be determined by the Executive Board in conjunction with their advisor(s).

#### Section 4.3 Meetings

The Council will meet, at a minimum, twice each month during the academic year. The President may call special meetings at any time. Meetings may be cancelled by a unanimous vote of the Executive Board.

A. One meeting each month will be a Council Meeting. The Council, consisting of the Executive Board and the Council Chairs, will be in attendance. All persons in attendance shall have rights of participation. Voting rights are reserved for members of the Council. Attendance by persons outside of the Council may be requested; the President must approve all requests.

B. One meeting each month will be a Town Hall Meeting. The Council, consisting of the Executive Board and the Council Chairs, and Presidents of student organizations recognized by the Eastman Students' Association will be in attendance at all meetings. The Town Hall Meeting will be open to all Students' Association Members, consisting of all Eastman School of Music undergraduate students who have paid the mandatory student activity fee. All persons in attendance shall have rights of participation. Voting rights are reserved for members of the Council and Presidents of student organizations recognized by the Eastman Students' Association.

### **Article V: Conduct**

#### Section 5.1 Supremacy of Constitution and Bylaws

This Constitution, and the bylaws which will be made in pursuance thereof, will be the highest law of the Students' Association.

#### Section 5.2 Records

The Students' Association will keep a record of its proceedings and activities, and may periodically publish the same, except such parts that may require confidentiality.

### **Article VI: Revisions and Ratification**

#### Section 6.1 Ratification

The ratification of more than two-thirds of the Eastman Students' Association Council will be sufficient for the establishment of the Constitution.

#### Section 6.2 Revisions

The Executive Board will be granted authority to make appointments, set dates of expiration, establish bylaws, and provide for the general transition from the previous



government. The President may appoint a committee for maintaining and revising the Constitution and its bylaws.

### **Article VII: Amendments**

#### Section 7.1 Revisions

At any time, the Eastman Students' Association Executive Board has the option to review the Constitution to determine if changes are needed.

#### Section 7.2 Voting

Changes will be proposed to the Council at the regularly scheduled Town Hall Meetings, and the proposed changes will be discussed. This meeting must be open and publicized to all Students' Association Members. Changes must be approved by more than two-thirds majority vote of those with voting power in attendance at the meeting in which voting occurs.

#### Section 7.3 Notification of Changes

The Office of Student Affairs as well as all Students' Association Members will be adequately notified of any significant changes.

## **Eastman Students' Association Bylaws and Policy and Procedure Manual**

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### **Part 1. Bylaws**

#### **Article I. Rules of Bylaws and Policy and Procedure Manual**

##### Section 1. Introduction

The intent of the Bylaws and Policy and Procedure Manual are to explain the procedural and administrative conduct of the Eastman Students' Association.

##### Section 2. Bylaws

A. The Executive Board shall maintain the Bylaws. The Executive Board may call for and oversee revisions to be proposed to and voted on by the Council.

##### B. Revision

1. The Bylaws may be changed by more than two-thirds vote by members of the Council.
2. Proposed revisions must be submitted to the Office of Student Affairs two meetings before the voting meeting takes place.
3. Proposed revisions must be presented to the Council one meeting before voting occurs.

#### **Article II: Elections**

##### Section 1. Eligibility for Election to the Students' Association Council

- A. Any Students' Association member may run for an open position on the Council, excluding the President.

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- B. Any person wishing to run for Students' Association President must be entering their junior or senior year and must have held an elected leadership position within the Students' Association Council.
- C. A person is eligible to run for up to two positions with two separate platforms in a given year, but may not accept both positions.
- D. If a person will be studying abroad during the year in which they will be running for an elected position, such person may not run for the position. A person may, however, run for an elected position while abroad for a position upon their return.
- E. All students must be in good academic and student conduct standing.

## Section 2. Council Election Procedure

- A. Nominations for Students' Association Council Members shall take place annually before Spring Break.
- B. Meetings at which nominations are held must be adequately publicized by the Council at least two weeks in advance of the meeting.
- C. Once nominated, persons must submit a candidacy application to the Office of Student Affairs by the decided deadline.
- D. Elections shall be run at the discretion of the Executive Board in conjunction with the Office of Student Affairs.
- E. The President cannot hold more than one position.
- F. A person may not be elected to more than Council position.
  - 1. If a candidate wins more than one position, the candidate must choose which position they intends to fill.
  - 2. The runner up for whichever position the candidate chooses not to fill will be elected to that position.
  - 3. If there is no runner up, the position is treated as a vacancy.

## Section 3. Student Organization Elections

- A. All organizations are required to have a President, and if funded, a Treasurer. Organizations are encouraged to create additional elected positions that meet the needs of their organization.
- B. Elections must be held on-campus, in accordance with the organization's constitution, and no later than Spring Break annually.
- C. The president of an organization may not hold more than one position within that organization. In the event of a mid-year vacancy, the president is permitted to fill that role for the interim, until elections can be held to fill the vacancy.
- D. A student may not hold more than one presidential position in a given academic year.
- E. Organizations are responsible for informing the Students' Association Executive Board and the Office of Student Affairs of the results of their elections as soon as information is available.
- F. Student organizations' elected officials must adhere to the eligibility rules in Article II Section 1.

## **Article III. Vacancies, Removals, Resignations**

### Section 1. Vacancy

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A. Vacancy is defined as any office not occupied, and may be caused by ineligibility, removal, or resignation.

#### Section 2. Students' Association Council Vacancy

- A. If a Council position has been vacated, an election must occur within three weeks of the vacancy.
- B. Depending on time of year, nature of circumstances, and/or position vacant, the Executive Board may propose to the Council that an existing Council Member may be elected by a majority vote. If no Council Member fills vacant board position, the Executive Board, by a majority vote, may operate with the position vacant.
- C. Should the President vacate, the Vice President of Student Organization Management will fill that position immediately. The Executive Board will then hold elections for the Vice President of Student Organization Management position.
- D. Removal of a Council Member
  - 1. A Council Member may be considered for removal if found incapable of completing their responsibilities and duties effectively.
  - 2. A Council Member may be considered for removal if found to be in poor academic or conduct standing.
  - 3. Suggestions for the removal of a Council Member will be brought forward by any member of the undergraduate class or Eastman faculty or staff to the Office of Student Affairs.
  - 4. The Office of Student Affairs shall review the suggestion and recommend whether or not the Council Member shall be considered for removal.
  - 5. The Office of Student Affairs's recommendation shall be brought to a Students' Association Council Meeting no sooner than one meeting before the voting on the removal will occur.
  - 6. The Council Member in question has the right to defend their actions at said Council Meeting.
  - 7. It takes a two-thirds majority vote by the voting members to remove the Council Member from their position.

#### Section 3. Student Organization Leadership Vacancy

- A. Organizations are required to have a President, and Treasurer if funded. If either of these positions become vacant, a new representative for that position must be elected within two weeks of the vacancy or risk de-recognition from the Students' Association and a revocation of funding.
- B. An organization is required to notify the Executive Board and the Office of Student Affairs of any changes to their leadership.

### **Part 2. Policy and Procedures Manual**

#### **Article I: Membership, Responsibilities of Students' Association Positions**

##### Section 1. Students' Association Council

- A. The Membership of the Students' Association Council shall be:

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- a. The Executive Board Officers
  - b. The Council Chairs
- B. All Student Organization Presidents shall also have voting power in Town Hall Meetings, if they are in attendance

## Section 2. Students' Association Executive Board

A. The Executive Board shall uphold the rules and procedures of the Bylaws, Policy and Procedures Manual, and Constitution.

B. The responsibilities and duties of the Executive Board shall be divided between the four offices.

1. President
2. Vice President of Student Organization Management
3. Vice President of Finance
4. Vice President of Communications

C. The President

1. Acts as the chief administrator and representative of the Eastman Students' Association;
2. 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;
3. Ensures that all decisions, projects, and recommendations authorized by the Eastman Students' Association Council are carried out;
4. Is empowered to call special meetings of the undergraduate student body under the name of Eastman Students' Association, with the approval of the Eastman Students' Association Council;
5. Is empowered to call special meetings of the Eastman Students' Association Council in urgent situations;
6. Is empowered to appoint ad hoc committees or
7. Is empowered to appoint individual members of the student body to deal with special concerns and projects that do not require a full committee;
8. May not hold another elected position, including an elected organizational position, during their term as President;
9. May call a meeting of the Executive Board at any time.

D. The Vice President of Student Organization Management

1. Assists the President in the execution of Presidential duties;
2. Serves as parliamentarian at all meetings of the Executive Board, the Eastman Students' Association Council, and the Eastman Students' Association;
3. Is responsible, in conjunction with the Office of Student Affairs, for all the physical property of the Eastman Students' Association;
4. Is responsible for the review and management of potential and existing recognized organizations;
5. Assumes the duties of the President in the event of the President's absence or during times of vacancy due to resignation, removal, ineligibility, or death;
6. May call a meeting of the Executive Board at any time.





E. The Vice President of Finance

1. Responsible for assisting the Office of Student Affairs with the disbursement and spending of the monies of the Eastman Students' Association, monitoring expenditures on a regular basis, considering requests for expenditures for unforeseen expenses, and advising groups on budgetary matters.
2. Formulates, with the assistance of the Executive Board, and in partnership with all Eastman Students' Association organizations and the Office of Student Affairs, a budget at the beginning of each school year.
3. Works collaboratively with the Office of Student Affairs to enforce all Eastman Students' Association funding guidelines and spending policies.
4. May call a meeting of the Executive Board at any time.

F. The Vice President of Communications

1. 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 undergraduate student body and the Office of Student Affairs in a timely manner;
2. 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 Office of Student Affairs;
3. Takes roll at all Eastman Students' Association Council meetings, keeps an accurate record of attendance, and issues warnings resulting from attendance problems;
4. May call a meeting of the Executive Board at any time.

Section 3. Students' Association Council Chairs

A. Health & Wellness Chair(s)

- a. Responsible for all health and wellness related initiatives, including working on all LIVE. GROW. THRIVE. sponsored events.
- b. Will meet regularly with UHS and UCC to understand their ongoing programs and to present new ideas to better serve the Eastman population.
- c. Manages coordination of the "Feel Fabulous in February" program.
- d. The chair is strongly encouraged to form a committee to assist in the execution of the afore-mentioned responsibilities.

B. Diversity Chair(s)

- a. Responsible, in conjunction with the Office of Student Affairs, for the promotion of Diversity and Inclusion among the Eastman student body
- b. Responsible for planning events such as the Identities@Eastman panel discussions, and for working with the faculty-run Eastman Diversity Committee on larger projects.
- c. Attends the regular Eastman Diversity Committee meetings.

C. Community Service Chair(s)

- a. Organizes and oversees all SA-run community engagement events. These include, but are not limited to, "Service for a Slice" on-campus





- events, collection drives (usually in tandem with the Office of Residential Life), and off-campus volunteer opportunities.
- b. Is expected to liaise with Student Organizations to encourage them to organize and/or co-sponsor service events. The chair is strongly encouraged to form a committee to assist in the execution of the afore-mentioned responsibilities.
- D. Transportation and Safety & Security Chair(s)
- a. Serves as the advocate for students in all concerns relating to transportation and safety, bringing them to the appropriate committees/individuals and seeing them through to a satisfactory conclusion.
  - b. Attends the regular Transportation Advisory Committee meetings and the regular Safety & Security Meetings.
- E. Dining Chair(s)
- a. Responsible for addressing all dining concerns of the student body and relaying them to Dining Services.
  - b. Attends the regular Dining Services meetings.
- F. Academics Chair(s)
- a. Responsible for bringing student concerns regarding academics and curriculum to the appropriate deans and/or committees.
  - b. Serves as an advocate for Dual Degree students and represent Eastman interests within the University at large.
  - c. Attends the regular Curriculum Committee meetings.

## **Article II. Sessions**

### **Section 1. Rules of Order**

- A. Eastman Students' Association will meet as determined by the Executive Board.
- B. The Executive Board shall preside over the meetings.
- C. The Executive President shall have final authority to rule on all matters of interpretation of the Bylaws during the meeting unless overruled by more than two-thirds vote of quorum.

### **Section 2. Attendance Policy**

- A. All Students' Association Council Members must attend scheduled Council Meetings and Town Hall Meetings called by the Students' Association.
  - 1. No more than two excused absences\*\* per member, per semester will be allowed by any Council Member.
  - 2. Upon the third absence of the semester the Executive Board shall recommend the Council Member be placed on probation.
  - 3. Tardiness, absence, or inappropriate conduct will be considered a violation of probation.
  - 4. Upon violation of probation, the Executive Board may propose to the Council that the Council Member in question be removed from their elected position.
  - 5. Any Council Member with an unexcused absence may also being placed on probation.

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**\*\*Excused Absences are defined as:**

Formal written notice given to Students' Association Vice President of Communications at least two business days in advance of the meeting due to illness, serious injury, emergencies, or any obligation that directly pertains to one's own degree requirements. Exceptions may be made on a case-by-case basis.

B. Voting Members, defined here as Presidents of student organizations recognized by the Eastman Students' Association, must attend scheduled Town Hall Meetings called by the Eastman Students' Association.

1. No more than two excused absences\*\* per member, per semester will be allowed by any Voting Member.
2. Upon the third absence of the semester, the Executive Board shall recommend the Voting Member's organization be placed on probation.
3. Tardiness, absence, or inappropriate conduct will be considered a violation of probation.
4. Voting Members are highly encouraged to send a proxy who is also an elected member of the organization in their place during excused absences. With written permission from the Vice President of Communications, the proxy temporarily assumes their position and voting rights in place of the Voting Member for one complete meeting.
5. Any Voting Member with an unexcused absence may also risk having funds and privileges suspended or revoked.

**\*\*Excused Absences are defined as:**

Formal written notice given to Students' Association Vice President of Communications at least two business days in advance of the meeting due to illness, serious injury, emergencies, or any obligation that directly pertains to one's own degree requirements. Exceptions may be made on a case-by-case basis.

C. Any full or associate member of the Eastman Students' Association may attend Town Hall Meetings, as sanctioned by the Constitution.

### Section 3. Voting

A. More than two-thirds of the voting membership shall constitute a quorum for the transaction of business.

B. Voting power is reserved for the Students' Association Council and Presidents of student organizations recognized by the Eastman Students' Association, as described in Article I, Section 1.

C. Voting Procedures

1. A Council Member or Voting Member must motion to vote on a proposal. Another Council Member or Voting Member must second the motion.
2. All decisions on primary motions shall be arrived at by simple majority using a hand vote unless otherwise specified by the President.
3. Voting power, on a per-issue basis, can be extended by the unanimous consent of the present Students' Association Council.



4. The President may only vote to break a tie.

#### D. Appeals

1. Any Students' Association Member may challenge a decision by submitting an official appeal to the Executive Board. All appeals must be in writing.
2. The Executive Board may deny or grant any appeal.
3. If the appeal is granted, the challenge is heard by the Council and must receive more than two-thirds majority vote for the decision in question to be reversed.

### **Article III. Student Organization Policies and Procedures**

#### Section 1. Recognition of Student Organizations

##### A. Forming a new, Eastman Students' Association recognized group

1. The student leader of a proposed new group shall schedule a meeting with the Office of Student Affairs to receive information about the process of forming and filing paperwork.
2. The new group shall begin the recognition process by submitting an Organizational Registration Form.
  - a. The requirements of the Organizational Registration Form shall be that the group has a President (and, if eligible for funding, a Treasurer) and fulfills a unique, co-curricular niche at Eastman. They must also have 5 active members including the groups' executive board.
3. New groups may receive up to \$30 from the Students' Association's new group development funds for publicizing their upcoming general interest meeting and for light snacks.
4. The new group will be classified by the Office of Student Affairs and Executive Board as one of the following classifications:
  - a. Club
  - b. Club Sport
  - c. Entertainment Programming
  - d. Fraternity/Sorority
  - e. Pre-Professional
  - f. Religious/Spiritual
  - g. Cultural
  - h. Awareness
  - i. Political
  - j. Community Service
  - k. Publications/Media
5. With the approval of the Office of Student Affairs and the Vice President of Student Organization Management, and after turning in Part 1 of the New Organization Registration Form, the new group shall begin the preliminary group status for no more than 8 weeks. At this time, the group must also complete these additional steps:
  - a. Write a draft constitution using the approved Students' Association student organization constitution template, which



- outlines the purpose, goals, and structure of the group and has a mission statement;
  - b. Elect an executive board;
  - c. Hold a general interest meeting on campus and take attendance;
  - d. Create a membership roster of at least 5 interested, active members, including the elected officers;
  - e. Work in conjunction with the Office of Student Affairs and the Executive Board to make sure the group is vibrant and sustainable;
  - f. Finalize the group constitution and submit it for approval to the Executive Board and the Office of Student Affairs.
  - g. This preliminary period may be shortened if the above requirements have already been met and found satisfactory by the Office of Student Affairs and the Executive Board.
6. Upon the expiration of the preliminary status period, the group must meet with the Executive Board and the Office of Student Affairs.
- a. The group must present a final version of a proposed constitution.
  - b. If the group is eligible for funds, elected leaders may submit a proposed budget for the following academic year during the budgeting period.
7. The Students' Association Council will vote on full Students' Association recognition by a more than two-thirds majority.
8. Additional notes on the process:
- a. The process of forming a new Students' Association recognized group may not start later than eight weeks prior to the end of the spring semester.
  - b. Weeks of vacation and break will not count in any records of timing.
- B. The affiliation of organizations with the Students' Association should be granted based on consideration of the fulfillment of the following principles and the intent of the organization in accordance with the Eastman Students' Association Constitution.
1. Any group applying for recognition by the Students' Association must state its purpose and structure in the form of a constitution.
  2. Student organizations shall only be recognized if the purpose of the organization:
    - a. Does not threaten the health, safety, or property of the members of the University community.
    - b. Does not interfere with, or impair the function of the University as an educational institution.
    - c. Does not adversely affect the functioning of, or compete with, other recognized student organizations.
    - d. Does not compete with or infringe upon the academic curriculum.



- e. Does not violate any section of the Students' Association Constitution, standards of student conduct, University policies, and/or local or federal laws.
- f. Does not violate the University's Policy on Discrimination and Harassment (which can be found here: <https://www.rochester.edu/working/hr/policies/pdfpolicies/106.pdf>)
- g. Fulfills the *Nine Guiding Principles of Student Organizations*.
  - i. **A Clear and Focused Mission Statement**-- All student organizations must have a clear and focused mission statement in their constitutions. Mission Statements should enhance the educational goals of the University of Rochester and the Eastman School of Music, including: freedom, autonomy, community and responsibility as well as improving the campus community and undergraduate experience. Without a clear and focused mission, a student organization has no direction and no purpose on campus. Each organization must fill a unique and specific niche, and their specific intent must be clearly defined in the mission statement. All organizations are expected to operate within their stated missions.
  - ii. **Community-Focused Spending**-- Each Students' Association funded group must serve the diverse members of the Eastman Students' Association. Groups that simply consume Students' Association funding solely on their members are of no value to the general student body or the betterment of the campus community. This community-focused spending can take many forms, including educational opportunities, skills training, community building activities, and entertainment programming. Students' Association funded groups must also educate the general student body about the group's mission, activities, and goals to ensure a diverse learning experience for all students on campus.
  - iii. **Membership**— All student organizations are required to maintain and demonstrate a general and active membership sufficient to accomplish their missions and meet the Principles of Eastman Students' Association Student Organizations. To ensure accurate reporting, members of an organization must confirm their involvement in the organization. Without sufficient membership, too much strain is put on active members with less than desirable results. Also, inadequate membership is a sign that an organization is not unique enough, fulfilling a campus need, or sustainable, meaning there is simply not enough interest on campus. In order to remain an active student organization, groups must demonstrate that they have at least 5 active general

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members including the organization's elected leadership board.

iv. **Inclusion** – All student organizations must be actively inclusive and welcoming of the diversity of the undergraduate students of the Eastman School of Music at the University of Rochester, in accordance with Article I, Section 1.3. Organizations in violation of Article I, Section 1.3 will not be funded and risk de-recognition as a student organization. All organizations must also make the effort to be accessible to the student body through programming, activities, and collaboration. An organization whose membership is not open to the entire undergraduate body and is exclusive in nature, is not eligible for an annual budget, but is eligible for supplemental funding for programs that are open to the entire undergraduate student body.

v. **Uniqueness** – All student organizations must be unique and distinct from all other student organizations. This is necessary to prevent too many similar organizations. Similar organizations pull similar members, so the membership of each organization suffers. If the number of student organizations is not managed, resources such as space, money, advisors, and advisor time begin to run out and every organization on campus suffers. Student organizations that overlap, duplicate, or compete with the academic mission of Eastman School of Music will not be granted Students' Association recognition.

vi. **Programming, Activities, and Collaboration (PAC)** – All student organizations are required to demonstrate through initiatives, programs, events, collaborations, and meetings that they are active within the Eastman campus community and enhancing undergraduate student life. Without PAC, an organization is inactive, ineffective, and not inclusive. Collaboration and co-sponsorship among organizations has been found to be successful at community building. Collaboration also sparks dialogue, connections, and saves resources. In order to improve the quality of life on campus, it is important for all student organizations to be collaborative within the campus community. Students' Association funded groups are strongly encouraged to collaborate with other groups on their initiatives, programs, events, or major expenses. The goals of this requirement are:

- a. To promote, establish, and maintain new and existing relationships between organizations;
- b. To maximize the benefit to students realized by the pooling of funds and other resources;

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- c. To encourage the creative exchange of ideas between many groups;
- d. To increase awareness by student organizations of each other's programming calendar, thereby indirectly creating a well-planned and balanced calendar of events throughout the academic year.

vii. **Future Leadership Development** – All student organizations must invest in the future leadership of the organization in order to maintain recognized status. This should include recruitment, leadership opportunities, training, transitioning, and developing members. Such activities are essential to enhance an organization's chance of succeeding and persisting. When an organization gains Students' Association recognition, they are expected to remain a successful organization on campus for years to come. However, if there is no future leadership development, success is not possible, and Students' Association de-recognition may occur.

viii. **Evaluation/Assessment** – All student organizations are required to evaluate their programs, activities, and collaborations. Organizations that evaluate and assess their mission, constitution, programs, publications, activities, and collaborations are able to evolve and remain sustainable. All organizations must evaluate themselves and what they have done in the past in order to continually improve. They also must assess themselves to make sure they have not strayed too far from their original mission. After each program groups must complete a Program Evaluation Form (P.E.F.). These can be found at <http://www.esm.rochester.edu/studentlife/files/Program-Evaluation-Form-PEF.pdf> or in the Office of Student Affairs. A P.E.F. must be turned in within 3 business days of the program, activity, or meeting.

ix. **Fiscal Responsibility**-- After a group is awarded Students' Association funds, it may spend that funding however it sees fit, so long as those expenditures do not violate Students' Association Spending Guidelines and University Finance Policies. These groups are not to be judged for straying from their budgets as such a rule can stifle creativity. Rather, they will be judged on their ability to adhere to these Students' Association Principles; accomplish the items listed in their mission statements; and use their resources in a fiscally responsible, reasonable, and forward-looking manner. The terms responsible and reasonable do not necessitate frugality; however, total spending should not exceed the group's allocated annual budget, and expenses should not be





extravagant. Groups should always consider both short and long term expenses and needs when making a purchasing decision.

## Section 2. Changing a student organization's constitution or bylaws

- A. The process for changes to a group's constitution or bylaws shall be detailed in the group's constitution.
- B. All significant constitutional changes must be approved by the Students' Association Vice President of Student Organization Management. Significant changes require a more than two-thirds vote at a Students' Association meeting. Significant changes include but are not limited to changes to mission statement, election procedures, changes the function of the group, etc.
- C. This process shall also be used to change classification and funding status.

## Section 3. Probation

- A. Probation will consist of a period of a semester to an academic year in which a student organization is given time to try to redeem failing performance or misconduct.
- B. The types of infractions that warrant probation include but are not limited to:
  - 1. Budgetary issues, including but not limited to under-spending, overspending, irresponsible spending, or misappropriation of funds.
  - 2. Violations of policy that have been established by the group's Constitution, Students' Association Constitution, Standards of Student Conduct, or University policies.
  - 3. Inactivity, including failure to file Program Evaluation Form within 3 business days after an event or program, or failure to respond to Executive Board or Students' Association obligations, including required attendance at Town Hall Meetings.
  - 4. Lack of consistent strong membership of at least 5 undergraduate students.
- C. The process for putting a group on probation shall be as follows:
  - 1. The Executive Board shall accept referrals from:
    - a. The Office of Student Affairs or other departments
    - b. Individual students
  - 2. The Executive Board and the Office of Student Affairs shall investigate the issue or complaint.
  - 3. The Executive Board and the Office of Student Affairs shall bring the case to discuss with the Students' Association Council. The group in question has the option of appearing before the Students' Association Council.
  - 4. After conferring with the Students' Association Council, the Executive Board and the Office of Student Affairs will decide on the group's status.
- D. If the group is found responsible for any infraction, they shall be put on probation for up to one academic year. The Office of Student Affairs and Executive Board will determine the terms of probation. The consequences include but are not limited to:
  - 1. Requesting regular progress reports

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2. De-recognition
  3. Loss of funding
  4. Loss of room reservation privileges
  5. Loss of event privileges
  6. Meeting regularly with the Office of Student Affairs and the Students' Association Executive Board
- E. Renewal after Probationary period
1. Upon completion of a probationary period, a group must complete the following:
    - a. Submit a current constitution to the Office of Student Affairs
    - b. Submit an updated membership roster list including elected leadership positions.
    - c. Contact the Students' Association Executive Board three weeks prior to the end of the probationary period for a meeting to discuss the group's action plan and future.

#### Section 4. De-Funding & De-Recognition

- A. De-Funding: Organizations that fail to uphold standards set by the bylaws, Students' Association Constitution, or their own constitution, or are in violation of standards of student conduct or University policies shall be considered for de-funding by Students' Association as a probationary sanction. While de-funded, groups are still recognized by the Students' Association.
- B. Organizations shall be defunded by more than two-thirds majority vote.
1. In the case that the group has been defunded, they will be required to contact the Office of Student Affairs and Executive Board at least one month before the end of the probationary period to evaluate status and group's action plan and future.
  2. The Executive Board may allow the group, if their probationary period is found satisfactory, to reinstate funding by a more than two-thirds majority vote in a Students' Association Council Meeting.
- B. De-Recognition: the Students' Association Executive Board and the Office of Student Affairs may choose to derecognize a group due to infractions or misconduct, or violation of probationary status.
1. The Students' Association Executive Board and the Office of Student Affairs reserve the right to determine the period of time a de-recognized group may apply for recognition through the formal New Student Organization process, found in Article III, Section 1, A.

#### Section 4. Renewal

- A. The process of Renewal
1. All currently recognized student organizations must submit an Organizational Renewal Form to the Office of Student Affairs at the beginning of each fall semester, and no later than September 15 annually.
    - a. The group must prove that they have newly elected leadership.



- b. The group must submit a budget to the Students' Association Vice President of Finance and the Office of Student Affairs by April 30 each academic year.

## **Article IV: Funding**

### **Section 1. Funding for Student Organizations**

- A. An undergraduate student organization seeking Students' Association funding must first be designated as Students' Association Recognized by the Students' Association and have a constitution submitted to the Office of Student Affairs.
- B. Existing organizations must attend the mandatory, annual Student Leadership Training at the beginning of the academic year in order to be eligible for and receive a budget for that academic year. Funding can only be used during the academic year following submission of an approved budget, and before the last day of classes in spring.
  1. Senior Week events are funded by a separate fee and are used after final exams to support Senior Week programs.
- C. The process for funding new student organizations shall be as follows:
  1. New student organizations shall follow the process of recognition as outlined in Part 2, Article III.
    - a. The group's classification and funding status shall be in its constitution.
    - b. Upon approval by the Students' Association Executive Board and the Office of Student Affairs, the group may submit a budget during the next budgeting period to the Executive Board or the Office of Student Affairs.
- D. Each group will be determined to have a funding status as one of the following:
  1. Students' Association Funded: The organization will have access to a predetermined budgeted amount of Students' Association money.
  2. Students' Association Recognized: The organization will have access to supplemental funding for programs that are open to the entire undergraduate student body, but is not allocated a predetermined budget each academic year.
    - a. Pre-professional groups, groups that are exclusive in nature (i.e. fraternities & sororities), political, and religious organizations are not eligible for Students' Association Funded status.
- E. Additional Rights of Students' Association Funded organizations:
  1. Funded organizations will submit a proposed budget during the annual budget period when the new leadership has been elected for the following academic year. The Students' Association Executive Board and the Office of Student Affairs will set the specific deadline for submitting a budget.
  2. Funded organizations will allocate funding in accordance with University policies, the Students' Association Constitution, and Students' Association Spending Guidelines.