

The Constitution of the Notre Dame Folk Choir

Article I. NAME

The name of this club shall be the "Notre Dame Folk Choir" ("Folk Choir").

Article II. PURPOSE

The purpose of the Folk Choir is to promote the singing and praying community at the University of Notre Dame. The Folk Choir will work toward its goals by:

- A. Leading music for the 11:45 A.M. Mass at the Basilica of the Sacred Heart each Sunday.
- B. Providing service music for liturgical events on campus, including but not limited to weddings, dedication services, and commemorative services.
- C. Traveling to various parishes each spring, following Commencement, that are in need or want of a concert of sacred music, special Masses, or other liturgical services.

Article III. MEMBERSHIP

Section 1. Membership in the Folk Choir shall be open to any interested undergraduate students at the University of Notre Dame, Saint Mary's College, or Holy Cross College.

Section 2. Notre Dame graduate students and Notre Dame faculty/administrators may join the club as "associate members." Associate members may not run for office and do not have voting rights.

Section 3. Entrance into the Folk Choir is determined by an audition process, held in the fall and spring of each year by the Advisor. At this time, the applicant is advised of the time commitment and special duties required for participation.

Section 4. If deemed necessary, a person's membership may be reviewed by the club officers for repeated or serious violations of the club constitution. Members may also be expelled by a unanimous vote of the club officers for gross ethical or professional misconduct.

Section 5. Membership is subject to an Attendance Policy, pursuant to Article VIII. If a member violates the Attendance Policy, he or she will be subject to expulsion from the Folk Choir.

Article IV. MEMBERSHIP FEES

Section 1. All members must pay an annual membership fee of \$5.00, due to the Business Manager, no later than the last rehearsal before the start of fall break.

Section 2. A members who joins after fall break and before the end of spring tour must pay the \$5.00 membership fee to the Business Manager by the second meeting he or she attends.

Section 4. Members who are current on their dues payment shall be classified as "active" members.

Section 5. Only active members may participate in club activities.

Article V. OFFICERS

Section 1. The elected club officers of the Folk Choir shall be the President, Secretary, and Social Commissioner.

Section 2. The non-elected club officers of the Folk Choir shall be the Business Manager, Assistant Business Manager, Webmaster, Tour Coordinator, and Librarians.

Section 2. Only undergraduate students may serve as officers, and at least half of the officers must be enrolled at the University of Notre Dame as undergraduate students.

Section 3. The duties of the President shall include:

- A. Organising trips, performances, and general business of the Folk Choir.
- B. Chairing all officers' meetings.
- C. Providing leadership to the club.
- D. Working directly with the Advisor on a weekly basis to ensure the club is operating within the expectations of the University.
- E. Acting as the chief spokesperson of the club.
- F. Calling emergency meetings, pursuant to Article IX. Section 3.
- G. Establishing an effective relationship with the Club Coordination Council, Student Activities Office,

and other University administrative departments.

Section 4. The duties of the Secretary shall include:

- A. Assisting the President with the fulfillment of his or her duties.
- B. Keeping detailed records of attendance, pursuant to Article VIII. Section 2.
- C. Providing support for the development of club activities.
- D. Working with the Business Manager to establish budgets for any committees that may be created.
- E. Keeping detailed minutes of all club officers' meetings.

Section 5. The duties of the Social Commissioner shall include:

- A. Organising social gatherings outside of regular rehearsal time (see Article VIII. Section 1).
- B. Managing the annual concession stand, held during football season in the fall semester.
- C. Coordinating the annual Folk Choir dance, held in the spring semester.

Section 6. The duties of the Business Manager shall include:

- A. Keeping a record of all financial transactions.
- B. Meeting with the Advisor on a regular basis to review account balances and financial transactions.
- C. Preparing any and all budgets, financial budget requests/appeals, etc.
- D. Maintaining detailed membership records, including the amount of dues collected from each member.

Section 7. The duties of the Assistant Business Manager shall include:

- A. Assisting the Business Manager in managing the club's budget for the present year, and creating the club's budget for the following year.
- B. Serving as Business Manager in all capacities upon resignation of the Business Manager.

Section 8. The duties of the Webmaster shall include:

- A. Regularly monitoring the club email account <folk@nd.edu>.
- B. Updating the club website <www.nd.edu/~folk> with events, photographs, and other current information.
- C. Updating the club YouTube account <www.youtube.com/notredamefolkchoir>.

Section 9. The duties of the Tour Coordinator shall include:

- A. Developing an itinerary for the annual spring tour, to take place following Commencement.
- B. Contacting host parishes and arranging for host families during the choir's visit.
- C. Booking hotels or hostels for the choir, should the need for them arise during the course of a tour.
- D. Serving as principal point of contact for all tour-related matters.

Section 10. The duties of the Librarians shall include:

- A. Keeping a record of all scores held in the choir library.
- B. Updating contents of each choir member's folder on a weekly basis.
- C. Informing the Advisor of any scores in need of replacement

Article VI. OFFICER ELECTION/IMPEACHMENT

Section 1. All club officers shall be elected before March 31 and will serve a term of May 1 - April 30. The time between elections and April 30 shall serve as a transition period for new officers.

Section 2. Officer elections will consist of the following three-step process: 1. Nominations for Election, 2. Elections, 3. Run-off Elections (if needed).

- A. Nominations for Election - Nominations for election will be held one week prior to the scheduled date of elections. Any active club member may nominate a fellow club member to any of the elected club officer positions. Nominations will only be accepted during the meeting specified for nominations. A candidate may be nominated for more than one position and he or she may nominate him- or herself for a position if not nominated by another member.
- B. Elections - Elections will consist of each candidate speaking for up to five minutes, followed by up to three minutes of questions and answers from the club members. Only active members present at the meeting may cast a vote. A candidate must receive at least 50% of all votes cast during the evening of the election, by members present, to be elected to office. The order of elections shall be as follows: President, Secretary, Social Commissioner.
- C. Run-off Elections - In the event that no candidate receives at least 50% of the vote of the active club

members present, or two candidates receive the same number of votes, a run-off election shall be held between the two candidates receiving the most votes. If more than two candidates receive the same number of votes, a run-off election shall be held among all candidates sharing the draw.

Section 3. The non-elected officer positions will be filled by recommendations of the other officers. When a position is open, an officer may nominate an active member to take the position, given the officer's familiarity with the nominee's background and abilities. Either the President, the Advisor, or both will approach the nominee, and offer the position. The nominee may accept or decline.

Section 4. In the event that an officer is judged to be deficient in his or her duties (as decided by a unanimous agreement of the other club officers and Advisor), he or she may be removed by a two-thirds vote of the club's membership. The Advisor shall oversee the impeachment process to ensure fair proceeding.

Section 5. The filling of an office vacated by impeachment shall be conducted by a special election held in the manner of elections as defined in Article VI, Section 2. In the case of a vacancy for the President, the Secretary shall be appointed de facto President until an official replacement for the President is elected.

Article VII. ADVISOR

Section 1. The club officers shall unanimously agree upon and appoint an Advisor no later than March 30 to serve a term from May 1 - April 30.

Section 2. The Advisor must be a full-time Notre Dame faculty member or administrator.

Section 3. Final approval for the Advisor must be given by the Director of the Office of Campus Ministry.

Section 4. The Advisor's duties shall include:

- A. Meeting with the club officers on a weekly basis.
- B. Attending club meetings and club activities.
- C. Keeping abreast of club issues and intentions.
- D. Meeting with the Business Manager on a monthly basis to review account balances and financial transactions.
- E. Assisting with the implementation of an officer transition program.

Section 5. The Advisor shall be an ex-officio member of the club, and as such, shall not have voting rights.

Section 6. The Advisor shall have veto power over any decision made by the club that is in direct violation of University policy. This authority shall be used only in circumstances where the club officers knowingly intend to violate University policy.

Article VIII. REHEARSALS AND ATTENDANCE POLICY

Section 1. The Folk Choir shall rehearse Tuesday evenings 7:15 P.M. to 8:45 P.M., Thursday evenings 8:00 P.M. to 9:30 P.M., and Sunday mornings 10:00 A.M. to 10:45 A.M. The Folk Choir shall provide music Sunday Mornings at the 11:45 A.M. Mass at the Basilica of the Sacred Heart.

Section 2. Participation in rehearsals and Mass is mandatory. Any member may be expelled from the Folk Choir for missing three consecutive events, or five total events. Each rehearsal, wedding, and Mass count toward one missed event. The sum of Sunday morning rehearsal and Mass, however, count as 1.5 events together.

Section 3. A member may excuse him- or herself from one weekend per academic year, without risk of expulsion, pursuant to Section 2, for the purposes of retreat participation. This must be communicated to the Secretary and Advisor prior to the retreat date.

Section 4. A member may excuse him- or herself from any event in the case of emergency or celebration of a Sacrament, occurring within his or her family, without risk of expulsion. This must be communicated to the Secretary and Advisor prior to the event date.

Section 5. In the event that an emergency meeting of the club needs to be held, the President of the club shall have the authority to call such meetings. All officers must agree in advance to the emergency meeting and at least 24 hours notice must be provided to all active members by sending out both a voicemail and e-mail. Communication of emergency meetings will be the responsibility of the Secretary.

Article IX. DISBURSEMENT OF FUNDS

Section 1. All disbursements of funds must be approved by the Business Manager and Advisor.

Section 2. Reimbursement for expenditures will only be accepted for members who have retained an original, itemized receipt and a description of the expense incurred.

Section 3. Any expenditure in excess of \$200 must be approved by a majority of the club officers.

Section 4. Any expenditure in excess of \$5000 must be approved in advance by the Financial Management Board.

Section 5. All financial transactions of the Folk Choir will be managed through the University of Notre Dame's accounting system, as stipulated by the Student Union Business Manager's Office.

Section 6. Only the club officers and the Advisor shall have the ability to charge expenses to the club via the University's account charge system.

Article X. AMENDMENTS

Section 1. Amendments may be made to this constitution at any time by a two-thirds vote of the club officers.

Section 2. Members interested in proposing amendments to the constitution must submit the proposed amendment to the President no later than one week before the club's next meeting.

Section 3. The proposed amendment shall be presented in print form to the officers for required approval.

Section 4. Upon receiving a two-thirds affirmative vote in favor of a constitutional amendment or revision, the President shall submit the amendment or revision in print form to the Student Activities Office for review and approval.