

BYLAWS

The Recognized Bylaws of:

UBC A Cappella

Constituted on the 14th of the Month of March in the Year 2020

BYLAW 1: NAME

THE NAME OF THIS CLUB SHALL BE:

UBC A Cappella

- 1.1 The name of the Club may denote affiliation with the Alma Mater Society, using only the following approved templates:
 - “AMS _____ ”
 - “_____ of the AMS”
 - “AMS _____ at UBC”
 - “AMS _____ @ UBC”
- 1.2 The name of the Club shall not contain the words “Council”, “Undergraduate Society” or “Society” in their names.
- 1.3 The name of the Club shall imply the purposes of the Club.
- 1.4 In case of using a name or logo which is being used by another organization, association, or society, written permission in the form of a contract is to be sought for the use of the same name or logo.

BYLAW 2: PURPOSE

THE PURPOSE(S) OF THIS ORGANIZATION SHALL BE:

- 2.1 To give UBC students from all faculties, backgrounds and experience the opportunity to continue their appreciation for music through a cappella.
- 2.2 To expose and promote the choral music form of a cappella to the UBC campus and areas throughout the lower mainland.

BYLAW 3: EXECUTIVE COMMITTEE

The Club shall have an Executive Committee comprising of the following Executive Officers (President and Treasurer must be on this list) elected annually by the Active Members. Executive Titles listed here may not be hired under any circumstance.

- 3.1 President
- 3.2 Treasurer
- 3.3 Secretary
- 3.4 Vice-President Internal
- 3.5 Vice-President External
- 3.6 Vice-President Marketing
- 3.7 Vice-President Events
- 3.8 Musical Directors (7-14)
- 3.9 Group Representatives (7-9)

Note: Two Executive Officers must be Booking Representatives, one of whom must be the Treasurer.

BYLAW 4: EXECUTIVE DUTIES

Title Duties

President

- 4.1.1 Acts as liaison to the Student Administrative Commission
- 4.1.2 Calling a General Meeting(s)

Title Duties

Treasurer

- 4.2.1 Acts as liaison to Finance Commission
- 4.2.2 Acts as one of two Bookings Representatives of the club
- 4.2.3 Acts as the sole signing officer of the club

Title Duties

Secretary

- 4.3.1 Maintain minutes from meetings

- 4.3.2 Assists with the logistical planning of events including concerts and Valentines Grams
- 4.3.3 Communicate with membership via email
- 4.3.4 Manages the club’s general email address
- 4.3.5. Keeps membership lists (ie. membership fees paid, t-shirt sizes, emails, etc.)

Title Duties

Vice-President Internal

- 4.4.1 Oversees all internal events and affairs
- 4.4.2 Manages auditions
- 4.4.3 Organizes concerts (ie. booking venue, coordinating catering, etc)
- 4.4.4 Acts as a Booking Representative for the club including booking rehearsal spaces in April for the following academic year

Title Duties

Vice-President External

- 4.5.1 Act as liaison for venue bookings
- 4.5.2 Represent the club on campus by communicating with other AMS clubs and UBC bodies
- 4.5.3 Organize club related singing events (confirms location, dates, and times of concerts and performances)
- 4.5.4 Assists in the planning of club concerts

Title Duties

Vice-President Marketing

- 4.6.1 Has responsibility for the design, printing, and distribution of posters, tickets, t-shirts, and programs

- 4.6.2 Promote the club and its events to the student body through communication with the Ubysey and CiTR among other methods
- 4.6.3 Has responsibility for the hiring, running, and oversight of the Marketing Committee

Title Duties

Vice-President Events

- 4.7.1 Oversees internal social events and affairs
- 4.7.2 Plans club-wide socials and assists Group Representatives in planning their choir-specific and intergroup socials if necessary

Title Duties

Musical Directors

- 4.8.1 Creates a set-list for their choirs for all concerts
- 4.8.2 Amasses more music for repertoire library (ie. arranging, finding, buying, delegating the arrangement of more songs)
- 4.8.3 Ensures all rehearsals are lead by qualified persons and according to UBC A Cappella standards (positivity, respect, love, fun, learning, acceptance, efficiency, professionalism, and performance)
- 4.8.4 Oversee new member placement into their respective choirs throughout the audition process.

Title Duties

Group Representatives

- 4.9.1 Liaises between their respective choir and the executive council
- 4.9.2 Attends executive council meetings
- 4.9.3 Gives announcements to choir members after rehearsals
- 4.9.4 Plan group-specific socials at least 1 per term

All executives listed above **MUST** be elected annually.

BYLAW 5: MEMBERSHIP FEES

- 5.1 Active membership fees shall be **\$10**
- 5.2 Associate membership fees shall be at least fifty percent (50%) more than the Active membership fees. Associate membership fees shall be **\$15**
- 5.3 Honorary membership fees shall be **zero (0) dollars**.
- 5.4 Fees shall **not** be refundable under any circumstances.
- 5.5 Amendments to a club's membership fees must be approved by 2/3 majority of Active Members at a General Meeting, and then must be approved by SAC before they become effective.

BYLAW 6: MEMBERSHIP PRIVILEGES

- 6.1 Only Active AMS members shall vote, sign Petitions or be elected to the club executive.
- 6.2 Obtain music experience by being involved with the singing members in various capacities.
- 6.3 Are eligible to audition to be part of the ensemble.

BYLAW 7: MEMBERSHIP COMPOSITION

THE MEMBERSHIP OF THIS ORGANIZATION SHALL COMPRISE OF:

- 7.1 Active Members shall be those members who are registered in a credit course at the University or its affiliated institutions, and are not in default of payment of the AMS fee, and who pay a club membership fee.
- 7.2 Associate members shall be those club members who are not Active Members but who pay a club membership fee. They can be UBC alumni, research fellows, faculty members, staff, non-UBC students, or others willing to be involved in Club activities. They shall not be permitted to vote, or sign Club Petitions (See SAC Policy Handbook).

- 7.3 Honorary Members shall be Club members who are not Active Members and who do not pay club membership fee, and shall not be permitted to vote, hold office or sign Club Petitions.
- 7.4 A minimum of two-thirds (2/3) of the club's membership shall be Active Members of the AMS.
- 7.5 The number of Associate Members and Honorary Members shall not be more than one-third (1/3) of the Club's membership.
- 7.6 The membership period shall not be longer than one (1) year.
- 7.7 Members may only take on associate member status (not registered in any credit courses) for the duration of one school year. This associate member status may be completed within two years of terminating courses at UBC.
- 7.8 Active Members shall pay an annual non-refundable membership fee of a minimum of one dollar (\$1) as approved by resolution of a General Meeting with quorum, at the time of registration. Associate membership fees shall be at least fifty percent (50%) more than Active membership fees.
- 7.9 Changes in membership fees shall not become binding on established members until the termination of the current membership period.
- 7.10 Each new member of a club, including Associate and Honourary members, must sign an AMS General Member waiver form.

BYLAW 8: COMMITTEES

- 8.1 Committees shall be hired by their respective overseeing Vice Presidents in September of each year. The Executive Officers shall take the responsibility to supervise and control the activities of all the committees.

BYLAW 9: GENERAL MEETINGS

- 9.1 Each Club shall have at least one General Meeting during each term of the school year. There shall be a minimum of one (1) Annual General Meeting (AGM) during the

University winter session.

- 9.2 A General Meeting shall be called by the President at the request of the Executive Committee.
- 9.3 A General Meeting shall be called by the President on receipt of a petition representing at least forty percent (40%) of the active membership of the Club, or quorum as specified in the Club constitution, whichever is lesser. The dates must be at least seven (7) days after the initial receipt of the petition.
- 9.4 Notice of the General Meeting shall be posted in an obvious place at least seven (7) days before the meeting is to take place.
- 9.5 The President shall post the Agenda for the General Meeting at least three (3) days prior to the meeting.
- 9.6 Minutes of the meetings must be kept if Club decisions are to be upheld by SAC in case of dispute, and shall be the accepted record of proceedings.

BYLAW 10: PROCEDURE

- 10.1 All procedural matters shall be governed by Robert's Rules of Order, Newly Revised.
- 10.2 Any further discrepancies shall be decided by Student Council, which is the final authority.

BYLAW 11: QUORUM

- 11.1 Unless otherwise stated, the quorum for all meetings shall be fifteen percent (**15%**) of the Active membership of the Club excluding the Executive Members.

BYLAW 12: CONSTITUTIONAL AMENDMENTS

- 12.1 An amendment may be proposed at a General Meeting if it is passed by the Executive Committee and presented with signed minutes.
- 12.2 An amendment may be proposed at a General Meeting if it is presented by a signed petition representing **sixty** percent (**60%**) of the **non-executive active membership**.

- 12.3 All amendments to the Constitution shall be proposed at a General Meeting of the Club at least two weeks before they are voted upon. All amendments must be passed by **two-thirds (2/3) majority** at the General Meeting where the quorum is fulfilled.
- 12.4 All amendments shall be forwarded to the SAC Vice-Chair and shall be favourably voted upon by SAC in order to become effective.

BYLAW 13: ELECTIONS

- 13.1 The election of Executive Officers shall take place during the first two (2) weeks of March.
- 13.2 Voting shall take place by secret ballot with each active member having a single vote.
- 13.3 Nominations shall be submitted to the President at least a week before the election meeting. If the President is running for a second term, the VP shall accept nominations.
- 13.4 The President may accept nominations from the floor.
- 13.5 The new Executive Committee shall assume office at the second Executive Meeting after the election.
- 13.6 Results of the election shall be submitted to the SAC Vice-Chair no later than seven (7) days after the election.
- 13.7 By-elections shall be called by the President to fill vacant Executive positions. In the event of the Presidency being vacated, the Vice-President shall call a by-election.
- 13.8 The elected President of the club cannot also be the signing officer of the club.

BYLAW 14: ELIGIBILITY OF EXECUTIVE OFFICERS

- 14.1 Only living, Active Members of the Alma Mater Society shall be eligible to hold executive offices.
- 14.2 All Executive Officers must be registered in at least one class (3 credits) during both Winter Sessions (at least a 6 credit total).

BYLAW 15: FUNDS

- 15.1 All constituted AMS clubs by SAC must have an AMS account.
- 15.2 All financial transactions shall be made explicit through the AMS account; all financial dealings shall be done through the AMS Administration Office.
- 15.3 If any unauthorized accounts are discovered (i.e. outside bank accounts), the Club will be subject to deconstitution under the discretion of SAC. These controls are necessary for the protection of the Club against a dishonest signing officer, or for protection against the loss of the Club's monetary transaction records.
- 15.4 Under the B.C. Societies Act, the AMS must be audited once a year or it will lose its status as a society. Before the auditor will sign the financial statements of the AMS they must be certain that all monies of the society (including monies held by all AMS service organizations, clubs and undergraduate societies) have been accounted for. The above rule **MUST** be strictly adhered to in order to not to put the status of the AMS as a society in jeopardy.
- 15.5 All membership fees must be deposited in the AMS club account.

THE SOLE SIGNING OFFICER OF THIS ORGANIZATION SHALL BE THE:

Treasurer

The Treasurer must be the signing officer.

BYLAW 16: BUDGET

- 16.1 In accordance with the AMS Bylaw 13(6), all funds shall be remitted to the Finance commission by May 30th.
- 16.2 An annual report including a statement of Club proposed expenditures and expected revenues shall be submitted to the Finance Commission along with the budget.

BYLAW 17: CATEGORY

- 17.1 The Category is to help Administration organize the club directory
- 17.2 The Categories are: Academics/Management, Community Service, Cultural/Identity, Leisure/Hobby/Special Interests (Other), Media/Arts/Performance, Political/Social Action, Recreational/Athletic, Science, Social, and Spiritual.

THE UBC A CAPPELLA CLUB IS A **Media/Arts/Performance** CLUB.

BYLAW 18: INTERPRETATION

- 18.1 Nothing in these bylaws shall be interpreted in a manner contradictory to the AMS Constitution, Code, rules, regulations or policies enacted from time to time by the Alma Mater Society.

DOCUMENTATION

This Constitution is submitted by: Kim Vu

Position: President 2019/2020

Date: March 14, 2020