Spectrum

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).

We, the Students' Association and Office of Student Life of the Eastman School of Music, hereby establish *Spectrum* 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**

Our mission is to provide a safe space for Eastman students of all backgrounds to discuss gender and sexual identity. We want to maintain a positive, supportive, and enjoyable environment where students are comfortable to have fun, make friends, learn about issues of gender and sexual identity, and discuss personal experiences with gender and sexual identity. We want to maintain an environment of equality and freedom of expression for all.

**Article II. Membership**

**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. ** Pre-professional organizations are permitted to have a blended membership and leadership of Eastman grads and undergrads. It is recommended that 50% of a pre-professional group’s executive board be comprised of undergrads and %50 undergrads.

2. Definition of active member – An active member has to have been to at least one meeting in the past four weeks. Active members have voting

3. Definition of associate member – An associate member has not been to a meeting in the past four weeks.

**Article III. Meetings and Voting**

**Section A.** A meeting shall be valid if a quorum, plus one officer is present. Quorum is defined as one half of our active members.

**Section B. Voting**

1. Voting on any issue shall be official only if the meeting is valid.

2. All SA members shall have equal voting power. Associate members do not have voting privileges. Advisors do not have voting privileges.

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**
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. The President will be an SA Rep.
6. The Vice President will assist when the President is unable to perform a task alone and serve as the leader of activity coordination. The Vice President will be an SA Rep.
7. The Secretary will record the minutes for every meeting, send out minutes in emails, send reminder emails, keep track of membership, and maintain the Facebook page.
8. The Treasurer will be responsible for maintaining all finances and keeping detailed records of all transactions.
9. **The 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.

Section C. Nominations and Elections

1. Nomination and Elections Procedure - A Quorum must be present for nominations and elections. Every year, we will hold nominations for any active members interested in running for office. Half of voting members must approve nominations. The next week, active members will vote anonymously, and whoever has the most votes will be the new officer.
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. 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 Affairs.
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

Section A. Purpose of Committees

1. A committee shall be an organized group within Spectrum whose mission coincides and facilitates the overall broader mission statement of Spectrum.
2. The goals of every committee must be in accordance and working towards the same goals as Spectrum.
3. Spectrum shall ultimately be responsible for the actions of their committees.

Section B. Committees

N/A

Section C. Chairperson

1. A committee chairperson shall preside over a committee.
2. A chairperson must be an active member.
3. A committee chairperson shall report directly to the organization during regular meetings regarding current business of the committee.
4. A committee chairperson shall be responsible for maintaining the committee’s membership roster.

Section D. Membership

1. All members of a committee shall be members of Spectrum.
2. All members of Spectrum shall be eligible for committee membership.
3. Half or more of voting members at a given meeting must approve the committee members.

Section E. Meetings

1. Meetings shall be presided over by the committee chairperson.
2. Meetings shall be determined by the committee chairperson and committee members as needed.
3. A valid meeting shall follow the same meeting and voting rules as mentioned above in Article III.

Section F. Budget

1. Committees will not be granted a separate budget. Budgets shall be determined and allocated by the parent organization’s executive board from the parent organization’s budget.
2. Committee budgets shall be managed by the committee chairperson in consultation with the parent organization’s Treasurer.
3. All financial requests shall be processed by the parent organization’s Treasurer.

Section G. Promotion and Publication

1. When promoting a committee, it shall be advertised as “X is a committee of Spectrum.
2. When advertising an event sponsored by a committee, it shall be advertised as “X event is sponsored by Y, a committee of Spectrum.
3. If parent organization is SA-funded, “Spectrum is SA funded” must also be included on all promotions, advertisements, and publications.

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

Spectrum 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. Spectrum shall be classified as a/an: Cultural Awareness
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. 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. At least 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 Spectrum. 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)

Spectrum 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

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<th>Signature of Organization's Officer</th>
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| Signature of SA Executive Vice President     | Date |
| Granting Recognition                          |      |

| Signature of Office of Student Life Advisor  | Date |
| Date                                         |      |