

Carleton University Choir (CUC) Constitution

Article I – Name

The name of this society shall be the Carleton University Choir, herein called CUC.

Article II – Purpose

- 1) To perform choral singing functions for the benefit of Carleton University and the community at large
- 2) To foster enjoyment of singing by all CUC members
- 3) To train students in the art of choral singing and the performance of high-calibre concerts
- 4) To provide an opportunity for CUC members and audiences to experience professional level live performances of major choral masterworks

Article III – Structure

- 1) Artistic Direction. CUC is directed by a faculty member of The School for Studies in Art and Culture/ Music (SSAC). The director selects members by audition, trains and conducts the choir, and makes decisions of an artistic nature.
- 2) SSAC also provides rehearsal space and a piano accompanist for all rehearsals and some concerts.
- 3) Executive. An executive committee made up of choir members administers the functions and activities of CUC. Executive positions are President, Secretary, Treasurer, Student Rep, Tickets Coordinator, Programs Coordinator, Librarian, Publicity Manager, Production Manager

Article IV – Membership

- 1) Membership is open to all singers with sufficient choral ability (as determined by the artistic director) who are committed to regular attendance at rehearsals and concerts and to the maintenance of expected standards.
- 2) Students of Carleton University will pay a nominal annual fee of \$5.00 which will be deducted from the cost of musical scores that they are obliged to purchase.
- 3) Staff of Carleton University and members from the community at large will pay annual dues (currently \$70.00) or term dues (currently \$40.00) in addition to the full cost of their own purchased musical scores.
- 4) Annual dues shall be paid by September 30th, winter term dues by Jan 30th. There will be no refunds after these dates.

Article V – Executive

The duties of the President shall include:

- chairing all meetings of the executive
- providing leadership to the society
- facilitating communication between the executive, the artistic director and the choir members

-acting as chief spokesperson for the society

The duties of the Secretary shall include:

- keeping detailed minutes of all meetings
- distributing minutes to the executive committee for review/correction within one week of meetings
- registering members at the beginning of each year or semester and maintaining an up-to-date roster of members including a record of payment of dues, status as student or non-student

The duties of the Treasurer shall include:

- maintaining records in accordance with accepted accounting practices
- attending to all financial matters relating to bank deposits and withdrawals, refunds, and payments
- preparing financial statements for each executive meeting
- preparing the annual budget
- preparing grant applications

The duties of the Student Rep shall include:

- promoting choir to the student body
- liaising with CUSA Clubs and Societies
- voicing the concerns of students to the artistic director and the rest of the executive
- liaising with the School for Studies in Art and Culture/Music

The duties of the Tickets Coordinator shall include:

- printing tickets for major performances
- distributing tickets to choir members to sell, keeping a detailed record thereof, and collecting cash/cheques from the sale of tickets and transferring monies to the Treasurer
- organizing the front-of-house for concerts (ticket collectors, ushers).

The duties of the Program Coordinator shall include:

- creating informative programs for all major concerts
- organizing the sale of advertising for the programs
- arranging the placement of paid advertising in the programs
- arranging for the printing and distribution of concert programs

The duties of the Librarian shall include:

- arranging, in consultation with the Director, to borrow, rent, or purchase music scores for all members of the choir
- distributing music scores to each member at the beginning of each term or as soon as the music is available, maintaining records of distribution and collecting and returning borrowed and rented scores
- collecting money for music that is sold to members, keeping records of payment and transferring funds and invoices to the Treasurer

The duties of the Publicity manager shall include:

- informing the media of CUC events
- arranging for the publication/distribution of pamphlets, flyers, posters, etc.

The duties of the Production Manager shall include:

- being responsible for the logistics of all performances
- arranging the pick-up, delivery, set-up, take-down, returning of risers
- arranging for stage management
- arranging for audience seating
- arranging general clean-up after the performance

Article VI – Meetings

1. At least two Executive Meetings will be held per term. Any member of the Executive Committee may request a meeting.
2. There will be a minimum of one general meeting annually, the date of which is left to the discretion of the executive committee.
3. All members of CUC will meet weekly for the purpose of singing. Extra rehearsals will be called if necessary.

Article VII – Membership Fees Membership fees shall be determined by the Executive Committee for each year. **Article VIII – Amendments** The constitution may be amended at any regular meeting of the organization by two-thirds majority vote of members present, provided that the amendment has been distributed in writing or by electronic mail to all members at least 10 days prior to the meeting. **Article IX – Dissolution of the Organization** Upon dissolution of this society, all assets gained through FACCS funding shall be returned. All other assets will be given to The School for Studies in Art and Culture/Music.