

Bylaws of On a Sensual Note

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Article I –President

Section 1. Chair of the Executive Board

The President shall serve as the chair of the Executive Board, set times for at least twice-monthly meetings, preside over meetings, and ensure that the other members of the Executive Board are executing their responsibilities.

Section 2. University Liaison

He shall serve as the liaison between the group, Student Activities, and the Club Council.

Section 3. Bookings and Performances

He shall act as the primary point of contact and logistical coordinator for bookings and shall propose performances.

Section 4. Rehearsals & Meetings

The President shall be charged with organizing the logistics for and presiding over meetings and administrative sessions of rehearsals.

Article II – Business Manager

Section 1. Finances

The Business Manager shall keep records of the groups' funding through the Student Activities Online Financial Access System. He shall also execute, approve, and keep record of all financial transactions.

Section 2. Fundraising

He shall oversee fundraising pursuits such as CD sales and midnight serenades.

Section 3. Budget Requests

The Business Manager shall be charged with submitting funding applications for presentation to the Club Council.

Article III – Musical Director

Section 1. Rehearsals

The Musical Director shall develop rehearsal agendas and direct the performance sessions of rehearsals.

Section 2. Arrangements

The Musical Director shall review and approve and be the primary source of all musical arrangements. He shall work with the arrangers during the teaching and learning process. In the event of musical disagreement, the Musical Director has final say.

Section 3. Performance

The Musical Director shall oversee the performance quality, including outfits, and is empowered to appoint a Performance Captain, with the consent of the Executive Board, to aid in the execution of these duties.

Article IV – Communications and Marketing Director

Section 1. Communications

The Director shall be responsible for all external communications to media and the utilization of campus resources for advertising as well as the creation of final concert programs.

Section 2. Marketing

The Communications & Marketing Director shall be charged with implementing marketing, promotional, and advertising strategies to increase the awareness of the group within and

without American University.

Section 3. Outreach

The Director shall work to establish relations with other campus groups as well as seek co-sponsorships. The Director shall specifically work to organize performances with other a cappella and performing arts groups.

Section 4. Recruitment

The Director shall be charged with recruiting potential members.

Article V – Secretary

Section 1. Attendance

The Secretary shall be responsible for implementing and disseminating the attendance policy developed by the Executive Board.

Section 2. Minutes

The Secretary shall take and publish minutes when necessary of meetings, administrative sessions of rehearsals, and Executive Board meetings, at the discretion of the President.

Section 3. Archives

The Secretary shall maintain official documents, musical arrangements, photos, videos, and any other material of historical significance.

Section 4. Alumni Relations

The Secretary shall be responsible for maintaining records of and outreach to Alumni.

Section 5. Internal Communication

The Secretary shall maintain and troubleshoot the group's internal communication, including but not limited to the listserv and internal Facebook.

Article VI – Powers of the Executive Board

Section 1.

The Executive Board may set temporary policies for situations regarding behavior, general business, or group operations, not addressed in the governing documents by a majority vote of the E-board. The President shall notify the general membership of such decisions during the rehearsal immediately following.

Article VII – Group Activities

Section 1. Rehearsals

Rehearsals shall be divided into performance sessions, over which the Musical Director shall preside, and administrative sessions, over which the President shall preside. The rehearsal schedule shall be set by the President, with the approval of at least a two-thirds (2/3) vote of the current membership.

Section 2. Concerts

Concerts are those performances planned in whole or in large part by the members of the group. The President shall organize concerts.

Section 3. Bookings

Bookings shall be those performances of the group not organized in large part by members of the group. The President shall book these.

Section 4. Serenades

These are short performances for an individual or small audience usually during rehearsal time. The Business Manager shall work with the President and Musical Director to book these.

Section 5. Tours

A set up of multiple performances in a relatively short period that involve travelling. The

President may appoint a general member(s) to organize these.

Section 6. Business Meetings

A group meeting for purposes unrelated to rehearsing or performing. The President shall preside over these.

Section 7. Auditions & Membership Meetings

A group meeting for the purposes of assessing potential future members of the group and/or entertaining a Membership Vote. The Musical Director shall preside over and organize auditions.

Section 8. Miscellaneous

If there is another performance or meeting not defined herein, the President or his designate shall be responsible for it.

Article VIII – Conduct

Section 1. Attendance

The Executive Board shall be charged with establishing attendance policy and publishing it to the group before the third (3rd) meeting or rehearsal of each semester.

Section 2. Mind-Altering Substances

The use of any mind-altering substance is strictly prohibited prior to or during performances, rehearsals, or other official group activities.

Section 3. Individual Responsibilities

Individual members are responsible for the safekeeping of their uniforms and materials.

Section 4. Temporary Departure

Members may make a temporary departure from the group starting no later than two weeks after the first rehearsal of an academic semester. General members may take a temporary departure for one semester. Such a member may not perform, vote, or attend a closed group activity. Temporary departures outside of this framework shall subject that person to a readmission process, at the discretion of the Executive Board. The Executive Board has the final say over the definition of a temporary departure.

Section 5. Enforcement

The President shall be charged with enforcing rules of conduct. Consequences resulting from such enforcement may be overturned and/or modified by a majority of the Executive Board. Any violations of conduct as defined in this Article may subject a member to suspension or removal.

Article IX – Membership and Voting

Section 1: Transactional Votes

The President shall preside over votes related to any business decisions and any decisions not defined herein.

Section 2: Musical Selection

The Musical Director shall develop voting procedure and preside over any votes related to song selection.

Section 3: Membership Votes

The President shall preside over Membership Meetings, which shall take place after Auditions. He shall be charged with developing voting procedures.

Section 4: Election Procedures

The Executive Board, with the consent of the group, shall develop election/voting procedure, which shall be published no later than 2 weeks before any election. The President shall preside over votes related to elections. Members who were elected to positions for the next shall

assume their position the day after the last University final.

Section 5: Suspension Procedure

Any member may file a motion of suspension with the President or another member of the Executive Board if the person making the motion or against whom the motion is made is the President. Whoever receives the motion shall inform the person against whom the motion was made. The Executive Board shall meet no less than a week from that point to vote. A unanimous vote shall be required to sustain the motion.

Section 6. Expulsion Procedure

Any member may file a motion of expulsion with the President or another member of the Executive Board if the person making the motion or against whom the motion is made is the President. Whoever receives the motion shall inform the person against whom the motion was made. The group shall meet no less than a week from that point to vote, and a three-fourths (3/4) vote shall be required to sustain the motion.

Section 7. Removal from Executive Board

Any member may file a motion of impeachment with the President or another member of the Executive Board if the person making the motion or against whom the motion is made is the President. Whoever receives the motion shall inform the person against whom the motion was made. The group shall meet no less than a week from that point to vote, and a three-fourths (3/4) vote shall be required to sustain the motion.

Section 8. Notification of Suspension, Expulsion, or Removal from Executive Board

Announcement of procedure for expulsion or e-board impeachment must take place no less than three days prior to group consideration. The person who submits the complaint and the subject of the complaint must both receive ample opportunity to present their case to the general membership, at the discretion of the President. If the President submits or is subject of the complaint, the Business Manager will preside and decide procedure.

Section 9. Appeals

Any decision of the collective Executive Board may be overturned by the general membership with a three-fourths (3/4) vote. This does not apply to decisions by individual Executive Board member(s) regarding the powers given to them explicitly by the governing documents.

Section 10. Quorum

Quorum for transactional votes and song selection is half of the group. Quorum for membership votes, including new member admission, expulsion and e-board impeachment, is three-fourths.

Section 11. Tied Votes

The member presiding over a vote may determine the outcome of a tied vote.

Section 12. Bylaws Amendments

Any member may submit a proposed amendment to the President, who shall send it to the entire group and then entertain a motion to adopt it no more than three (3) rehearsals/meetings after submission. Amendments to the Bylaws shall be approved by a three-fifths (3/5) vote of the membership, except Amendments to this section, which shall require a two-thirds (2/3) vote of current members.