The SHDHS Music Council Constitution

Article I: Name and Purpose

1. This organization shall be known as the South Huron DHS Music Council (SHMC)
2. The purpose of the SHMC shall be to:
	1. Organize and promote student activities within the music program, arts department and school.
	2. Provide leadership and encourage participation in all constructive aspects of school life.
	3. Act as advocates, mediators and mentors for students of the music program.
	4. Foster school and department spirit.

Article II: Composition of the SHMC

1. The composition of the SHMC will be made up of two distinct groups: The Executive Council and the General Council.
2. The SHMC Executive Council is comprised of the following members:
	1. President
	2. Vice-President
	3. Treasurer
	4. Social Convener/Student Communication
	5. Logistics
	6. Secretary
	7. Media Liaison
	8. Public Relations
	9. Fundraising
	10. Librarian
	11. Librarian
3. The SHMC General Council is comprised of the following members:
	1. Appointed members of the grade 9-12 music program who are selected by application and interview process.
4. The SHMC Executive may create sub-committees of General Council members when deemed necessary for any special event, activity or duty, such as Cabaret.

Article III: Positions and Responsibilities

1. All members of the Music Council Executive are to:
	1. Maintain “Academic Eligibility” by ensuring success in their courses and by fulfilling all academic requirements of their teachers.
	2. Inform the staff advisor(s) of any failing course grades.
	3. Meet with the staff advisor(s) about failing course grades.
	4. Understand and adhere to the Music Council Executive Code of Conduct.
	5. Follow the position requirements and responsibilities outlined in their job description.
2. All members of the Music General Council are to:
	1. Maintain “Academic Eligibility” by ensuring success in their courses and by fulfilling all academic requirements of their teachers.
	2. Follow the position requirements and responsibilities outlined in the general representative job description.

Article IV: Nomination and Election Procedure For Music Council

Part A: Election Dates and Terms of Office

1. The staff advisor(s), outgoing President and incoming President are to ensure that the application process and interviews are held in a fair and democratic manner.
2. The applications for the Music Council Executive shall be held as early as the last week of April and no later than the first week of June.
3. The General Representatives shall be appointed no later than the first week of October. A second round of General Council applications will be held early second semester.
4. The term of office for all elected and appointed Executive Council members shall be from the first day of summer vacation to the last day of school in June.
5. Newly elected executive members and the outgoing executive shall attend all meetings between the election and the end of year to facilitate a smooth transition.
6. Applications will be due no later than May 1st for the President position.

Part B: Nomination Eligibility for Executive Council

1. Nominees for each position must:
	1. Be a full-time student.
	2. Be enrolled in a music course the year of their term.
	3. Be a participant in Senior Concert Band.
	4. Be willing to assume the duties as outlined in their job description.
	5. Adhere to the rules for “Academic Eligibility”.

Part C: Nomination Eligibility for President

1. An individual who applies for President must have at least one year of experience and good standing on Executive Council, as well as adhere to all conditions in “Part B” above.
2. There shall be no campaigning. The position will be appointed after a fair and equitable interview and selection process.
3. Election speeches and ballots are not required.

Part D: Nomination Eligibility for General Council

1. An individual wishing to be on General Council must be enrolled in a music class on the 9-12 campus.
2. Applications will be available twice per year, once at the beginning of first semester and once at the beginning of second semester.
3. Low-key interviews shall be conducted by either the President, Vice-President, or both, in consultation with the staff advisor.

Article V: Duties of the Staff Advisor(s)

1. The Staff Advisor(s) shall be responsible for:
	1. Authorizing all events and activities proposed by the General or Executive Council at their discretion.
	2. Overseeing the financial operation of the Council.
	3. Signing contracts with all outside vendors.
	4. Ensuring job quality amongst the Executive Council members.
	5. Advising and giving recommendations to the Executive Council as necessary.
	6. Removing an Executive or General Member from Council for failure to perform duties and responsibilities, maintain academic eligibility or improper conduct at his or her discretion.

Article VI: Meetings and Events

Part A: Meetings

1. The Executive Council meetings shall:
	1. Take place once a week at an appointed day and time, or at the discretion of the President of Vice President.
	2. Be chaired by the President or Vice-President.
	3. Be recorded in the minutes by the Secretary.
	4. Have votes conducted through a show of hands when requested by the Staff Advisor or Executive Council Member or by electronic ballot when required. In person voting is preferred.
	5. Have two-thirds of members in attendance if a vote is to take place.
2. The General Council meetings shall:
	1. Take place when required.
	2. Have all available executive members in attendance.
	3. Be chaired by a member of the Executive Council.
	4. Be open to any student in the music program.
	5. Have its members sign-in on an attendance sheet at each meeting.
3. An Executive Council member must speak to the Staff Advisor(s), President or Vice-President about any foreseen absences.
4. A General Council member must speak to an Executive Council member or Staff Advisor(s) about any foreseen absences.
5. If an Executive or General Council member is consistently absent or late for Executive or General meetings, he or she may be asked to meet with the Staff Advisor(s) and may result in removal from council.
6. In the event that there is a pause in extra-curricular activities the President shall be responsible for calling Executive Council meetings (though time, place and frequency may change) and keeping in regular communication with other Executive members.

Part B: Events

1. All Executive Council members are responsible for attending and participating in all council events unless he or she has permission from the Staff Advisor(s) to do otherwise.
2. All monies collected by the Executive Council for any event or activity must be stored securely in the Staff Advisor(s) office promptly at the end of the event (lunch, after school etc.).

Article VII: The Voting of Awards

Part A: The Nomination Process:

1. Nomination forms will be released no later than April 1st and will be due no later than May 1st.
2. In order to complete a nomination form, one must be a current Senior band member.
3. Nomination forms must have all of the required information compiled into the final submission.
4. If there are more than five individuals nominated for an award, the Executive Council will debate and discuss those nominees down to the top five, chosen by a majority vote.

Part B: Final Vote

1. Senior Band will participate in an anonymous vote.
2. The nominee with the majority of votes will receive the award.

Part C: The Karen Brown Caring Supporter Award

1. An individual nominated for this award must be an active community member in the South Huron Music Program. He/she must display a commitment to excellence through his/her support of the Music Program. This individual should not only be devoted, but should also be respected by the music students as a compassionate, humble, and warm role model. His/her role should have gone beyond the call of duty, and proved integral to the Music Program’s success in that year.

Part D: The Bob Robilliard Award for Instrumental Achievement

1. This graduating student will have made a significant and lasting contribution to the music program over 4 or 5 years. This award is given to a recipient at the sole discretion of the lead music teacher, is a personally funded award, and is not subject to the terms and conditions noted above.

Article VIII: Constitution Authority and Amendments

Part A: Amendment Procedure

1. Any constitutional change must be approved by a two-thirds majority of the Executive Council and the Staff Advisor(s).
2. No amendments concerning portfolios, nominations qualifications or election rules may be made after members take office.

Part B: Authority of Constitution

1. This constitution, at the date of adoption, supersedes all previous constitutions of the South Huron Music Council.
2. The authority of this constitution is binding on all Executive and General Council members.
3. It is the duty of each member of the Executive and General Council to know about, understand and abide by the terms of this constitution.
4. All decisions of the Executive and General Council are subject to the approval of the Staff Advisor(s). The decisions of the Staff Advisor(s) on any matters pertaining to the Council, its constitution or interpretation shall be final.

***This iteration of the constitution was voted on and accepted by a majority of the SHMC Executive on April 7th, 2014.***

*President: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Vice President: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Staff Advisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Witness: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*