Eastman Programming and Involvement Council

Constitution

We, the Students’ Association and Office of Student Activities of the Eastman School of Music, hereby establish Eastman Programming and Involvement Council (EPIC) of the Eastman School of Music and enact this constitution for its government. Failure to follow this constitution could result in revocation of Students' Association recognition of this organization.

Article I. Purpose of Organization/Mission Statement

The purpose of Eastman Programming & Involvement Council (EPIC) is to enrich co-curricular life at Eastman by encouraging involvement of all Eastman undergraduate students. EPIC sponsors programs, activities, and events for Eastman undergraduate students and members of the Eastman community including, but not limited to social, educational, recreational, cultural, traditional, community building, co-sponsorships and on- and off-campus events. While EPIC is open to collaborating with faculty, staff, departments, alumni, and other student organizations, the target audience for all programming shall be Eastman undergraduates.

Article II. Membership

Section A. Membership

1. Eligibility
   a. Any student who is enrolled in the undergraduate program at Eastman is eligible to become a member of EPIC, and is eligible for consideration to be added to the executive board.

2. General Membership:
   a. Any student who is on the mailing list and volunteers at E.P.I.C. hosted events, and who has attended at least 1 meeting per semester.

3. Internship:
   a. Any general member who is interested in gaining programming experience without holding an official chair position may request consideration for an Internship position.
   b. The Executive Board may also recommend general members for an Internship position.
   c. Internships are specific to a single Community Weekend, or a half-semester for General Events.
d. In order for a general member to be granted an Internship position, they must obtain at least ¾ approval of the Executive Board.

4. Executive Board Membership
   a. A group of chairs and co-chairs assigned to different events and/or tasks - Executive Board positions are listed in Article IV.
   b. All Executive Board positions are elected seats.
      i. Elections are held by pre-existing board members
   c. When a seat becomes vacant, any Intern or General Member may nominate themselves to fill the seat.
      i. They will then make a case for themselves as to why they are qualified for the position.
      ii. The vote will be taken a week after the presentation of their case.

Article III. Meetings and Voting

Section A. A meeting shall be valid if a quorum, plus one officer is present. Quorum is defined as ⅒ of our General Members and at least one Executive Board Member.

Section B. Voting
1. Voting on any issue shall be official only if the meeting is valid.
2. All EPIC Executive Board members shall have equal voting power. Interns and General Members do not have voting privileges. Advisors also do not have voting privileges.
3. Procedure – All decisions that are unrelated to Executive Board elections shall be arrived at by simple majority using a hand vote unless otherwise specified by the presiding officer. The President shall only vote to break a tie.
   a. For Voting procedures for Executive Board elections, see Article IV, Section C.2

Article IV. Officers and Qualifications

Section A. Officer Positions
1. The following officers shall be elected to the Executive Board to fill the following positions:
   a. President
   b. Vice President
   c. Secretary/Treasurer
   d. Publicity
   e. General Events Co-chair (two positions)
   f. Welcome Weekend and Freeze Fest Co-chair (two positions)
   g. Fright Fest and Spring Fling Co-chair (two positions)

Section B. Duties of Officers
1. All officers shall be enrolled as full-time undergraduate Eastman students.
2. All officers shall promote active recruitment of new members.
3. All officers shall enforce this constitution.
4. **President:**
   a. Shall first and foremost be ultimately responsible for all actions and events of EPIC. He/she shall coordinate and conduct all meetings or designate a member to do so, and be responsible for equipping all other chairs with the tools they need to do their jobs successfully. The President is ultimately responsible for the budget, and in consultation with the Treasurer and Office of Student Activities advisors, shall allocate funds to various programs, events, and activities appropriately. He/she is also the official representative of EPIC to administrators, other campus organizations, agents, and the outside community. The President shall ultimately be responsible for maintaining a current copy of this constitution open to inspection by all members of this organization, SA Executive Board, the Office of Student Activities, and all members of the ESM Students’ Association. He/she shall assist and support Event Chairs as needed, and gauge student sentiment about current and future EPIC events. The President shall attend regular SA meetings and meet regularly with the Office of Student Activities staff.

5. **Vice President:**
   a. Shall first and foremost assist the President in his/her duties if necessary, and shall act as the EPIC Representative for SA if the President is unable to do so. He/she shall be responsible for the recruitment and management of any and all Interns, as well as recruitment of General Members. Additionally, the Vice President shall work with the President and Secretary/Treasurer to maintain a current copy of this constitution. Along with the President, he/she shall assist and support Event Chairs as needed, and assist in gauging student sentiment about current and future EPIC events.

6. **Secretary/Treasurer:**
   a. Shall keep records of all financial transactions, and be responsible for EPIC’s funding and appropriate spending according to the Eastman SA and Office of Student Activities Spending Guidelines. He/she must also obtain all requisitions, checks, cash, and other sources of funding. The Secretary/Treasurer shall advise the President on all financial matters, and propose EPIC’s budget annually per the President’s and Office of Student Activities guidance. The Secretary/Treasurer shall take attendance at all meetings, tally votes (secret ballots are tallied with the President and Vice-President), keep an accurate list of organization members, and take and maintain meeting minutes. He/she shall also be responsible for supporting the President and Executive Board members with paperwork and records. He/she must attend all meetings required by Eastman SA, and work collaboratively with the Office of Student Activities.

7. **Publicity Chair:**
   a. Responsible for ensuring thorough and creative marketing of all EPIC events and events that EPIC co-sponsors. This includes, but is not limited to: coordinating posters and giveaways with graphic artists, promoting EPIC and EPIC events on social media, creating written announcements about EPIC and EPIC events for Upbeat! and other University publications, and coordinating info tables, etc. He/she shall work, per the President’s and Office of Student Activities’ guidance to publicize and raise awareness of EPIC and EPIC events, as well as highlight student programming. He/She shall periodically do
benchmarking of other institutions to gather information on creative and effective marketing, publicity, and other strategies to promote EPIC and EPIC events.

8. Welcome Weekend & Freeze Fest Chair:
   a. Shall coordinate and oversee all aspects of those weekends, including co-sponsored and off-campus events. Although every member of the EPIC Executive Board should contribute to the planning and running of programs, these Co-chairs will provide the lead for events. He/she shall work closely with the Office of Student Life staff to represent undergraduate student opinion and coordinate both community weekends. Both Co-chairs shall work closely with the President and the Office of Student Activities to ensure and facilitate regular communication, cohesiveness, and event logistics, and report to the Executive Board and Office of Student Life advisors weekly. The Secretary/Treasurer and Publicity Chair shall be at all Event Co-chairs’ disposal to assist in financial and publicity matters respectively. Event Co-chairs may be partly responsible for appropriate pre-planning of the following year’s events, as preliminary measures often need to be taken before elections. Additionally, the Co-chairs will have full use of any Intern for the event, and must assist in training them on running programs.

9. Fright Fest & Spring Fling Co-Chair:
   a. Shall coordinate and oversee all aspects of those weekends, including co-sponsored and off-campus events. Although every member of the EPIC Executive Board should contribute to the planning and running of programs, these Co-chairs will provide the lead for events. He/she shall work closely with the Office of Student Life staff to represent undergraduate student opinion and coordinate both community weekends. Both Co-chairs shall work closely with the President and the Office of Student Activities to ensure and facilitate regular communication, cohesiveness, and event logistics, and report to the Executive Board and Office of Student Life advisors weekly. The Secretary/Treasurer and Publicity Chair shall be at all Event Co-chairs’ disposal to assist in financial and publicity matters respectively. Event Co-chairs may be partly responsible for appropriate pre-planning of the following year’s events, as preliminary measures often need to be taken before elections. Additionally, the Co-chairs will have full use of any Intern for the event, and must assist in training them on running programs.

10. General Events Co-chair:
    a. Shall coordinate all additional programming and event planning. They shall work with the President and the Office of Student Activities advisors to convey the opinions and needs of students concerning activities, programs, and events by EPIC and the Office of Student Activities. They shall strive to envision new and creative programming ideas. The Event Co-chairs shall work closely with the President to ensure communication and cohesiveness, and report to the Executive Board weekly. The Secretary/Treasurer and Publicity Chair shall be at all the Event Co-chairs’ disposal to assist in financial and publicity matters respectively. The Event Co-chair may be responsible for appropriate planning of the following year’s events, as preliminary measures often need to be taken before elections. The Event Co-Chairs are responsible for managing all General Events - if the Co-chairs are unable to manage an event, it is their responsibility to ask an Executive Board member to manage the event.
Section C. Nominations and Elections

1. Nomination and Elections Procedure
   a. The President shall take nominations at the meeting prior to elections. All active
      members shall be notified at least 7 days prior to nominations of the date for
      nominations and elections.
   b. Nominations may be taken until 3 days prior to elections, at which point the candidate
      list shall be made available to all voters.
      i. At the discretion of the presiding officer and with consent of all candidates of a
         race, additional candidates may be entered after the deadline.
   c. All Executive Board members may nominate any active member including himself or
      herself. Nominations shall require a second by a different active member.

2. Elections Procedure
   a. The President shall preside over all elections in which he/she is not a candidate. The
      Secretary shall assist in vote counting.
      i. In races in which the President is a candidate, the Secretary will conduct the
         election, and shall be assisted by another Executive Board member, in the order
         of Section A.
      ii. In races in which both the President and the Secretary are candidates, the next
          highest positions shall conduct and assist in conducting elections, in the order
          listed in Section A.
   b. All active members shall be eligible to run for office. All Executive Board members shall
      be eligible to vote.
      i. Candidates for President position must have served in good standing for at least
         one year on the Executive Board.
      ii. All candidates shall be given the opportunity to present a written platform or
          platform speech. The platform shall not be disclosed to the other candidates of
          that race. All voters shall be given the opportunity to ask each candidate
          questions.
   c. Candidates of a race may not vote in their own race.
   d. A thorough round of discussion shall occur amongst all voters after platform
      presentations and questioning, but before voting. All voting members shall have the
      opportunity to speak.
   e. Elections shall occur using secret ballot.
   f. A candidate must receive a majority of votes in order to be declared the winner. In the
      event of a plurality, a re-vote shall occur between the two candidates with the highest
      number of votes.
   g. The President shall cast the deciding vote in a tie. In a race in which the President is a
      candidate, the floor shall be re-opened for discussion and a re-vote shall take place. If
      after one re-vote a majority decision is not reached, the Executive Board shall vote.

3. Elections shall take place in the Spring semester adhering to the timeline specified by SA policy.
   a. Regardless of the timeline dictated by SA, elections must take place at least three weeks
      prior to final exams.
4. Term of Office is one academic year.
   a. After one academic year, Executive Board members must re-nominate themselves in order to maintain their position.

Section D. Vacancies, Resignations, and Removals
1. At the valid meeting following a vacancy of an office, the position is to be filled by the same manner described in the Nominations and Elections Procedure.
2. A vote of no confidence is a vote to remove an officer. Such a vote shall require a 2/3 majority of the active membership to pass the motion.
3. If a vote of no confidence of any officer is to take place, notification must be given one official meeting prior to the vote. Any member of an organization can call for a vote of no confidence.
4. An office shall be declared vacant as the result of a vote of no confidence.

Section E. Provisions of Advisor(s)
1. All recognized ESM SA organizations are advised through the Office of Student Activities.
2. Organizations may have a secondary advisor. It is strongly recommended this person be a staff or faculty member at the Eastman School of Music or The College.
3. The advisor shall serve as a mentor to and advocate for all board members offering guidance on business, policies, risk management, programming, and event planning.

Article V. Finances
Section A. Funding
1. EPIC shall be eligible for ESM SA funding. (All SA recognized organizations shall be eligible for funded status by submitting a budget during fall leadership training and budgeting cycle, unless they are political, exclusive, or fraternity/sorority in nature.)
2. The budget shall be created on template and turned in to the Office of Student Activities at the end of every academic year by the Treasurer.
3. All invoices shall be sent to the treasurer for logging into the budget.
   a. This includes any and all expenses by EPIC, as well as all third-party contracts and invoices.

Article VI. Classification
1. EPIC shall be classified as a/an: Entertainment Programming organization.

Article VII. Adoption of the Constitution
Section A. Ratification
1. Two-thirds of the active membership, or more if the organization decides, must approve the constitution.
2. This constitution will be ratified upon approval of the Executive Board and the signature of the SA Executive Vice President.
3. This constitution shall not conflict with the Students' Association constitution or by-laws.

Section B. Amendments
1. Adoption and ratification of amendments to this constitution shall follow the same procedure as adoption of the entire constitution.

Section C. By-Laws
1. At least a 2/3 majority of the active membership must approve the by-laws and an amendments.
2. By-laws should not conflict with this constitution or the SA constitution or by-laws.

Article X. Hazing Policy
Hazing, defined as the harassment of one individual by another individual or organization, is not permitted by the EPIC. 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. Organizations found to be in violation of the University’s Policy on Hazing, found here, https://rochester.edu/college/fsa/hazing/hazingpamphlet.pdf will be derecognized and defunded.

Article XI. Policy Against Discrimination and Harassment (Policy 106)
EPIC of the Eastman School of Music does not discriminate against any individual or organization of individuals on the basis of age, color, disability, ethnicity, gender identity, gender expression, marital status, national origin, race, religion, sex, sexual orientation, veteran status, or political affiliation. Organizations found to be in violation of the University’s Policy 106 on Discrimination and Harassment will be derecognized and de-funded. Policy 106 can be reviewed here: http://www.rochester.edu/working/hr/policies/pdfpolicies/106.pdf

_________________________________________  ________________________
Signature of Organization’s Officer                                           Date
Submitting Constitution
Signature of SA Executive Vice President  
Granting Recognition  

 Signature of Office of Student Life Advisor  
Date