

**CONSTITUTION OF THE MUSIC APPRECIATION CLUB  
AT THE UNIVERSITY OF HOUSTON-DOWNTOWN**

**| PREAMBLE |**

We, the members of the University of Houston-Downtown's Music Appreciation Club, to fully realize our purpose, do hereby adopt and establish this constitution as the guiding instrument of our Club.

**| ARTICLE I – NAME |**

The name of this Club shall be University of Houston-Downtown Music Appreciation Club, hereafter referred to as [UMAC].

**| ARTICLE II – PURPOSE |**

The purpose of UMAC shall be to cultivate a social and educational space for persons interested in music within the University of Houston-Downtown.

**| ARTICLE III – MEMBERSHIP |**

**Section 1.** Membership in UMAC shall be limited to persons officially connected with the University of Houston-Downtown as students, faculty, or staff (with voting privileges restricted to students).

**Section 2.** Membership UMAC may not be denied on the basis of to race, color, creed, national origin, ethnicity, ancestry, religion, age, sex (including pregnancy, childbirth and related conditions), sexual orientation, gender, gender identity, marital status, partnership status, disability, genetic information, alienage, citizenship, military or veteran status, status as a victim of domestic violence/stalking/sex offenses, unemployment status, or any other legally prohibited basis in accordance with federal, state and city laws.

**Section 3.** A person may become a voting member by attending regularly scheduled meetings and events.

**| ARTICLE IV – CLUB |**

**Section 1.** The officers of the Club shall be elected from the active members. Any student seeking to hold office must have and maintain an overall grade point average not less than 2.5.

**Section 2.** The elected officers of UMAC shall consist of leadership roles, for example – President, Vice President, Secretary and Treasurer, which shall serve as the Executive Committee.

**Section 3. Elections:**

A. All officers shall be elected on or before September 11th of each year, and shall serve one-year terms, which may take effect after September 11th.

B. All officers shall be elected by a majority of the votes cast. Only active members are eligible to vote. If no candidate for an office receives a majority of the votes cast, then only the top two candidates will be placed on a second ballot for that office until a majority is reached.

C. A quorum of one-half of the active membership shall be required for all meetings where officer nominations or elections take place.

D. All elections shall be conducted by secret ballot. The ballots shall be tabulated by any officer not on the ballot and the faculty/staff advisor.

**Section 4. Officers' Duties:**

A. The **President** shall preside at all UMAC meetings and have the authority to appoint all committee chairpersons, to create new committees, to nominate a faculty advisor to be approved by the active members, and to act as a spokesperson for the Club.

B. The **Vice President** shall preside at all UMAC meetings in the President's absence, and in the event of their resignation, shall become the President of the Club for the duration of the term. The Vice President will support the President on special projects.

C. The **Secretary** shall handle and keep a record of all UMAC business and correspondence, including, but not restricted to recording minutes at all UMAC meetings, keeping an up-to-date file on all members, and informing members of all UMAC meetings and activities.

D. The **Treasurer** shall handle all financial transactions of the Club, including, but not restricted, to the collection of dues (if applicable) and recording all transactions.

**Section 5.** The faculty/staff advisor to UMAC shall be nominated by the Executive Committee and approved by a majority vote of a quorum of active members. The faculty/staff advisor must be selected from fulltime faculty or administrative staff members of the university.

**| ARTICLE V – DUES AND FINANCES |**

**Section 1.** The dues for UMAC (if applicable) will be established by the Executive Committee. Payment of dues must be received by the Treasurer within one month of the first day of class of each semester to be an active member of UMAC.

**Section 2.** UMAC will finance its activities through membership dues, fundraising projects, or funding from Student Government Association allocations, if so granted.

**| ARTICLE VI – MEETINGS |**

**Section 1.** The first meeting of the fall semester shall be within a month after classes start.

**Section 2.** Regular meetings shall be held at least once a month during the school year at times set by the Club.

**Section 3.** The meetings shall be conducted in accordance with the revised edition of *Robert's Rules of Order*.

**Section 4.** The basic agenda at regular meetings shall follow:

- A. Call to order
- B. Roll call (optional)
- C. Approval of minutes
- D. Executive committee report
- E. Officer reports
- F. Committee reports
- G. Old business
- H. New business

- I. Announcements
- J. Adjournment

**Section 5.** Action on any business, old or new, requires a quorum of one-half of the active membership of the Club.

#### | ARTICLE VII – REMOVAL FROM OFFICE |

**Section 1.** An UMAC officer whose dereliction of duty adversely affects the operations of the Club shall be subject to disciplinary action or removal from office.

**Section 2.** A written request stating the reasons for dismissal and signed by at least three (3) active members of the Club must be submitted at a regularly scheduled meeting.

**Section 3.** Before the next regularly scheduled meeting, written notification of the request and the reasons for dismissal must have been given to the offending officer, who should come to that regular meeting prepared to speak.

**Section 4.** A two-thirds (2/3) affirmative vote of all active members is required to remove the officer from office.

#### | ARTICLE VIII – CONSTITUTIONAL AMENDMENTS |

**Section 1.** The Constitution is binding to all members of UMAC but is not binding unto itself.

**Section 2.** Amendments to the Constitution must be proposed in writing by an active member of UMAC at any regular meeting at which two-thirds (2/3) of the active members are present.

**Section 3.** Proposed amendments shall be voted upon only after two regular meetings following the introduction of the proposal.

**Section 4.** Proposed amendments will become effective following a three-fourths (3/4) affirmative vote of the active members.