

# **CONSTITUTION OF UC JUNOON (OF THE UNIVERSITY OF CINCINNATI)**

## **ARTICLE I – NAME**

This organization shall be officially designated as Junoon at UC.

## **ARTICLE II – PURPOSE**

The purpose of JUNOON AT UC is to promote awareness and interest of A Capella music through a fusion of American pop music and Bollywood Film music.

## **ARTICLE III – MEMBERSHIP**

3.1 There shall be three classes of membership in UC JUNOON; voting, non-voting, and honorary.

3.2 Voting membership shall be open to any full/part-time undergraduate student of the University of Cincinnati who is interested in A Capella and Bollywood music and who is eligible for membership under the rules of their respective college to UC JUNOON for the year in progress.

3.3 Non-voting memberships shall be open to all members of the faculty and administration of the University of Cincinnati. Non-voting memberships shall be non-assessable.

3.4 Honorary membership shall be open to any person desiring such membership, elected to such membership by a majority of voting members.

3.5 There shall be no limit on the size of the membership of UC JUNOON provided, however, that the number of the non-voting and honorary members together, shall not exceed the number of voting members.

3.6 This organization shall not discriminate on the basis of race, color, ethnicity, national origin, age, gender, disability or handicap, religion, sexual orientation, disabled veteran's status or Vietnam era veteran's status in any of its policies, procedures and practices. This policy will include but is not limited to recruiting, membership, organization activities, or opportunity to hold office

## **ARTICLE IV – OFFICERS**

4.1 The officers of this organization shall be Captains (2), Vice Captains (2), Mix Leads (3), and Choreography Director.

4.2 Each officer shall be voting member and a matriculating undergraduate student achieving and maintaining at least a 2.3 grade point average per semester and in good standing with their respective college.

- a. The Captain shall have at least sophomore status during the year of administration.
- b. All other officers shall have at least sophomore status during the year of administration.

4.3 All officers shall serve for a term of one (1) year, or until their successors shall be duly elected.

4.4 Any officer, who during the term of his/her office fails to maintain his/her status as a matriculating undergraduate student maintaining at least a 2.3 grade point average per semester, in good academic and disciplinary standing with their respective college, shall be removed from his/her office and a replacement shall be elected.

## **ARTICLE V – MEETINGS**

5.1 Regular meetings of JUNOON AT UC shall be held a minimum of once (1) a week and the time for such meetings shall be determined by the Executive Board.

5.2 Special meetings may be called by the ranking officer with the concurrence of the Executive Board at any time, provided that special notice shall be given to all members at least one (1) week prior and submitted at least one (1) week prior to the special meeting.

## **ARTICLE VI – UNIVERSITY ADVISOR**

JUNOON AT UC shall have a University Advisor who shall be a full-time member of the University faculty, staff, or administration. The University Advisor shall be selected by the Executive Council.

## **ARTICLE VII – AMENDMENTS**

7.1 Amendments to this Constitution may be proposed by any member and shall be voted on at the next regular meeting of JUNOON AT UC provided that the proposed amendment has been presented to the membership at a previous meeting or has been submitted to the members by mail, but not sooner than one (1) week after proposal.

7.2 Amendments to this Constitution shall be approved by a two-thirds (2/3) vote of all voting members and with the approval of the appropriate governing board.

## **ARTICLE VIII – RATIFICATION**

This Constitution shall become effective following approval by a two-thirds (2/3) vote of all voting members and the approval of the appropriate governing board.

### **By-Laws of Junoon of the University of Cincinnati**

#### **SECTION 1 - STUDENT OFFICERS**

1(1) The Captains shall be the executive head of JUNOON AT UC and shall preside over its meetings outside of rehearsal. They shall be the liaison between JUNOON AT UC and the University of Cincinnati or other external contacts. He/She shall have the power to call extra or special meetings as provided in Article V, Sec. 5.2. He/She shall encourage the officers of JUNOON AT UC to perform their duties efficiently and according to the laws and policies of JUNOON AT UC. He/She shall decide points of order. He/She shall have the power to create any officer or committee roles not provided for by the laws of the organization. He/She shall have authority to preside over any committee of the organization if he/she so desires. In the absence of the Music Director, the Captains shall assume the responsibilities of the Music Director. The Captain for the upcoming year must have held one executive board position in the prior year.

One captain shall act as the logistics captain. They shall be responsible for finding and booking rehearsal space. He/She shall be responsible for coordinating with performance venues. He/She shall attend to all communications within his/her province. They shall attend the monthly RSO meetings. They shall be the primary contact with the University.

One captain shall act as the business captain. They shall be responsible for setting up fundraising opportunities. They shall coordinate with local businesses and set up local group performances. They shall communicate with other clubs on campus. They shall attend ASA meetings.

One captain shall act as the fiscal captain. They shall collect all donations and deposit funds so collected, recording the amounts as they are collected. He/She shall make all disbursements of JUNOON AT UC promptly, provided that all disbursements are in accordance with the duly authorized budget and have been fully approved by the Executive Council. He/She has check-signing privileges. He/She shall keep a full and accurate record of all transactions to include diligent maintenance of the register and balancing the register against monthly bank statements.

1(2) The Team Managers shall be the second-in-command of JUNOON AT UC and shall preside over its meetings outside of rehearsal with and in the absence of the aforementioned Captains. Furthermore, the Team Managers will be responsible for collecting attendance and contacting those in absence of the meetings. He/she shall also be custodian of all records and documents of the organization. He/She shall also be responsible for keeping attendance records and minutes for the meetings. He/She shall prepare a semester calendar to be made available to prospective and current members. The team managers will participate in all executive decisions of JUNOON AT UC. In the absence of the Captains, the team managers shall assume the responsibilities of the Captains. He/She shall have the power to call extra or special meetings as provided in Article V, Sec 5.2.

1(3) The Music Director shall be the musical lead of the group and shall run rehearsal through teaching and direction. He/She shall be responsible for Choral Arrangement for JUNOON AT UC and has the right to delegate or work with other members to create these arrangements. He/She shall be receptive to the input of the group's suggestions for mixes of music and be responsible for the compilation of musical arrangements. He/She shall plan for the instruction of said arrangements to the group. In the absence of both the Captain and Team Managers, the Music Director shall assume the responsibilities of both the former and the latter.

1(4) The Choreography Director shall be responsible for coordinating the choreography and dynamic of the group for performances.

1(5) The Marketing Director shall be responsible for the publicity of all programs, meetings, or social announcing of all publicity for these events, and shall be responsible for contacting all members before these events. He/She shall be in charge of designing group apparel and posters, flyers, etc. promoting the group as well as for organizing community bonding events and work towards fluid communication between members of the team.

## **SECTION 2 - ELECTIONS**

2(1) The election process shall be determined by the captains of the term. The election of officers for JUNOON AT UC shall be held annually early in the Spring semester. The newly elected officers shall attend all officer meetings, become familiar with their executive responsibilities, and preside over the last meeting of the year.

2(2) All candidates for office in JUNOON AT UC shall be in good standing for the fiscal year during which the election is held and shall meet the qualifications of the office for which they are candidates. A member in good standing must have attended at least 85% of the meetings during the fiscal year and must be free of any history of disciplinary action from JUNOON AT UC.

2(3) All members present at the election meeting shall have the right to vote in the election of officers, provided that they are in good standing prior to the election meeting. There shall be no voting by proxy.

2(4) A majority vote of the voting members in good standing who are present at the election meeting is required for election to any JUNOON AT UC office.

2(5) The Faculty Advisor shall have the authority to rule an election invalid, as a whole or in part, in the event that (1) a quorum was not present at the election meeting, (2) proper procedure was not followed, (3) the officers-elect are found to be ineligible for office, (4) a member who was refused candidacy shall successfully contest the disallowance of his/her candidacy, or (5) such other circumstances as shall convince the Faculty Advisor that such action is necessary.

2(6) In the case of a tie, the members running for a position will be allowed to state their case once again. When there are more than two people involved in the tie, a revote will be cast by the rest of the group to see whether a majority prevails this round. In the case that this doesn't occur or if the tie is between two people, the decision will be left at the discretion of the members in the group with the most experience in JUNOON AT UC.

### **SECTION 3 - EXECUTIVE BOARD**

3(1) The Executive Council of JUNOON AT UC shall consist of the Captains (3), Team Managers (2), Music Director, Marketing Director, and Choreography Director  
The Faculty Advisor shall serve as an ex-officio member.

3(2) The Executive Council shall act for JUNOON AT UC in all matters not requiring the action of the assembled membership.

3(3) The Executive Council shall have the power to declare any elective or appointive office vacant if it shall find that the officer is no longer qualified for office under University or organization regulations or to be incompetent, derelict, or malfeasance in his/her duties. It shall have further power to elect a replacement to fill the vacancy.

3(5) It will be the duty of the Executive Council to make its membership aware of its progress, and have Executive meetings open at specified times for JUNOON AT UC members to present concerns, issues, suggestions.

3(6) Executive Council members are expected to attend all Executive and JUNOON AT UC meetings unless excused; and to attend organized activities (fundraisers, volunteer events, etc.) as specified by the current Executive Council.

### **SECTION 4 - UNIVERSITY ADVISOR**

4(1) The University Advisor shall consult with JUNOON AT UC and ensure that the activities of JUNOON AT UC are consistent with the stated purpose of the organization.

4(2) The University Advisor shall consider approval for all off-campus activities in which students formally represent JUNOON AT UC, such as competitions, meetings, etc.

4(3) The University Advisor has an obligation to be familiar with rules and regulations governing University policies and the handling of funds.

## **SECTION 5 - SPECIAL COMMITTEES**

5(1) Special committees may be established by the Executive Council and shall perform such duties as defined by their establishment.

5(2) The Executive Council shall appoint, and may remove, committee members and a chairperson for each committee. The Council may choose to ask membership to elect a chairperson via the voting process.

5(3) Committee chairs and members must be voting members in good standing.

## **SECTION 6 - MEETINGS**

6(1) Meetings shall be held at such places and times as determined by the Executive Council.

6(2) Notice of meetings shall be sent to all members at the start of each semester and 5 days prior to the date of each regular meeting and at least forty-eight (48) hours before the date of any special meeting.

6(4) Legislation may be passed at any regular or special meeting of JUNOON AT UC by a majority of the voting members in attendance, provided that notice of the meeting was given as stated above.

## **SECTION 7 - REVENUE**

7(1) Annual membership fee of \$0.00

7(2) Revenue may be raised as determined by the Executive Council and approved by the members of JUNOON AT UC, along with the approval of the appropriate University offices.

7(3) The disbursement of said revenue shall be determined by the Executive Council with the approval of the members of JUNOON AT UC and in accordance with University policies.

7(4) The Treasurer shall be responsible for the accountability of JUNOON AT UC

monies, and shall report to the Executive Council and the members of JUNOON AT UC. All checks require the signature of the Fiscal Captain or faculty advisor.

7(5) The fiscal year begins with the first meeting of the academic year.

## **SECTION 8 - DISCIPLINE**

8(1) Any member charged with conduct not in accordance with the purposes of JUNOON AT UC and against whom such charges are sustained after due and proper hearing before the Executive Council, may be expelled from membership by a two-thirds (2/3) vote of the entire Executive Council.

8(2) Any student whose membership in JUNOON AT UC has been terminated in any manner shall forfeit all interest in any funds or property belonging to JUNOON AT UC and may not use the organization's name in connection with any further activities.

8(3) Any member whose membership in JUNOON AT UC has been terminated by action of the Executive Council may appeal his/her expulsion, in writing, and within two weeks of the Executive Council's action to JUNOON AT UC's governing board. If the expulsion is upheld by the governing board, the student may appeal to the Student Activities and Programming office, in writing, and within two weeks of the governing board's action.

8(4) Each member is allowed three absences per semester. Excused absences count as one absence towards the allotted 3 absences per member. Unexcused absences for practices will be counted as 2 absences towards the allotted 3.

All absences for a performance have to be reported at least one week prior to the performance. Failure to inform one week prior to the event will lead to the absence being counted as two absences.

Tardies will be counted if a member arrives 10 minutes after the beginning of a practice. Tardies will be counted as half of an absence. Missing half or more than half of a practice will be counted as an unexcused absence. 6 tardies is the maximum number of tardies allowed per semester without having prior absences.

Possible Duties:

The Captain must be transparent about the number and/or magnitude of absences/lates that merit an allocation of one or more of the following duties:

In the case that maximum number of absences is reached a member must be allotted one or more of the following duties:

- Pitch an outline for a fundraiser/video/show idea
- Devise a new warm-up that will improve the group's performance

In the case of a member having more than three absences, the member will not be able to run for any board position, and if the member is already on the board, they will be immediately removed from the position.

Once the maximum amount of absences and tardies is reached, a conversation shall be initiated with the responsible person and the captains. Consequences shall be exercised according to circumstances and a duty shall be assigned.

## **SECTION 9 - IMPEACHMENT**

ANY MEMBER MAY INITIATE OFFICERS REMOVAL BY THE FOLLOWING PROCEDURE.

9(1) Petition Executive Board with signatures of one-third (1/3) of all voting members petition should state reason for removal.

9(2) Executive Board shall then notify officers and call for removal vote within fourteen (14) days of the filing of the petition.

9(3) Memberships shall be notified at least one week prior to removal vote meeting.

9(4) At the meeting for removal, the petition's stated grievances shall be made public and the officer charged shall be allowed to respond to the charges of the petition.

9(5) Removal from office shall require a vote of 2/3 of all voting members.

## **SECTION 10 - VACANCY OF OFFICE**

10(1) In case of resignation or removal of any officer, an interim acting officer shall be appointed by the Executive Board.

10(2) The Captains shall call for an election within 14 days after vacancy of any office. 10(3)

Election shall be conducted as stated in the bylaws.

10(4) Should the office of Captain position become vacant, the Team Manager should complete the Captain's unexpired term and call for an election consistent with the provisions of Section 10(2).

## **SECTION 11 - RULES OF ORDER**

“Robert’s Rules of Order, Revised” shall be the parliamentary authority for all matters of procedure not specifically covered by these by-laws.

## **SECTION 12 - AMENDMENTS OF BYLAWS**

12(1) Amendments to these by-laws may be proposed by any member and shall be voted upon at the next meeting of JUNOON AT UC following notice of such proposed amendments to the voting members. Such notice shall be given to the membership at a previous meeting or shall be submitted to all members

by mail in advance.

12(2) Amendments to these by-laws shall be approved by the affirmative vote of one-half (1/2) of all voting members present and with the approval of the appropriate governing board.

## **SECTION 13 - DISSOLUTION**

13(1) Upon the dissolution of the JUNOON AT UC for any reason, all work, funds, and property controlled by the organization will be at the discretion of the Faculty Advisor.

## **SECTION 14 - NON-HAZING CLAUSE**

14(1) Hazing means doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization or any act to continue or reinstate membership in or affiliation with any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person, including coercing another to consume alcohol or a drug of abuse, as defined in section 3719.011 of the Revised Code.

## **SECTION 15 – ANTI-DISCRIMINATION CLAUSE**

15(1) Anti-Discrimination: The University of Cincinnati does not discriminate on the basis of disability, race, color, religion, except for religious qualifications which may be required by organizations whose aims are primarily sectarian, national origin, ancestry, medical condition, genetic information, marital status, parental status (including status as a foster parent), sex, age, sexual orientation, military status (past, present, or future), or gender identity and expression in its programs and activities.