All ESM Students’ Association recognized student organizations must use the following standard Constitution format. This format should be followed as closely as possible. *Italicized and/or red text* indicates the need for appropriate organizational information. This paragraph should be removed upon completion. E-mail the final version to the Office of Student Life ([studentlife@esm.rochester.edu](mailto:studentlife@esm.rochester.edu)).

We, the Students’ Association and Office of Student Life of the Eastman School of Music, hereby establish *Mu Phi Epsilon* 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**

*Foster the ideals of service to school and community
Develop an awareness that artistic gifts are to be shared
Promote high scholarship, musicianship, and friendship through service
Provide opportunities for strong artistic and personal abilities*

**Article II. Membership and Eligibility**

**Section A. Membership**

1. Eligibility – All Students’ Association members shall be eligible for membership. A SA Member is an Eastman School of Music undergraduate who has paid his/her mandatory Student Activity fee. All Eastman faculty, staff, graduate students and UR River Campus students shall be eligible for associate membership. All members and associate members shall be listed on the organization’s membership roster.

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.

3. Definition of associate member – *Must pledge into membership and pay dues to the international chapter and the Eastman chapter. New members can pledge upon selection by current members.*

**Article III. Meetings and Voting**

**Section A. Meeting**

1. A meeting shall be valid if a quorum, plus one officer is present. Quorum is defined as ½ of the current membership

**Section B. Voting**

1. Changes will be proposed to the SA Council at the regularly scheduled meetings at which the proposed changes will be discussed. This meeting must be open and publicized to the entire Eastman undergraduate student body. Changes must be approved by more than two-thirds majority vote of those in attendance at the meeting in which voting occurs.

1.1. Voting on any issue shall be official only if the meeting is valid.
1.2. All SA members shall have equal voting power. Associate members do not have voting privileges. Advisors do not have voting privileges.

1.3. Procedure – All decisions 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.

**Article IV. Officers and Qualifications**

**Section A. Officer Positions**

*(In this section, list the titles of all officer positions and qualifications to hold their offices, such as minimum years of participation or term limits. The SA requires a President and a Treasurer position, if the organization is SA funded)*

**Section B. Duties of Officers**

1. All officers shall be full time matriculated undergraduate Eastman students and members of the ESM Students’ Association.
2. All officers shall promote active recruitment of new members.
3. All officers shall enforce this constitution.
4. All officers shall be responsible for being familiar with the sections of the ESM Students’ Association constitution and bylaws that apply to this organization.
5. The President shall preside over the meetings and shall maintain organization within the club, communicate with other officers and delegate duties to maintain a functioning club that fulfills the purposes set forth above.
6. *(Only if organization has a treasurer)* The Treasurer will be responsible for maintaining all finances and keeping detailed records of all transactions.
7. President and Vice President shall 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 Life, and all members of the ESM Students’ Association. Also, the Secretary shall take attendance at all meetings, tally votes, keep an accurate list of organization members, and take and maintain meeting minutes.
8. *(State the titles and duties of additional officers as necessary.)*

**Section C. Nominations and Elections**

1. Nomination and Elections Procedure – Members nominate and elect during a specified nomination/election meeting.
2. Timing of Elections – Elections must occur no later than April 1, unless your group is governed by a national charter and is subject to their election timeline.
3. Term of Office is one academic year.

**Section D. Vacancies, Resignations, and Removals**

1. Vacancy- defined as any office not occupied, and may be caused by eligibility, removal, or resignation.
   a. 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, it must be given an official meeting’s notice. 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 Life.
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 University of Rochester.

**Article V. Committees**

*Not applicable*
Article VI. Finances
Section A. ESM Students' Association members shall receive priority at all ESM SA-funded events conducted by this organization.

Section B. Funding
*Mu Phi Epsilon 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 in nature. Religious and Pre-professional groups will receive a flat fund to be determined and allocated each academic year.)

Article VII. Classification
Section A. *Mu Phi Epsilon shall be* classified as a/an: [an organization's classification will be designated by SA Exec and Office of Student Life]

A. Awareness/Cultural - An awareness/cultural organization shall be any SA-recognized organization whose primary focus is the promotion of cultural or social awareness issues.

B. Class Council – A class council shall be an SA recognized organization dedicated to promoting and creating class spirit, community, and unity by planning and sponsoring programs, events, and activities targeted toward the class, and the greater ESM undergraduate community.

C. Club - A club shall be any organization that does not fit any other distinct classification.

D. Club Sport - A club sport shall be any SA-recognized organization that is physical in nature, formed by individuals with a common interest in a sport and/or recreational activity, and exists to promote and develop interest within a narrowly defined scope.
   a. Competitive Club Sports are created because the interest demands an opportunity for students other than varsity athletes or because no varsity team exists. The team trains and is eligible to compete and actively pursues participation in registered extramural, regional, national, or open competitions.
   b. Recreational clubs do not meet all of the requirements above, but are able to organize a group for sport and recreational participation on a regular basis that is not readily and feasibly available to students. The club should incorporate a variety of participation opportunities including but not limited to regular club meetings, clinics, practices, informal gatherings and philanthropic functions.
   c. Instructional clubs focus on the introduction, qualified instruction, and advancement of specific skills and techniques. Instruction should cover the necessary physical and mental safety prerequisites for participation, as well as strategy and rules. Instruction should be provided for all levels of skill from beginner to advanced.

E. Community Service - A community service organization shall be any organization whose primary mission is service to the campus and Rochester community through formal or informal consultation with local nonprofit agencies, government, and community-based organizations.
   a. Organizations seeking SA recognition that are determined to meet these qualifications shall be classified as Community Service and will form under the jurisdiction of the Office of Student Life.

F. Entertainment Programming – A SA recognized organization for entertainment programming shall be responsible for providing and promoting varied campus-wide social programs and/or college traditional events.

G. Political - A political organization shall be any organization that advocates for or endorses a certain candidate, official or political party. A political organization shall
also be any organization that advocates against or denounces a certain candidate, official or political party.

H. Pre-Professional - A pre-professional organization shall be any SA recognized organization that fosters and disseminates profession-specific knowledge and supports the professional and personal growth of its members. Pre-professional organizations may be of a blended nature, and permit both grads and undergrads to be members and hold office.

I. Publication/Media - A publication or media organization shall be any SA recognized organization that regularly produces a newspaper, journal, yearbook, magazine, blog, television show or radio show.

J. Religious - A religious organization shall be any SA recognized organization that subscribes to and/or promotes a religious doctrine.

Article VIII. Adoption of the Constitution

Section A. More than two-thirds of the active membership, or more if the organization decides, must approve the constitution.

Section B. This constitution will be ratified upon approval of the Executive Board and the signature of the SA Executive Vice President.

Section C. This constitution shall not conflict with the Students' Association constitution or by-laws.

Article IX. Amendments

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

Article X. By-laws

Section A. More than 2/3 majority of the active membership must approve the by-laws and any amendments.

Section B. By-laws should not conflict with this constitution or the SA constitution or by-laws.

Article XI. Hazing Policy

Hazing, defined as the harassment of one individual by another individual or organization, is not permitted by the [organization]. 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.

Article XII. Policy Against Discrimination and Harassment (Policy 106)

The Mu Phi Epsilon 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 Submitting Constitution

Signature of SA Executive Vice President Granting Recognition

Signature of Office of Student Life Advisor

Date

Date

Date