

# CONSTITUTION AND BY-LAWS OF SECOND SHIFT

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First written and enacted February 2007, as *The Looney Tunes*.

This version revised October 2009.

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## **ARTICLE I: NAME**

The official name of this organization shall be “Second Shift A Cappella.” This group was called “The Looney Tunes” from February 2007-September 2009, and all references in this document to “the group” or “this organization” include that time period.

## **ARTICLE II: PURPOSE**

We are a group of dedicated students and professionals who seek to have fun, produce high-quality a cappella music, and grow musically as a group and as individuals.

## **ARTICLE III: AFFILIATIONS**

This organization is not affiliated with any universities or other organizations.

## **ARTICLE IV: MEMBERSHIP**

### *Section 1: Eligibility and Composition*

Membership shall be open to any adult member of the community who successfully auditions, without regard to race, color, religion, national origin, disability, age, veteran status, sexual orientation, or gender.

### *Section 2: Types of Membership*

There shall be two types of members in Second Shift: active members and members on leave.

Active members are individuals currently singing with the group.

Members on leave are individuals who have requested and been granted a leave of absence. Any member taking a leave of absence from Second Shift must contact the Executive Committee prior to his/her departure, stating his/her reasons and the expected length of time of his/her absence. This leave of absence shall be granted on a case-by-case basis as decided by the Executive Committee. Pending the Committee’s acceptance, the member will be automatically accepted into the group upon their return.

Alumni who wish to rejoin must re-audition.

*Section 3: Requirements of Membership*

All members must abide by all policies listed in this Constitution. Willful neglect of these policies is grounds for removal.

Upon entering the group, each member must read and familiarize him/herself with the Second Shift Constitution.

*Section 4: Member Conflict Resolution*

In the event that any member of the group is neglecting group policies, creating conflict within the group, or diminishing the quality of the group's sound, the Administrative Coordinator, with approval from the Executive Committee, will collaborate with the member and develop a plan for addressing the concerns. The plan will have measurable and attainable goals and a specified time period for reaching those goals. The Administrative Coordinator will make attempts to help the member attain those goals and will periodically check in with the member to provide assistance. When the time period has ended, the Executive Committee will help the member to determine whether or not he or she is able to continue to commit to the group at that time.

In the event that a member of the group refuses to develop or follow a plan to address concerns, their removal may be voted on according to the policies set forth in Section 5.

*Section 5: Revocation of Member Status*

Any member wishing to resign his/her status as a Second Shift member must contact the Executive Committee, stating his/her reasons for leaving and providing a departure date. Members wishing to resign are asked to give one month's notice to aid in transitions.

A member may be removed from Second Shift if he/she willfully neglects the Constitution or policies, or acts contrary to the purposes stated in Article II. After reasonable attempts by the Executive Committee to resolve conflicts per Article IV, Section 4, a motion for a member's removal must be put forth by two active members and must be approved by 3/4 of the group's active members.

*Section 6: Return of Assets*

A member that is leaving Second Shift possessing any items or monies owned by the group must return them to the Business Director within the two weeks following their removal or resignation.

**ARTICLE V: MEETINGS**

*Section 1: Auditions*

Auditions shall be held as determined by the Executive Committee. The format and specifications for auditions shall be determined by the Executive Committee. Auditions will be run by the Musical Co-Directors.

New members will be accepted by general consensus of the Executive Committee. If a general consensus cannot be reached after repeated attempts, members shall be approved only by a majority vote of the Committee.

*Section 2: Rehearsals*

The rehearsal schedule shall be set at the beginning of each six-month period in accordance with the schedules of the group's members. The rehearsal schedule may be altered after a set of auditions if the schedules of the incoming members necessitate a change.

The Musical Co-Directors reserve the right to add extra rehearsal times to the established rehearsal schedule as the need arises. Proper advanced notice, however, must be given a minimum of two weeks in advance of the new rehearsal date.

The Musical Co-Directors have the right to direct any combination of members to hold a sectional or individual rehearsal, but must give the members a minimum of two weeks in which to hold said rehearsal.

*Section 3: Leadership Meetings*

Leadership meetings will be held as needed by the Executive Committee. In these meetings the Executive Committee will:

- a) Screen potential gigs.
- b) Review financial, scheduling, and musical issues.
- c) Plan for upcoming group goals.
- d) Review pending attendance and leave requests.
- e) Discuss group issues that need leadership decisions.

**ARTICLE VI: ATTENDANCE**

Attendance is required for rehearsals, sectionals, and performances. Members can miss a maximum of four rehearsals each six-month period and a maximum of one sectional each six-month period.

If a member misses a rehearsal/sectional, they are responsible for getting in touch with the Musical Co-Directors to find out what pieces were covered during their absence and catching up in advance of the next rehearsal. All attendance issues, including requested exceptions to this policy, will be reviewed by the Executive Committee on a case-by-case basis. Abuse of the attendance policy can result in termination of membership as outlined in Article IV, Section 5.

## **ARTICLE VII: OFFICERS**

Each officer is required to complete the duties detailed in this Constitution. Officers may delegate some or all of their duties, but this delegation does not release them from ultimate responsibility for their completion.

All Executive Committee offices shall have terms of six months.

### *Section 1: Executive Committee*

The Executive Committee of Second Shift shall consist of two Co-Musical Directors and the Business Director. The Executive Committee is designed to be purely administrative in character. In the event that there are not enough nominees to fill all executive committee slots, the number of executive committee members may be reduced provided that the general membership agrees with this arrangement and the duties of the missing office are distributed among other group members. Executive committee members may delegate responsibilities to willing members. All Executive Committee members shall be limited to a term of two consecutive periods in the same position. Members may remain on the committee after two consecutive terms by taking a different position.

### *Section 2: Resignation from Executive Committee*

Any Executive Committee member wishing to resign his/her officer position must submit a letter of intent to the rest of the Executive Committee, stating his/her reasons for resigning the office. The resignation of an officer necessitates the holding of special elections (see Article VIII, Section 3).

### *Section 3: Removal*

If an officer fails to uphold the Constitution or to complete the duties of his/her office for any reason, he/she shall be judged negligent by a majority vote of the group. The procedure outlined in Article IV, Section 4, will be followed in this situation. A vote on revocation of an office will be held separately from a vote on revocation of membership. During the improvement plan outlined in Article IV, Section 4, the officer will be temporarily suspended from the Executive Committee. The group will vote on whether to institute a temporary officer or to reassign duties.

### *Section 4: Transition*

All outgoing officers shall be required to hand over any and all documents, monies, or papers used in the fulfillment of their officer duties to their incoming counterparts within two weeks of the end-of-period election (see Article VIII).

### *Section 5: Executive Committee Offices*

### Subsection A: Co-Musical Directors

This position should be held by two people, both members of the Executive Committee, splitting the following responsibilities:

- a) Running rehearsals.
- b) Setting musical direction and performance details (including choreography, concert orders, and wardrobe).
- c) Collecting all available music files for each period's repertoire, to be handed to the Administrative Coordinator at the end of the six-month period.
- d) Deciding the frequency and format of auditions.
- e) Coordinating selection and arrangement of new songs, selection of soloists, and assignment of other voice parts.

These two directors shall meet regularly and divide work and leadership responsibilities according to their needs and abilities.

### Subsection B: Business Director

The Business Director is a member of the Executive Committee and has the following responsibilities:

- a) Serving as the public contact and liaison with anyone outside the group.
- b) Building and maintaining a database of external group contacts.
- c) Scheduling and planning concerts and performances including seeking potential gigs, handling invitations to perform, collecting information about performance logistics, and communicating opportunities to the Musical Co-Directors.
- d) Handling all financial matters including drafting a budget, maintaining any funds in a group bank account, collecting receipts, handling reimbursements, and co-signing checks with the Administrative Coordinator or another member of the group.
- e) Coordinating advertising and PR materials.
- f) Planning and coordinating fundraising efforts as needed.
- g) Submitting a brief written report and budget to the entire group during the Evaluation Session at the end of each six-month period.

### *Section 6: Adjunct Offices*

These officers are not members of the Executive Committee. Their positions are assigned by the Executive Committee based on willingness, availability, and skills. The fulfillment of these positions is not restricted to six-month periods.

### Subsection A: Administrative Coordinator

- a) Tracking and monitoring member attendance (both rehearsals and sectionals).
- b) Serving as the contact person for known absences of group members (i.e., if a member is going to be absent, they alert the Administrative Coordinator).
- c) Scheduling or arranging rehearsal space.
- d) Ensuring that materials (including any necessary printed music, keyboards, and a pitchpipe) are provided for rehearsals.
- e) Orchestrating auditions, including scheduling, arranging space and materials, contacting potential auditionees, and planning and assisting in running auditions.

- f) Maintaining a list of potential auditionees.
- g) Handling and mediating group conflicts and interpersonal issues.
- h) Running the six-month evaluation session, including the elections process.
- i) Co-signing all checks with the Business Director or another member of the group if the Business Director is unavailable.
- j) Maintaining a group calendar.
- k) Reporting to the Executive Committee as needed regarding attendance stats, leave requests, and discussion of issues to be elevated to the next level.
- l) Submitting a brief written report to the entire group during the Evaluation Session at the end of each six-month period, including attendance stats and any other pertinent information.

Subsection B: Webmaster

- a) Collecting and maintaining past musical files and other documents for the group including reports, constitutions, etc. Maintaining, in either paper or electronic form, all copies of current and archived files.
- b) Maintaining a database of internal group contacts.
- c) Creating and maintaining a website for group marketing.
- d) Creating and maintaining any necessary group email accounts.
- e) Maintaining e-mail lists of fans.

**ARTICLE VIII: ELECTIONS**

*Section 1: Voting Eligibility*

All active group members are eligible to vote in all elections, regardless of their length of time in the group.

*Section 2: Elections Procedure*

Elections for Executive Committee positions will be held every six months, one month before the Evaluation Session, and will be chaired by the Administrative Coordinator. If the Administrative Coordinator is a candidate for any office, he/she shall delegate the power to run the vote for that office to a member of the Executive Committee.

Two weeks before the Election the Administrative Coordinator will take nominations from the group. Candidates can choose to accept or reject their nomination. A week before the Election, the Administrative Coordinator will send out the list of candidates to all active group members, to review before the Election. During the Election, the group will have individual Q&A sessions with each candidate while the other candidates for that office are out of the room. The Administrative Coordinator will run the discussion period when all candidates are out of the room and will hold a closed-ballot election with majority vote prevailing.

Members may vote by proxy with advance notice to the Administrative Coordinator. Members who will not be returning for the following six-month period have the option to vote.

The outgoing Executive Committee will continue to serve through the remaining month of the period, and will use the month to coordinate with the incoming Executive Committee to ensure a smooth transition. Newly elected officers shall take office immediately following the last scheduled performance/rehearsal of the period.

### *Section 3: Emergency Elections*

In the instance of the resignation of any officer(s), the Executive Committee will ask for nominations for the position(s) within a week of the announcement of resignation. An election will be held at the rehearsal following the nominations. Proxy voting is permitted.

Newly elected officers shall take office immediately following the emergency elections meeting.

## **ARTICLE IX: EVALUATION**

Each year will be divided into two six-month periods: Spring (January–June) and Fall (July–December). These six-month periods will serve as planning and evaluation units for Second Shift’s activities: attendance, repertoire, leadership, organization, and goals. The Executive Committee shall call an Evaluation Session as a special meeting at the end of each six-month period. Group members will be able to request addition of agenda items one week before the meeting.

The Administrative Coordinator will chair the planning/evaluation session. At that session the following business items will be addressed:

- a) Formal written reports will be presented by the Administrative Coordinator and Business Director.
- b) An open brainstorming session will be held to discuss goals, group issues, organization, and group planning.
- c) Rehearsal times for the upcoming six-month period will be affirmed or adjusted.
- d) Elections for the upcoming period will be held (see Article VIII).

## **ARTICLE X: DISSOLUTION**

Second Shift shall be allowed to dissolve by a 3/4 vote of the active membership for any reason.

Any group monies or assets shall be first used to pay any outstanding debts owed by the group. The use of any remaining assets shall be decided by the Executive Committee after all debts are paid.

**ARTICLE XI: BY-LAWS**

The by-laws of Second Shift, which are all other rules and policies outside of this Constitution, must be revised by a majority vote of the Second Shift. Proxy votes are allowed.

**ARTICLE XII: AMENDMENTS**

Any currently active group member may propose a Constitutional amendment at any time by sending a formal proposal to the Administrative Coordinator. The Administrative Coordinator must schedule a vote on the amendment within two weeks of his/her receipt of the proposed amendment.

All proposed amendments must be distributed to the group a minimum of four days prior to the vote.

Proposed amendments must be approved by a majority vote of the total membership to be accepted. Proxy votes are allowed.

**ARTICLE XIII: ADOPTION**

This Constitution shall become effective upon its ratification, which will occur with the majority vote of the current membership of Second Shift.

As of its ratification in September 2009, the current members of Second Shift are:

- Joshua Corn
- Jessica Efird (Musical Co-Director, Administrative Coordinator)
- Matt Jones (Musical Co-Director)
- Corey Liles
- Kristin LoBiondo (Business Director)
- Mark Mickunas
- David Minnich (Webmaster)
- Michelle Williams