We, the Students’ Association and Office of Student Life of the Eastman School of Music, hereby establish NAFME Collegiate Chapter 50 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
NAFME Collegiate Chapter 50 is Eastman’s pre-service branch of the National Association for Music Education, a professional organization for all pre-service, in-service, and retired music educators. Our primary goals are to build a community of music educators at Eastman and to provide the entire student body opportunities for education, service, professional development, and advocacy related to music education. NAFME Collegiate Chapter 50 will accomplish this through the following means (but not limited to these): establishing connections with professionals in the field or related fields for the education and benefit of all involved parties; hosting relevant workshops and panels to inform the student body and add to their knowledge of music education; partnering with community members to provide service to the community as well as teaching opportunities for students; promoting advocacy techniques through information and events; and hosting social events to strengthen the Eastman community.

Article II. Membership and Eligibility
Section A. Membership
1. Membership 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.
   1.1. Active members shall be defined as those who attend at least half of the bi-weekly open meetings (approximately three per semester).

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 – There are no special requirements to become a member. All are welcome to attend our events and our bi-weekly open meetings. All full members have equal rights. Associate members do no possess the right to vote in elections and referenda or hold executive positions on the NAFME Collegiate Chapter 50 Board. The Executive Board, consisting of five (5) members for the 2018-2019 academic year, holds exclusive rights to control event planning,
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 one half of the active membership.

Section B. Voting
1. Changes will be proposed to the NAFME E-Board 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 NAFME 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
1. President
2. Vice President
3. Treasurer
4. Secretary
5. Director of Public Relations

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 serves as the main representative of the organization. As such, the President should attend and preside over meetings and events whenever possible and serves as the main point of contact with guest speakers and other organizations. The President generates ideas for events and professional development opportunities and ensures that the membership is up to date on such opportunities. The President delegates and coordinates responsibilities to other members of the board to ensure equity of workload and successful completion of all projects.
6. The Vice President of NAFME serves as the secondary representative of the organization. As such, the Vice President should attend meetings and events whenever possible. The Vice President will be responsible for communicating with the office of Student Activities, which include monthly meetings with Austin Curtis and other related personnel. The Vice President will also serve as the community service coordinator, seeking out and taking the lead on community service projects. The Vice President should also be prepared to take on the responsibilities of the President whenever needed.
7. The Secretary of NAFME serves as the records-keeping member and communicates with the membership. The Secretary takes minutes at all board and open meetings; records attendance at events (if in attendance), complete and hands in program registration forms, and sends out bi-weekly e-mails and event reminders to the membership.
8. The **Treasurer** of NAfME maintains the budget and anticipates the logistical needs of programmed events. The Treasurer is responsible for keeping making purchases on behalf of NAfME, keeping receipts and other financial records, and communicating these details clearly and regularly to other board members, particularly the President and VP.

9. The **Director of Public Relations** is responsible for maintaining all NAfME social media platforms, including Facebook, Instagram, Twitter, and the MTL website page. The Social Media Chair is responsible for publicizing all programmed events regularly and in a timely manner preceding events, including (but not limited to): designing and printing posters, creating Facebook events and inviting members, and managing other social media with relation to these events.

**Section C. Nominations and Elections**

1. Nomination and Elections Procedure - The members shall be generally solicited for interest in running for executive board positions; this shall occur verbally and via e-mail and social media.
   a. Solicitation of applications shall occur four (4) weeks prior to designated election completion. Applications shall be accepted for two (2) weeks, and voting shall occur for two (2) weeks. Results shall be announced immediately.
   b. Applicants must be active members (see definition above).
   c. All members, including applicants and board members, may vote.
   d. If there are less applicants than positions, the application deadline shall be extended while the voting window shall be reduced accordingly.

2. Timing of Elections – Elections will be completed no later than April 1.

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 ineligibility, 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**

**N/A**

**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**

Eastman NAfME 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.** Eastman NAfME shall be classified as a/an: Pre-Professional organization.
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 a 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 Eastman NAfME. 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; and/or actions in the form of social pressure which might cause harm to an individual.

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

The Eastman Collegiate NAfME Ch. 50 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/pdpolicies/106.pdf

Signature of Organization’s Officer 9/29/2018
Submitting Constitution

Signature of SA Executive Vice President 9/29/2018
Granting Recognition

Signature of Office of Student Life Advisor 9/29/2018

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