

Concert Choir Students' Association Constitution

July 16, 2002

1. Article I: General

- (a) The name of this organization shall be "The Concert Choir Students' Association".
- (b) The purpose of this organization shall be to externally support, represent, and serve the students of the MIT Concert Choir (21M.401); to promote the Choir's concerts, auditions, and activities; and to serve as a general advocate for choral music at MIT.
- (c) The Director of the MIT Concert Choir (a faculty member, designated solely by the Music Department), shall act as general advisor.
- (d) The organization shall be governed by this constitution and the by-laws appended hereto. Where there is no rule provided for procedure, the faculty advisor and student officers shall determine the course to be followed. All actions of the CCSA are subject to review by the Music Department.

2. Article II: Membership

- (a) All students, singers, and affiliates of the MIT Concert Choir (course 21M.401), including students enrolled for credit, students singing not for credit, and others, shall be considered members of the Concert Choir Students' Association.
- (b) **The membership of this organization will at all times contain at least 5 MIT students and consist of more than half MIT students.**
- (c) **This organization will not discriminate based on any characteristic listed in MIT's Nondiscrimination statement.**
- (d) **If this organization at any point charges monetary dues, there will be exemptions made for students that cannot afford these dues.**
- (e) Affiliation with the CCSA in no way guarantees or secures a performing seat in the Concert Choir, which is at the sole discretion of the Music Department and the Music Director, as described in the prerequisites for 21M.401.

3. Article III: Officers

- (a) The officers, listed as follows, are elected by a majority vote of the general membership during a regular meeting in April. The elections shall be announced at least one week in advance. Terms run for one year.
- **PRESIDENT:** The President presides over CCSA meetings and coordinates the activities of the other Officers. The President is the primary contact person for inquiries from outside of the CCSA, and communicates closely with the director of the Concert Choir.
 - **TREASURER:** The Treasurer handles the group's finances.
 - **SECRETARY:** The Secretary keeps track of membership lists, alumni and announcement lists, and processes such data as is needed by the Stage Manager, Librarian, and faculty advisor.
 - **CONCERT MANAGER:** The responsibility of the Concert Manager is to verify that the set up as requested by the director via the Concerts Office has been properly done by the Campus Activities Complex. The Concert Manager is also in charge of all backstage logistics, including seating arrangements and lineups, during dress rehearsals and performances.
 - **LIBRARIAN:** The librarian's responsibility is to number, assign, distribute, track, and collect scores and music deposit checks.
 - **CD COORDINATOR:** The CD Coordinator organizes the manufacture and distribution of recordings. This is done in coordination with any other ensembles involved in the performance.
 - **PUBLICITY MANAGER:** The publicity manager is in charge of organizing on-campus publicity efforts including postering; production of the Lobby 7 drop poster; email announcements; and ticket distribution if necessary.
 - **SOCIAL CHAIR:** The social chair is in charge of organizing the post concert receptions and other social events (study breaks, etc.)
 - **WEB AND EMAIL MASTER:** Responsible for the maintenance of the Concert Choir Students' Association web page and email lists.
 - **CONCERT PROGRAM COORDINATOR:** Provide complete and correct personnel list to the Concerts Office for inclusion in concert programs.
- (b) **Officers will be elected by majority vote of the members, during a meeting of the CCSA near the end of each Spring term.**
- (c) **Mid-year position vacancies may be filled by appointment, or by special election, at the discretion of the officers.**

- (d) **Officers may be removed and replaced by a two-thirds vote of the membership.**
- (e) Any of these positions may be filled by more than one person (co-presidents, for example) with the exception of Treasurer.
- (f) Any person may fill more than one position. However, the officer corps shall always consist of at least three distinct persons.
- (g) **The President and Treasurer shall be distinct MIT students.**
- (h) Changes to the officer list, including addition and deletion of positions, may be made during the April elections. Any such changes should appear as Amendments to this document.
- (i) The Concert Manager may be elected first to an apprenticeship, in which he or she works with the current Manager, before being promoted to Concert Manager proper. This is at the discretion of the officers and the outgoing Concert Manager.

4. **Article IV: Meetings**

- (a) **All rehearsals and meetings of the MIT Concert Choir shall be considered, coincidentally, meetings of the Concert Choir Students' Association. In addition, the CCSA officer shall have least one administrative meeting per semester.**
- (b) **Administrative meetings are presided over by the President. Decisions at administrative meetings will be made by a majority vote of the officers.**

5. **Article V: Financial**

- (a) The Treasurer shall be responsible for handling and coordinating money within the Concert Choir Students' Association, including handling, coordinating, and requesting external funds. All expenditures should be pre-approved by the treasurer. The CD Coordinator, Librarians, and Social Chair will typically be empowered to handle Concert Choir Students' Association funds.
- (b) The finances of the Concert Choir itself are not to commingle with the finances of the CCSA. All Concert Choir monies are handled exclusively by the Concerts Office of the Music Department; all CCSA monies are handled exclusively by the CCSA officers.

6. **Article VI: ASA God Clause**

- (a) **The CCSA agrees to abide by the rules and regulations of the Association of Student Activities and its executive board. This constitution, amendments to it, and the by-laws of this organization shall be subject to review by the ASA Executive Board to insure that they are in accordance with the aforementioned rules and regulations.**

7. Article VII: Adoption and Amendments

- (a) A two thirds vote of the membership present at a meeting shall be necessary to propose an amendment to this constitution, provided there are at least 12 members present. All proposed amendments must then be approved in writing by the appointed CCSA faculty advisor, and presented for review to the Music Department. In addition, the Music Department may amend this Constitution at will, with or without the approval of the CCSA officers. The constitution and all amendments hereto shall be submitted to the Association of Student Activities for approval.
- (b) A majority of the membership present at a meeting, provided there are at least 12 members present, shall be sufficient to revise the by-laws.