

RIT Ukulele Club

1. Name

- 1.1. The name of this organization shall be Ukulele Club.

2. Derivation of Authority

- 2.1. The Ukulele Club shall recognize that it receives its right to function as an Institute Organization from Student Government of the Rochester Institute of Technology in accordance with The Club Guidelines and The Student Government Constitution.

3. Purpose

- 3.1. The purpose of the organization is to spread the awareness of the ukulele instrument while creating a musical community that celebrates the ukuleles.

4. Right and Responsibilities

- 4.1. The Ukulele Club has a right to pursue any approved activities in achieving its stated goals and/or purpose, as long as those activities are not in violation of any rules and regulations of Student Government and the Rochester Institute of Technology.
- 4.2. The Ukulele Club shall have at least one member of the Executive Board, or other responsible party present at each regularly scheduled club meeting.
- 4.3. The Ukulele Club shall strictly adhere to all the rules and regulations of Student Government and the Rochester Institute of Technology.
- 4.4. The Ukulele Club has the right to obtain a seat on the Club Review Board, in accordance with the policies of the Student Government Club Guidelines.

5. E-Board Roles

5.1. President

5.1.1. Description

- 5.1.1.1. The president is the elected executive board official of the Ukulele Club. It is the president's duty to lead the club effectively, efficiently and passionately.

5.1.2. Responsibilities

5.1.2.1. E-Board Meetings

- 5.1.2.1.1. Manage the itinerary before meetings by gathering talking points from every e-board member and/or committee spokesperson in an organized fashion and made available for those present at the meeting.
- 5.1.2.1.2. Preside over the meeting by spearheading the conversation, approving motions, and encouraging orderly discussion.

5.1.2.2. General Meetings

- 5.1.2.2.1. Ensure that the showrunners for each meeting is prepared beforehand. Considerations include AV equipment, sheet music, extra ukuleles, cajon, etc.
- 5.1.2.2.2. Lead post-mortem

5.1.2.3. Committee Meetings

- 5.1.2.3.1. Ensure that the committee head for each meeting is prepared beforehand. Considerations include AV equipment, arrangements, sheet music, extra ukuleles, cajon, etc.

5.1.2.4. Performances

- 5.1.2.4.1. Ensure that the director for each performance is prepared beforehand. Considerations include AV equipment, arrangements, sheet music, cajon, stands, etc.

5.1.2.5. Outside of Meetings

- 5.1.2.5.1. Be present at any outside meetings concerning the Ukulele Club, even if it is not immediately their responsibility.

5.2. Vice-President

5.2.1. Description

- 5.2.1.1. The vice president is an elected executive board official of the Ukulele Club. It is the vice president's duty to assist the president in the president's duty to lead the club, as detailed in section 5.1

5.2.2. Responsibilities

5.2.2.1. E-Board Meetings

- 5.2.2.1.1. Ensure that meetings are kept on topic and on track. The vice president should also be looking over the itinerary during the meeting.
- 5.2.2.1.2. Before the meeting, record relevant updates to committees or relevant outside organizations in the itinerary.
- 5.2.2.1.3. Reports on the activities and statuses of any committee going on at the time during the meeting.
- 5.2.2.1.4. Report on any updates or announcements made by the Clubs Office, Student Government, and other related RIT organizations that is relevant to the Ukulele Club during the meeting.

5.2.2.2. General Meetings

- 5.2.2.2.1. Arrive early with the secretary and the showrunner to set up the room with any necessary equipment in advance.
- 5.2.2.2.2. Be present for the post-mortem that takes place after each general meeting.

5.2.2.3. Committee Meetings

- 5.2.2.3.1. Supervises committee meetings until a committee head is chosen. The vice president will then supervise the meetings until it is felt that the committee can run well without supervision.
- 5.2.2.3.2. The position of acting committee head falls to the vice president until one is elected by the committee.
- 5.2.2.3.3. Be the point of contact between the committee and e-board.

5.2.2.4. Performances

- 5.2.2.4.1. Ensure that the director for each performance is prepared beforehand. Considerations include AV equipment, arrangements, sheet music, cajon, stands, etc.

5.2.2.5. Outside of Meetings

- 5.2.2.5.1. For general meetings, rooms will be reserved at the beginning of the semester for the entire semester.
- 5.2.2.5.2. For e-board meetings, rooms will be reserved at the beginning of the semester for the entire semester.
- 5.2.2.5.3. For events, rooms will be reserved at least a month in advance of the event.

5.3. Secretary

5.3.1. Description

- 5.3.1.1. The secretary is an elected executive board official of the Ukulele Club. It is the secretary's duty to record, keep track, organize, and file all club information acquired during club meetings.

5.3.2. Responsibilities

5.3.2.1. E-Board Meetings

- 5.3.2.1.1. Record the attendance of e-board members, committee heads, and other attendees.
- 5.3.2.1.2. Record notes over the itinerary and gathering information concerning all talking points.
- 5.3.2.1.3. Report on the status of general meeting attendance on a monthly basis.
- 5.3.2.1.4. Analyze and report on attendance of club meetings and events.
- 5.3.2.1.5. Report on how general meeting goes based on observations made.
- 5.3.2.1.6. At the end of the meeting, the secretary will review the itinerary and any collected notes, making any corrections and ensuring that all points were addressed.

5.3.2.2. Committee Meetings

- 5.3.2.2.1. Records the attendance until a dedicated secretary or a similar position is appointed by the committee
- 5.3.2.2.2. Records notes unless the committee a dedicated secretary or a similar position is appointed by the committee
- 5.3.2.2.3. Keep in contact with the committee's dedicated secretary if one is appointed.

5.3.2.3. General Meetings

- 5.3.2.3.1. Arrive early with the vice president and the showrunner to set up the room with any necessary equipment in advance.
- 5.3.2.3.2. Record attendance at the general meeting
- 5.3.2.3.3. Keep a list of songs played

5.3.2.3.4. Keep notes open throughout the entire session to make any observations for any meetings.

5.3.2.3.5. Keep notes of post-mortem.

5.3.2.4. Performances

5.3.2.4.1. Take attendance of the performers

5.3.2.4.2. Record attendance or find someone, probably the merch table operator, to record attendance.

5.3.2.5. Outside of Meetings

5.3.2.5.1. Compile a monthly attendance statement for e-board meetings.

5.3.2.5.2. Document all important information regarding performances and/or events, including flyer designs, attendance, songs played, etc.

5.3.2.5.3. EVR forms will be filled out by the secretary at the request of e-board or committees through e-board.

5.3.2.5.4. Record every single member who has been in the club.

5.4. Treasurer

5.4.1. Description

5.4.1.1. The treasurer is an elected executive board official of the Ukulele Club. The treasurer's duty is to track and maintain the club's budget, keep the e-board informed of the budget's status, and record all transactions made on behalf of the club.

5.4.2. Responsibilities

5.4.2.1. E-Board Meetings

5.4.2.1.1. Report any transactions made by the club to the itinerary and at the meeting.

5.4.2.1.2. Report any transactions needed to be made by the club to the itinerary and the the meeting.

5.4.2.1.3. The executive decision to refuse a proposal where finance is involved lies with the treasurer as long as logical reason is provided.

5.4.2.1.4. Inform the club of the budget's status on a monthly basis.

5.4.2.2. General Meetings

5.4.2.2.1. Collect any cash if merchandise was purchased.

5.4.2.2.2. Every month, bring ukulele club merch to club to sell.

5.4.2.3. Committee Meetings

5.4.2.3.1. -

5.4.2.4. Outside of Meeting

5.4.2.4.1. Contact Student Government for funds if needed.

5.4.2.4.2. Get a signature for EAF forms from our advisor and submit it in a timely fashion

5.4.2.4.3. Get a signature for the drop box form from another e-board member and submit in the drop box

- 5.4.2.4.4. Collect petty cash from e-board a week before an event if necessary, and place it in the club locker.
- 5.4.2.4.5. Reserve the cash box from the clubs office a week in advance before an event if necessary, and place it in the club locker.
- 5.4.2.4.6. Create a monthly budget statement for the club including all financial statements, transactions, etc made in the past month, comparing it to past statements.
- 5.4.2.4.7. Find a merch table operator for an performance or event, otherwise the job falls to the treasurer.
- 5.4.2.4.8. Document all important finance related information regarding performances and/or events such as receipt\$, checks, number of tickets sold, raffle information, merchandise sold, etc.

5.5. Public Relations Director

5.5.1. Description

- 5.5.1.1. The public relations director is an elected executive board official of the Ukulele Club. It is the PR director's duty is to maintain the relationship between the club, it's members, alumni, and the public.

5.5.2. Responsibilities

5.5.2.1. E-Board Meetings

- 5.5.2.1.1. Report any inquiries made to the club into the itinerary and then also during the meeting.
- 5.5.2.1.2. Report any notes from any meetings concerning the club to the itinerary and during the meeting.
- 5.5.2.1.3. Report any updates or ideas concerning advertising the club and/or it's events to the itinerary and during the meeting.
- 5.5.2.1.4. Bring copies of any announcements, emails, papers, etc that will be presented to the club or the public to the meeting to be approved by e-board.

5.5.2.2. General Meetings

- 5.5.2.2.1. Have announcements prepared for the beginning of the club.
- 5.5.2.2.2. Be present for post-mortem.

5.5.2.3. Committee Meetings

- 5.5.2.3.1. -

5.5.2.4. Performances

- 5.5.2.4.1. Be the point of contact between any collaborators, e-board and any relevant committees for performances and/or events.

5.5.2.5. Outside of Meetings

- 5.5.2.5.1. Prepare and schedule all emails sent out to the club and the public.
- 5.5.2.5.2. Maintain a presence on social media platforms.
- 5.5.2.5.3. Submit poster designs to the clubs office coordinator for approval.

- 5.5.2.5.4. Submit art requests to the clubs office for events at least a month in advance.

5.6. Resignation

- 5.6.1. A member may resign by submitting the intention in writing to the President and Director. The resignation shall be read to the members at the next business meeting, although it becomes effective upon submission.

5.7. Impeachment

- 5.7.1. Any officer of this organization can be impeached.
- 5.7.2. Impeachment may be initiated by petition, in writing, by 25% or more of the active members, when presented to the members in a regular meeting.
- 5.7.3. At the next meeting the accuser (members signing petition) and accuse' (officer) shall present their case to the members. After both cases are heard, a written vote shall be taken.
- 5.7.4. Conviction of impeachment shall require a 2/3 vote by the members in good standing present, a quorum being present.
- 5.7.5. Conviction of impeachment shall cause removal from office and loss of all privileges thereof.
- 5.7.6. The filling of an office vacated by impeachment shall be by a special election held in the manner of annual elections.

6. E-Board Meeting

6.1. Timeline

6.1.1. Vice President

- 6.1.1.1. Clubs@RIT and other University Updates
- 6.1.1.2. Committee Updates

6.1.2. Secretary

- 6.1.2.1. General Meeting Recap
- 6.1.2.2. Performance Practice Recap
- 6.1.2.3. Monthly Attendance Report

6.1.3. Treasurer

- 6.1.3.1. Weekly Budget Report
- 6.1.3.2. Monthly Budget Status Update

6.1.4. Public Relations Director

- 6.1.4.1. PR Report
- 6.1.4.2. Concert Opportunities

6.1.5. President

- 6.1.5.1. Rest of the Itinerary

6.2. E-Board Attendance Policy

- 6.2.1. A maximum of three unexcused meetings before a discussion is had about the absences.

7. Membership

7.1. General Membership

- 7.1.1. Membership is open to regularly enrolled undergraduates, post graduates, faculty, staff and night students, in good standing with the Institute
- 7.1.2. Active members shall be those in good standing and who have met the qualifications set forth in the Student Government Club Guidelines. Only active members are eligible to vote.

8. General Meeting

8.1. Timeline

8.1.1. Pre-meeting

- 8.1.1.1. If someone ones to run a meeting, they must fill out a form
- 8.1.1.2. The showrunner must meet with e-board, at the weekly e-board meeting if possible. if not meet with someone individually
- 8.1.1.3. The meeting and showrunner must be confirmed at least two weeks in advance.
- 8.1.1.4. At least a week a advance, the showrunner must have at least some schedule for their meeting
- 8.1.1.5. Have the meeting include songs, themes, techniques and etc
- 8.1.1.6. Considerations that should be taken account of include laptops, AV equipment, other instruments, percussion, etc.
- 8.1.1.7. Maximum of five non-Eboard showrunners per semester.
- 8.1.1.8. Must attend at least three club meetings.
- 8.1.1.9. The meeting theme and showrunner is announce a week in advance.
- 8.1.1.10. At the prior e-board meeting, the announcements are written

8.1.2. During the meeting

- 8.1.2.1. Secretary and showrunner show up 20 minutes early before their meeting to set up equipment, prepare the room, and set-up the sign-in form.
- 8.1.2.2. Announcements are made by Public Relations Director at the beginning of the meeting.
- 8.1.2.3. Have a back meet meeting planned or an E-board member take over if the showrunner cannot run the meeting.

8.1.3. Post-meeting

- 8.1.3.1. Post-mortem directly after the meeting
- 8.1.3.2. At post-mortem, the showrunner meets with e-board to test out next meeting's AV set-up if necessary
- 8.1.3.3. Take notes about issues and observations made during the meeting to be discussed for the weekly e-board meeting

8.2. Roles

8.2.1. Showrunner

- 8.2.1.1. Arrive early with the Secretary and the Showrunner to set up the room with any necessary equipment in advance.

8.3. General Attendance Policy

- 8.3.1. If someone wants to be eligible to be run for an e-board position, they must maintain 60% attendance for the semester

8.4. E-Board Attendance Policy

- 8.4.1. E-board members must be at 80% of the semester.

8.5. Considerations

8.5.1. Show and Tell

- 8.5.1.1. This event will happen monthly, at the end of the week.

8.5.2. Back-up Meeting

- 8.5.2.1. Have a meeting planned in case the showrunner is unable to run the meeting for whatever reason. This includes technical difficulties.
- 8.5.2.2. This back-up meeting should not be reliant on the projector.

8.5.3. Commanding Attention

- 8.5.3.1. To get the attention of the club, do not panic. The showrunner faise a ukulele in the air

9. Performance Practices

9.1. Timeline

9.1.1. Pre-meeting

- 9.1.1.1. Teachers and an E-board members arrives 20 minutes early
- 9.1.1.2. Have arrangements ready, made by arrangement group
- 9.1.1.3. Have the room set-up with necessary equipment

9.1.2. During the meeting

- 9.1.2.1. Brief announcements
- 9.1.2.2. Arrangement teachers will teach the arrangements chosen
- 9.1.2.3. Secretary will make sure that notes are being taken

9.1.3. Post-meeting

- 9.1.3.1. Post-mortem directly after the meeting
- 9.1.3.2. Meeting with the teachers
- 9.1.3.3. Prepare issues and feedback for e-board

9.2. Roles

9.2.1. Teachers

- 9.2.1.1. Teachers are chosen by performance committee
- 9.2.1.2. Teachers will teach the arrangements created by performance committee

9.3. General Attendance Policy

9.3.1. Performers

- 9.3.1.1. There will be mandatory practices for important concerts, and cannot be missed unless a good reason is provided.
- 9.3.1.2. In the five practices leading up to a performance, they must attending at least four practices, not including mandatory practices.

9.4. E-Board Attendance Policy

- 9.4.1. Once the performance committee has been established, e-board members are no longer required to attend.

9.5. Considerations

9.5.1. Songs Learned

- 9.5.1.1. There will be a maximum of three new arrangements a meeting, providing 40 minutes per arrangement.
- 9.5.1.2. There will be a minimum of two songs practices a meeting, to keep things interesting.

10. Performances

10.1. Performance Schedule

10.1.1. Fall Semester

- 10.1.1.1. Fringefest
- 10.1.1.2. Collaboration Performance
- 10.1.1.3. Smaller Performance
 - 10.1.1.3.1. Performances that Ukulele Club is invited to that are commitments under 45 minutes . Ukulele Club is not the organizers of the club.
 - 10.1.1.3.2. There will only be a maximum of three small performances
 - 10.1.1.3.3. There must be a minimum of three weeks between each performance.

10.1.2. Spring Semester

- 10.1.2.1. Small Performances
 - 10.1.2.1.1. Performances that Ukulele Club is invited to that are commitments under 45 minutes . Ukulele Club is not the organizers of the club.
 - 10.1.2.1.2. There will only be a maximum of three small performances
 - 10.1.2.1.3. There must be a minimum of three weeks between each performance.
- 10.1.2.2. Spring Concert (jUKEbox)
- 10.1.2.3. ImagineRIT

10.2. Timelines

10.2.1. Small Performance

- 10.2.1.1. Three weeks before the performance
 - 10.2.1.1.1. The decision whether to perform must be made.
 - 10.2.1.1.2. Contact information is shared
- 10.2.1.2. two weeks before the performance
 - 10.2.1.2.1. Performers must confirm whether they will perform

10.2.2. Large Events

- 10.2.2.1. Beginning of fall semester
 - 10.2.2.1.1. Brainstorm an idea
 - 10.2.2.1.1.1. General event idea
 - 10.2.2.1.1.2. List of wanted venues
 - 10.2.2.1.1.3. Themes and song ideas
 - 10.2.2.1.1.4. Services needed for the event

10.2.2.1.2. Reserve rooms for jUkebox type performances

10.3. Roles

10.3.1. Director

10.3.1.1. Takes the role of director of the performance. This includes stage positioning, putting music sheets in order, coordinating the performances make stage, gathering making sure AV is set up, etc.

10.3.2. Assistant Director

10.3.2.1. Takes over the role when the director cannot fulfill the role and assists the director in all facets of the performance.

10.3.3. Camera Operator

10.3.4. Hosts / MC

10.3.5. Merch Table Operator

10.4. Room Reservations

10.4.1. Practice Rooms

10.4.1.1. Reserve three meetings outside of performance practice to practice more for the event

10.4.1.2. Have a room near the performance room to practice for the event on the day of

10.4.2. Performance Room

10.4.2.1. A room must be reserved for the performance if the club has not been invited to a performance hosted by a separate organization.

10.5. Considerations

10.5.1. Song Selection

10.5.2. Dress Code

10.5.3. Performer List

10.5.4. Required Practices

11. Committees

11.1. Creating a committee

11.1.1. A form has to be filled out that will be provided by E-board

11.1.2. The idea must be pitched to e-board at a meeting.

11.1.3. They must state their purpose and goals

11.1.4. A regular meeting schedule must be decided.

11.1.5. There must be a minimum of four committee members, not including E-board

11.2. Room Reservations

11.2.1. Once a committee is formed, decide of a schedule and location.

11.2.2. Contact the Vice President to reserve rooms.

11.3. Roles

11.3.1. Chairperson

11.3.1.1. The chairperson is an elected head that leads the committee.

11.3.1.2. If there is a tie in the election, the E-board VP breaks the tie.

11.3.1.3. They report directly to e-board.

11.3.1.4. They should go to e-board meetings at the same frequency as their committee meeting.

11.3.2. Notetaker

11.3.2.1. The notetaker takes notes of the meeting

11.3.2.2. The notetaker reports to the secretary

11.3.2.3. The secretary ensures there are notes for every committee

11.4. Committee Members Attendance Policy

11.4.1. The committee must figure out their own attendance policy

11.5. E-Board Attendance Policy

11.5.1. For first few meetings, a few e-board should attend to help organized and start-up the committee.

11.5.2. We will present an example structure that could be used and modified

12. Elections

12.1. Nominations

12.1.1. Nominations for office shall be made by any member in good standing prior to the election. A person may be nominated for more than one office. Members can nominate themselves.

12.1.2. Member must be present for 60% of meetings

12.1.3. Member must attend two e-board meetings

12.1.4. Member must submit a paragraph announcing their candidacy to the existing E-board.

12.2. Voting

12.2.1. Voting Period

12.2.1.1. General election voting period must last at least one week.

12.2.2. Voting System

12.2.2.1. Votes will be cast by secret ballot

12.2.2.2. The order of election shall be President, Vice President, Treasurer, Secretary, and Public Relations.

12.3. Post-Voting Induction

12.3.1. The new members will be inducted the meeting after the election.

13. Advisor

13.1. Nominations

13.1.1. If there is not an advisor already, nominations shall come from the floor, by any active member, the meeting after the officer election.

13.1.2. Only RIT staff and faculty are qualified to become an advisor, unless with permission of the Coordinator of Club Affairs and or the Club Review Board.

13.2. Election

13.2.1. The election of an advisor shall take place at the next business meeting, a simple majority necessary, and a quorum being present.

13.3. Resignation

13.3.1. Upon resignation, the Coordinator of Club Affairs must be informed.

13.4. Duties

- 13.4.1. The duty of the advisor shall be to ensure that the club follows RIT rules and regulations

14. Amendments

14.1. Proposal

- 14.1.1. An amendment to this constitution may be proposed by any member in good standing, in writing, at any business meeting. There must be copies of the amendment made for all members.

14.2. Voting

- 14.2.1. The proposed amendment shall require a 2/3 affirmative vote of all members in good standing present.
- 14.2.2. Before the proposed amendment shall become operational it must be approved by the Coordinator of Club Affairs.

15. By-laws

15.1. Clubs Required

- 15.1.1. Although it is recommended that written copies be handed out to all members, Bylaws of this organization can be proposed verbally at any meeting by any member in good standing.
- 15.1.2. An immediate vote, after discussion, shall be taken by a show of hands and a simple majority is necessary for passage, a quorum being present.
- 15.1.3. By-laws do not require the approval of the Department of Club Affairs.
- 15.1.4. There will be no hazing of any kind within this organization in accordance with the New York State Hazing Laws.