

MUSIC SOCIETY OF WESTFIELD STATE COLLEGE CONSTITUTION

Revised September 18, 2008

PREAMBLE: It is our desire to form a student governed organization to promote musical experiences and cultural activities for the students of Westfield State College.

ARTICLE I: The name of this organization shall be known as Music Society of Westfield State College.

ARTICLE II: Membership in this club is open to all students who have paid their student activity fee for the current academic year.

ARTICLE III: Officers

Section 1. The officers of this club shall comprise the Executive Council. The offices and the responsibilities are:

1. President
 - a. To preside at meetings;
 - b. To uphold the principles of this constitution;
 - c. To appoint committees as required with the approval of the Executive Council;
 - d. To initiate, plan, and implement activities for concerts and/or lecture series acting with the Vice President; and,
 - e. To represent this club in meetings with college officials.
2. Vice President
 - a. To preside at meetings in the absence of the President;
 - b. To assume the responsibilities of the President if he/she is unable to carry out those responsibilities;
 - c. To serve as recording secretary in the absence of the Secretary
 - d. To initiate, plan, and implement activities for concerts and/or lecture series acting with the President; and,
 - e. To assist the President whenever necessary.
3. Secretary
 - a. To keep accurate records of all meetings;
 - b. To keep accurate roll of membership;
 - c. To handle correspondences;
 - d. To serve as coordinator of all social activities; and,
 - e. To maintain a calendar of events.
4. Treasurer
 - a. To keep accurate records of the distribution and receipt of monies;
 - b. To compile and submit to Student Senate a total budget for this club;
 - c. To be responsible for a monthly report on all monies to the Executive Council;

- d. To keep inventory of all club equipment; and,
 - e. To be responsible for all club vouchers.
5. Public Relations
- a. To attend all Student Senate meetings which concern this club, although this Executive Council member has no vote nor position as this club's representative while attending these meetings;
 - b. To publicize music department events to the public;
 - c. To generate support for this club at Student Senate Budget Committee hearings; and,
 - d. To publicize meetings and events.

Section 2. Any candidate for the above mentioned positions shall have been a member of this club for no less than one academic year.

Section 3. Each officer shall assume office at the completion of the spring term and shall remain in office until the completion of the following spring term.

Section 4. Elections

1. Any person interested in being on the Executive Council needs to be nominated for the position.
2. All students are eligible to nominate those who they feel would be a good candidate for the position.
3. After the nomination period there will be a mandatory meeting for all nominees to accept their nomination.
4. Once the nominees are compiled all music students can fill out a ballot and cast their vote.

Section 5. No candidate for the above mentioned elections shall be in academic probation.

ARTICLE IV: Advisor

Section 1. The advisor shall be a full-time faculty member of the Music Department's faculty.

Section 2. The advisor shall be elected at the same time as the Executive Council members, following the same guidelines as mentioned in Article III, Section 4.

Section 3. The advisor, a non-voting member of the Executive Council, shall provide guidance and recommendations in the development of musical activities and programs, and shall serve as a liaison with college personnel in conjunction with the club President.

ARTICLE V: Meetings

Section 1. Membership of this club shall meet no less than two times per year:

- a. A meeting in September shall be devoted to the presentation of this constitution to all club members; and,
- b. A meeting in the spring shall be devoted to the elections of the Executive Council and advisor.

Section 2. Other Club meetings may be called at any time as determined by the Executive Council.

Section 3. All meetings will be announced at least one week in advance.

ARTICLE VI: Amendments

Section 1. This constitution may be amended and/or revised by a two-thirds majority vote of a quorum of this club's membership.

Section 2. All membership shall receive advance notice of the proposed amendment at least five days prior to the voting meeting.

ARTICLE VII: Removal of an Officer or Advisor

Section 1. A preliminary hearing shall be held and arguments heard for and/or against the officer/advisor.

Section 2. No less than five days following the hearing, the choice to vote for the removal of the officer/advisor shall be determined by the Executive Council.

Section 3. In the event of the removal of an officer, the vacancy shall be filled by elections as described in Article III, Section 4.

Section 4. In the event of the removal of an advisor, it shall be the Executive Council's responsibility to fill that vacancy.

ARTICLE VIII: Rules of Order

Section 1. Robert's Rules of Order (Revised) shall serve as a reference to parliamentary procedure.