American Choral Directors Association Chapter Constitution of Westfield State University

Article I

Name:

Section 1: This organization shall be known as the American Choral Directors Association Chapter of Westfield State University, hereby referred to as­­­­ ACDA.

Article II

Purpose:

Section 1: To foster and promote choral singing which will provide artistic and spirited experiences for participants. To foster and promote the finest types of choral music to make these experiences possible. To foster and encourage rehearsal procedures conductive to attaining the highest level possible in musicianship and artistic performance. To foster and promote the organization and development of choral groups of all types in schools, colleges and churches. To foster and promote the organization and development of choral societies in cities and communities. To foster and promote the intelligent understanding of choral music as an important medium of artistic expression. To foster and promote significant research in the field of choral music. To foster and promote composition of superior quality in both music and text for all choral combinations. cooperate with all organizations dedicated to the development of musical culture in America. To disseminate professional news and information about choral music.

Article III

Membership:

Section 1: Membership shall be open to all full-time and part-time undergraduate students of Westfield State University who have paid their student activities fee for the current academic semester.

Section 2: Members are considered to be active if they attend and participate in seventy percent (70%) of club meetings and activities, as well as paying annual membership dues as required by the National Organization.

Article IV

Officers:

Section 1: The officers of this chapter of the American Choral Directors Association shall be: President, Vice-President, Secretary, and Treasurer.

Section 2: The duties of the President shall be: to preside at the meetings; to appoint committees of the chapter (unless otherwise provided for in the By-Laws); to represent this organization when necessary; and to administer the policies as laid down in this constitution and its By-Laws. Also, as an officer they will be in charge of a programmed event.

The duties of the Vice-President shall be to perform the duties of the President at meetings when the President is absent, and to assist in administering the affairs of the chapter serving on such committees as are designated in the By-Laws. Also, as an officer, they will be in charge of a programmed event.

The duties of the Secretary shall be to keep the records of membership; to record the minutes of the meetings; to carry on the necessary chapter correspondence; and to pass on all records to their successor. Also, as an officer, they will be in charge of a programmed event.

The duties of the Treasurer shall be: to keep a record of all financial matters pertaining to this organization; to collect and preserve the chapter’s funds; to pay out of the chapter’s funds the necessary and designated monies to meet the financial obligations of the chapter; and to pass on all records and funds remaining in the treasury to their successor. Also, as an officer, they will be in charge of a programmed event.

Section 3: Any candidate for the above-mentioned positions shall have been a member of this club for no less than one academic year.

Section 4: 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.

Article V

Advisors:

Section 1: Advisors are open to any faculty, staff or librarian

Section 2: The advisor 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.

Section 3: The advisor should be elected by a simple majority of fifty percen t(50%) plus one (1) of the officers at the completion of the spring semester.

Article VI

Elections:

Section 1: Active members are able to nominate other active members for the position of an officer.

Section 2: Votes will be cast via paper ballot and will be tallied by a predetermined non-voting member.

Section 3: No election may be held if there is not a quorum of fifty percent (50%) of the club members plus one (1) present at the meeting.

Section 4: In the case of a tie, the predetermined non-voting member shall break the tie.

Section 5: Elections for new officers are held at the end of the spring semester. Officers shall hold office for one (1) academic year.

Article VII

Meetings:

Section 1: The Westfield State University Chapter of the ACDA shall meet no less than seven (7) times per academic year.

Section 2: Officers may hold separate meetings with only the officers or meetings without the advisors.

Section 3: The President may call special meetings after consultation with and the approval of the other officers.

Article VIII

Vacancies:

Section 1: In case of a vacant officer position, an election will be held to fill the vacancy following procedures listed in Article VI.

Section 2: In case of a vacant advisor position, an election will be held to fill the vacancy following procedures listed in Article V, Section III.

Article IX

Amending Procedure:

Section 1: This constitution may be amended by a two-thirds (2/3) majority vote of the voting members of the club and if approved by the Rules and Regulations Committee of the Student Government Association.

Article X

Removal from office:

Section 1: If an officer is found to not be performing their duties, active members may remove the officer with a two- thirds (2/3) majority vote.

Section 2: If an advisor is found to not be performing their duties, active members may remove the advisor with a two-thirds (2/3) majority vote.

Article XI

Recognition of Safety and Waiver of Liability:

Section 1:

1. The Student Government Association (herein, SGA) and the Westfield State University Chapter of the American Choral Directors Association, recognize that the overall safety and wellbeing of its Club members is a priority function of the Club.
2. This Club­­­­ (named above) is only authorized to conduct its activities in a designated University approved location such as one provided on campus grounds or at a recognized location that is designed or approved for this Club’s specific activities.
3. Each Club member, as a material condition of membership, understands, accepts and agrees that his/her participation in this Club is voluntary and that he/she voluntarily assumes all risks and liabilities associated with his/her participation.  Each Club member, by accepting membership, agrees to hold the SGA harmless from and indemnify the SGA against any and all liability, including, but not limited to physical, financial, emotional and property damage claims, whether sustained or inflicted, in connection with or in any way related to the participant’s participation in the Club.
4. Once approved the SGA acts as an administrative resource for the Club and is not responsible for managing Club activities. The Club must be under proper supervision (by an advisor or coach or certified facility manager) while performing Club activities which may include but are not limited to practices, meetings and competitions.
5. Any and all injuries, whether incurred or inflicted in connection with Club activity, must be reported to Westfield State University Public Safety (413) - 572-5262 immediately per University reporting procedures. The SGA Parliamentarian or Representative must also be notified of such injury in writing no later than twenty-four (24) hours after the injury occurs. Reports of injuries will be kept by the SGA within the Club’s file.
6. After a report of such an injury has been made, all Club activities must cease while the cause of the injury is determined and an assessment of the situation occurs. After such determination and assessment by the Rules and Regulations committee, the club may resume its activities only if authorization from the SGA Parliamentarian to resume is issued in writing.

Section 2:

1. Failure to adhere to these conditions may result in sanctions, up to and including, revoking the Club’s active status as determined by the Rules and Regulations Committee.