

Constitution of the Music is Medicine Club

Article I. Name

Section 1.1 The official name of this club is “Heritage High School’s Music is Medicine Club”.

Section 1.02 The management team of the club will be known as the “MIM Council”.

Section 1.03 The President, Vice President, Treasurer, and Secretary will be known as the “Council”.

Article II. Purpose / Mission Statement

Section 2.1 The purpose of the Music is Medicine Club is:

- (a) To provide music therapy for those in need of music for healing purposes.
- (b) To provide entertainment for our audiences.
- (c) To provide HHS students with an opportunity to connect with their peers through music and perform outside of school.

Article III. Membership

Section 3.1 General Membership

- (a) All students who signed for the club will have General Membership.
- (b) Any student at that HHS may sign up for General Membership during Club Rush events by giving their contact information to the club representatives.

Section 3.2 Inactive Members

- (a) Members who do not attend club meeting or attend gigs will be considered an Inactive Member.

Section 3.3 Council Membership

- (a) To be a part of the Council, a student must:
 - (i) *Have been in the Music is Medicine Club for at least one year.*
 - (ii) *Be a 10th, 11th or 12th grade student.*
 - (iii) *Be elected to the Executive Board in the spring of the previous year.*

Section 3.4 Advisor

- (a) The Music is Medicine Club must have one full time (or more than one if part time) teacher serving as the Advisor for the school year.
- (b) The advising teacher(s) must be in good standing with the school.
- (c) The Advisor(s) must be approved by the Principal of HHS.

Article IV. Council Elections

Section 4.1 Application and Nomination Procedures

- (a) Any student wishing to be on the council will need to submit an application to the Club Advisor.
- (b) The Council will call applicants in for an interview.
- (c) The Council will nominate applicants to specific Council positions for the election.

Section 4.02 Election Procedures

- (a) The entire club members will be presented with a synopsis of the candidates nominated for each position.
- (b) General Members will vote to elect the next year’s Council by numbering their first choice, second choice, etc. per position.
- (c) The club Advisor and Council will tally the votes into a list of most to least votes per position.

- (f) New positions will be determined with President first, Treasurer second, Vice-President third, and Secretary fourth.
- (g) Once a person is elected to a position, they are removed from the other ballot nominations.

Article V. Council Positions And Their Duties

Section 5.1 President

- (a) To set goals for the year.
- (b) To set meeting agendas.
- (c) To maintain order during meetings.
- (d) To delegate and assign jobs to council members to accomplish goals.
- (e) To set deadlines.
- (f) To delegate calling venues for performing.

Section 5.2 Vice President

- (a) To brainstorm with the treasurer on ways to raise money and organize fundraisers.
- (b) To take charge of coordinating any events the President needs to delegate.
- (c) To run the council and club meetings in the event that the President is absent or unavailable.
- (d) To manage and track borrowed and club owed equipment at events.
- (e) To maintain a list of members and what their instrument is, what groups they perform with, etc.
- (f) To organize the design for the club's t-shirts.

Section 5.3 Treasurer

- (a) To organize and maintain all invoices and financial documents.
- (b) To maintain a financial ledger with the account balance.
- (c) To check that the Monthly Account Report matches the account balance in our ledgers.
- (d) To maintain records of where things were purchased and for how much money.
- (e) To prepare a preliminary budget with the help of the Council for the next year.
- (f) To finalize and submit the budget in the Fall.
- (g) To make sure the Council is sticking to the Budget when purchasing items.
- (h) To complete Purchase Order forms prior to all purchases and submit to the Student Accounts Office
- (i) Create order forms for member purchases.
- (j) Track member orders.
- (k) Track fundraising money.

Section 5.4 Secretary

- (a) To record minutes of every meeting.
- (b) To send the minutes to all council members within four days of the meeting.
- (c) To keep a record of attendance for each Council and General meeting.
- (d) To take attendance at all club run events including detailed performance lists.
- (e) To maintain the club calendar on the school website.
- (f) To communicate with all members through Remind.
- (g) To attend HHS Club Representative meetings.

Article VI. Non-Council Member Positions

Section 6.1 Council Shadow

- (a) To observe all council meetings and give input as requested.

- (b) To shadow council jobs with the intention of being on the council the next year.

Article VII. Discipline & Removal From Office and/or Membership

Section 7.1 Removal From General Membership

- (a) Students that break school rules at a Music Is Medicine Club event may be removed from membership and banned from future activities at the discretion of the Advisor and/or the Council with a quorum vote.

Section 7.2 Probation For Council Members

- (a) Reasons You Can Put Someone On Probation:

- (i) *Not completing their position's duties as required by the Council and/or Advisor.*
- (ii) *Absent from 25% of meetings per quarter without a pre-arranged excused permission from the President.*
- (iii) *Behavior deemed inappropriate by the Advisor and/or Executive Council.*

- (b) How to put a Council Member on Probation

- (i) *Any member of the Council can submit a person to the Council to be put on probation.*
- (ii) *The Council will discuss the proposed probationary person and must pass with a quorum vote for the probation to go into effect.*
- (iii) *The President must inform the person on probation in writing and deliver the letter in person with a list of required actions to be taken during their probation to achieve normal status.*
- (iv) *The person must complete a stipulated amount of work from their job category assigned by the council.*
- (v) *The person must make formal apologies for any behavior deemed inappropriate to designated parties either in writing or verbally.*

- (c) Probation Means:

- (i) *Probation will last one month.*
- (ii) *Mandatory attendance at 4 meetings in a row.*
- (iii) *At the council meetings, the probationary person cannot vote, give opinions, or participate in discussions. They must take notes of the entire meeting's proceedings.*

- (d) To Get Out of Probation

- (i) *The person must follow all the probation stipulations listed in the formal probation notice given by the President.*
- (ii) *The Council will meet at the end of the one month probation and discuss the person's actions during that time and whether or not they have fulfilled their stipulated probation list as given in writing by the President.*
- (iii) *The Council must pass a vote with a quorum to reinstate the probationary person.*

Section 7.3 Removal From A Council Position

- (a) After a probation period has passed, if the council votes that the stipulations for a person's probation have not been fulfilled, the council can vote to remove the person from office.
 - (i) *First, the Council must call a meeting to review the Probationary Member.*

- (ii) *Second, the Probationary Member should be notified in writing by a hand delivered letter of the time and place of the meeting.*
- (iii) *The meeting may include the Probationary Member to discuss their progress towards amends and invite them to advocate for themselves.*
- (iv) *The Council may decide to have the Probationary Member wait outside the meeting while they discuss and vote on either reinstatement or removal.*
- (v) *The Council must pass a vote with a quorum to remove the probationary person.*
- (b) When a person is removed from office, they are banned from participating as a council member in the future. They may return to General Membership if the Council approves.

Article VIII. Meeting Regulations

Section 8.1 Quorum

- (a) The following decisions must be passed with a quorum: discipline and removal from council positions or representatives or membership, nominated council applicants, and budgeted and non-budgeted expense approval.
- (b) Council Member Vote must pass with three fourths (3/4) majority.

Section 8.2 Roberts Rules Of Order

- (a) The Council will follow Roberts Rules of Order in all Council only meetings.

Section 8.3 Meetings

- (a) Meetings will be held once a week on a chosen day and time.
- (b) Changes to the meeting time will be announced with at least 4 days notice.
- (c) Voting in meetings on decisions not listed in the constitution as needing a quorum may be passed with a majority vote.
 - (i) *In the event of a tie, the Advisor will make the deciding vote.*

Section 8.4 Budgeted Expenses Approval

- (a) If an item is already budgeted for, the Council must:
 - (i) *Submit an exact list of what is to be purchased, from where, and how much it would cost including tax and shipping.*
 - (ii) *The Council must verify that the proposed expense will remain under budget.*
- (b) If not, the budget must be adjusted with the school to reflect the new amount.
 - (i) *The Council must vote to approve the expense and it must pass with a Quorum.*
 - (ii) *The Treasurer will fill out the appropriate expense forms and submit the paperwork to the Student Store.*
 - (iii) *After School Approval, the order will be placed.*

Section 8.5 Non-Budgeted Expenses Approval

- (a) Any expense made by the club must go through this process:
 - (i) *A proposal of a non-budgeted item is made to the Council.*
 - (ii) *The Council must discuss and decide if the item's expense can fit into a revised budget plan.*
 - (iii) *The Council must vote to approve the expense and it must pass with a Quorum.*
 - (iv) *The Treasurer must submit a Revised Budget form to the Student Store.*

- (v) The Treasurer will fill out the appropriate expense forms and submit the paperwork to the Student Store.*
- (vi) After School Approval, the order will be placed.*

Article IX. Amendments

Section 9.1 This Constitution must be reviewed by the Council in the Spring of each year.

If amendments are deemed necessary:

- (a) The Council will write out the proposed changes to the Constitution and present each change to the Council to be voted into adoption.
- (b) The Council will vote on each proposed change verbally or by show of hands with a quorum needed to adopt the change.

Section 9.2 The Council will sign the Reviewed and/or Amended Constitution and keep a copy of the signed version for the next year's files.