

MUSIC APPRECIATION CLUB CONSTITUTION

ARTICLE 1 ORGANIZATION

- A. Music Appreciation Club will be the name used to represent our organization. An acronym or shortened name for the organization will be MAC.
- B. Music Appreciation Club is established with the goal of expanding the music tastes of LAVC students to different genres, cultures, and styles. While there is an educational aspect, in which students can gain an understanding of the music-making process, chord progressions, and lyrical techniques, MAC's main goal is cultural: students will expand their music tastes and listen to music they never would have heard prior. Furthermore, the social aspect is incredibly valuable, as nothing brings people together like listening to music, and MAC will help to bond people with similar music tastes or an interest in discovering new music.
 - 1. Music Appreciation Club will abide by all school policies.
 - 2. Conduct Statement: Los Angeles Valley College values respect, communication, community, and diversity, and our organization and its members are expected to uphold and exemplify these values. Members whose actions do not reflect these values will be subject to removal from the organization. according to the processes outlined in the organization's constitution and consistent with university policy and the Student Code of Conduct.
- C. Dues
 - 1. Members are required to pay the \$10 ASO membership fee to be officially recognized as part of the Music Appreciation Club.
- D. Weekly Meetings
 - 1. Meetings will be held in the Humanities building in room H119
 - 2. Weekly meetings will consist of album discussions and voting on the next album.
 - 3. Board will be in charge of preparing a weekly slideshow, as well as updating the google form, and will have the choice of which genre to choose per week.
 - 4. The last meeting of the semester will be held one week preceding the final examination schedule.

ARTICLE 2 MEMBERSHIP

- A. All club membership must be open to all regularly enrolled students who are members of the Associated Student Union at LAVC; all others (alumni, friends, family, faculty, staff) are considered guests. Guests are welcome to attend events but they can not hold officer positions or handle money on behalf of the organization.

1. Active members will be currently registered students who attend 66% of monthly meetings. Active members will participate in dialogues, leading meetings, and vote on album selections.
2. Membership will be composed of Associated Student Union members only. All membership lists are filed in the Associated Student Union Office.

B. Removal of Membership:

1. Members will pursue resignation by contacting the Secretary via email.
 2. Member privileges will be revoked by a unanimous decision of the Executive Board, based on but not limited to the member's demonstrated participation, dedication, teamwork, and commitment to organization mission. Members will be nominated for privilege revocation by any member of the organization through an email to the Secretary.
- C. The Music Appreciation Club does not unlawfully discriminate against any person on any basis prohibited by federal law, the District of Columbia Human Rights Act, or other applicable law, including without limitation, race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, or gender identity or expression.

ARTICLE 3 OFFICERS AND ELECTIONS

- A. Section 1: The Music Appreciation Club E-Board will be comprised of 5 Officers: President, Vice President, Secretary, Treasurer, and ICC Representative
1. The duties of the President include running club general meetings, conducting board meetings, and have final say on choosing upcoming albums. The President will have served as an active member for one year prior to running for office and will have served as an officer for at least one semester prior to running for president.
 2. The Vice President shall preside over all meetings in case of the absence of the President and assist the President when necessary. Additionally, it will be the job of the Vice President to coordinate with other clubs if a collaborative meeting is warranted. The Vice President will have served as an active member for one year before running for office.
 3. The Secretary shall manage the club membership, take minutes for board meetings, and manage the google form used by members to decide the next album. The Secretary will have served as an active member for one year before running for office.
 4. The Treasurer will be responsible for managing club funds for future meetings and events. The Treasurer will also hold the job of Social Media Manager,

running the club social media accounts and creating flyers for upcoming events. The Treasurer will have served as an active member for one year before running for office.

5. The ICC (Inter Club Council) Representative will be responsible for attending ICC meetings and representing MAC to gather relevant club information and report back to the officers. The ICC Representative will have served as an active member for one year before running for office.

B. Officer Selection

1. Officers will be decided by elections, held preceding the last two weeks of a semester, a specific date will be determined by the President.
2. All active members are allowed to run for a board position aside from President, which requires one-year spent as an active member prior to running. Nominations will be via Google Form two weeks prior to the election.
3. No campaigning is allowed, and candidates are not allowed to let others know about their candidacy. Any questions about their candidacy should be sent to an email to the club President or addressed directly privately.
4. Voting will take place at the election meeting. A simple majority vote is necessary to elect an officer. If a majority is not reached, a run-off election will be held with the two nominees receiving the most votes. In the event of a tie, the President will cast the deciding vote. Voting will be conducted via secret ballot, with an officer not seeking reelection and an active member counting the votes.

C. Special Elections.

1. Upon an emergency, a special election will be held at the regular meeting of the club after notice at the immediately preceding regular meeting. The process of election will be the same as for the regular election in terms of voting and eligibility requirements.

D. Term of Office

1. The term of office is one full school semester, and there are no term limits placed on officers.

E. Special Requirements as to Scholastic Standing or Other Rules.

1. All officers must be regular enrolled students at LAVC and maintain a cumulative GPA of at least 2.0 ("C" average) throughout their term in office. Officers who fall below this academic standard will be given one semester to improve their GPA to meet the requirement. Failure to meet this requirement after the grace period will result in removal from office.

F. Replacement Due to Ineligibility.

1. The ineligible officer must notify the Executive Board as soon as possible, or the executive board will notify the officer if the issue is identified by another party.
2. The duties of the ineligible officer will be temporarily assigned to another Executive Board member. If the President is ineligible, the Vice President will assume the responsibilities of the President until a replacement is elected. For other officer positions, the President will appoint a temporary officer, subject to board approval.
3. A special election will be held to elect a new officer to complete the remainder of the ineligible officers term. The election must follow the procedures in Article 3, Section C, and must be conducted within two weeks of the ineligibility notice.
4. If the officer regains eligibility within two weeks, they will return to their position, provided the special election process has not already begun.

G. Definition of Quorum in Regard to Council.

1. For general club meetings, a quorum will be defined as 50% of the active members plus one additional member. No official decisions or votes may be taken unless a quorum is present.
2. For Executive Board meetings, a quorum will be defined as a majority of the Executive Board members (3 out of 5 officers). The Board cannot vote on important matters, such as disciplinary actions or budget approvals, unless a quorum is present.
3. If quorum is not met at any meeting, the meeting may proceed informally, but no binding votes or decisions can be made. Any important votes will be postponed to the next meeting where quorum is achieved.
4. If necessary, quorum can also be achieved through online voting or virtual meetings. In such cases, quorum will be defined by the same standards as in-person meetings: 50% of active members for general meetings and a majority for Executive Board meetings.

H. Appointment of Committees.

1. The President, with the approval of the Executive Board, will establish temporary or permanent committees to focus on specific areas such as event planning, fundraising, outreach, or special projects. A majority vote by the Executive Board is required to form a new committee.
2. Committee members will be appointed by the President or the Executive Board based on interest, experience, and availability. Any active member is eligible to

serve on a committee. Committee members will report to a designated officer or the President.

3. Each committee will have a designated Chairperson, who will be appointed by the President in consultation with the Executive Board. The Chairperson will be responsible for leading committee meetings, coordinating tasks, and reporting progress to the Executive Board. The Chairperson may also delegate tasks to other committee members as necessary.
4. Committees will have the authority to make recommendations to the Executive Board, but they do not have the power to make binding decisions on behalf of the club. All final decisions must be approved by the Executive Board, and any committee expenses must be submitted to the Treasurer for approval.
5. Once a committee has fulfilled its purpose, the President will dissolve the committee, with the approval of the Executive Board. Permanent committees will be reviewed each semester to determine whether they should continue or be dissolved.

ARTICLE 4 CLUB RULES

A. Attendance:

1. Members are expected to attend at least 66% of scheduled meetings per semester to remain in good standing as active members. Failure to meet this requirement without prior notification or valid reasons may result in loss of voting privileges or active member status.
2. Members who cannot attend a meeting are encouraged to inform the Secretary or President in advance via email or another agreed-upon communication method.

B. Behavior and Conduct

1. All members are expected to treat each other with respect, upholding the values of diversity, inclusivity, and open-mindedness. Discriminatory behavior, harassment, or any form of disrespectful conduct will not be tolerated and will result in disciplinary action.
2. Members are encouraged to actively participate in meetings, discussions, and club activities. While full participation is not mandatory, all members are expected to engage respectfully in discussions and to contribute positively to the club environment.
3. Members representing MAC at events or collaborations with other clubs must act in a manner that upholds the reputation of both the club and Los Angeles Valley College. Inappropriate behavior during these events will result in removal from future representation opportunities or the club entirely.

C. Album Selections

1. Members are entitled to participate in the weekly voting process to select albums for discussion. Each active member is allowed one vote per selection round.
2. Nominations for albums will be submitted through a Google Form managed by the Secretary. Members may submit up to two album nominations per round, which will be compiled for voting at the next meeting.
3. The President reserves the right to veto album selections in cases where content is deemed inappropriate or not in line with the club's goals. In such cases, the President must provide an explanation and allow members to nominate a new album for the following week.

D. Events and Activities

1. MAC will organize events, such as listening parties, concerts, or collaborations with other clubs, to promote music appreciation and engagement among students. Participation in these events is encouraged but not mandatory.
1. Members will propose events or activities by submitting a formal proposal to the Executive Board. The Board will review and vote on whether the event aligns with the club's mission and feasibility before approval.
2. Members attending club events are expected to abide by all club rules and LAVC policies. Any violations of conduct at these events will result in suspension from future events or revocation of membership.

ARTICLE 5 AMENDMENTS TO THE CONSTITUTION

A. Proposal of Amendments

1. Any active member of the Music Appreciation Club can propose an amendment to the constitution.
2. Proposed amendments must be submitted in writing to the Secretary. The proposal should include the specific article or section to be amended, the proposed changes, and the rationale behind the amendment.

B. Review and Discussion

1. Upon receipt, the Secretary will present the proposed amendment to the Executive Board for an initial review. The Board will assess whether the amendment aligns with the mission and values of the club and may suggest revisions or clarifications.

2. After the Executive Board review, the proposed amendment will be brought to the next general meeting for discussion. Members will have the opportunity to ask questions, suggest modifications, and debate the merits of the amendment.

C. Voting on Amendments

1. Voting on the proposed amendment will take place at the next general meeting following the discussion. A notice regarding the vote must be given to all active members at least one week prior to the meeting.
2. Amendments to the constitution require a two-thirds (2/3) majority vote of active members present at the meeting to pass. Voting will be conducted via secret ballot to ensure fairness and transparency.
3. In the event that a member cannot attend the meeting, they can submit an absentee vote to the Secretary in advance via email. Absentee votes must be received prior to the start of the meeting in which the vote is held.

D. Enactment of Amendments

1. Once an amendment is approved by a two-thirds majority, it will take effect immediately unless otherwise specified in the amendment.
2. The Secretary will update the constitution with the approved changes and notify all members of the amendment via email or other official communication channels within one week of the vote.

ARTICLE 6 PARLIAMENTARY PROCEDURE

A. Guiding Rules

1. The Music Appreciation Club (MAC) will follow Robert's Rules of Order as the standard for conducting meetings and decision-making processes. This ensures that all meetings are run efficiently, fairly, and with respect for the views of all members.
2. While Robert's Rules of Order will serve as the default parliamentary procedure, the Executive Board may modify specific procedures to suit the needs of the club, provided such modifications are approved by a majority vote of active members.

B. General Meeting Procedures

1. The President, with input from the Executive Board, will prepare and distribute an agenda prior to each general meeting. The agenda will include discussion topics, voting matters, and any announcements. Members may propose additional items

to be added to the agenda by submitting a request to the President or Secretary at least 24 hours before the meeting.

2. Members wishing to speak during meetings must be recognized by the President. Speakers will be granted the floor for a set period of time, after which they must yield the floor to the next speaker. This ensures that all members have an opportunity to contribute without any individual monopolizing the discussion.
3. Any active member may propose a motion during the meeting. A motion must be seconded by another member before it is brought to a vote. Discussion on the motion will be opened after the motion is seconded.
4. Voting will typically be conducted by a show of hands unless a secret ballot is requested by any member. A simple majority of active members present is required to pass most motions, unless otherwise specified (e.g., amendments to the constitution require a two-thirds majority).

C. Executive Board Meetings

1. Executive Board meetings will follow a simplified version of Robert's Rules of Order, with less formality but adherence to structured decision-making. The President will still prepare an agenda and ensure orderly discussion among the board members.
2. A quorum for Executive Board meetings will be a majority of the board members (3 out of 5 officers). No binding decisions can be made without a quorum.

D. Conflict Resolution

1. If a disagreement arises regarding the interpretation of parliamentary procedure, the President will act as the final arbiter. If the President is involved in the disagreement, the Vice President will assume this role.
2. If a member believes that parliamentary procedure was not properly followed during a meeting, they may appeal to the Executive Board in writing. The Board will review the appeal and take appropriate action, which may include a re-vote or further discussion.