

**Registered Student Organization Constitution**

**The Music Production Club**

**Drafted on: June 1, 2011**

**Article I: The Music Production Club**

* **Section I:**
  + The name of this organization shall be “The Music Production Club”, with the acronym“MPC”.

**Article II: Purpose of Organization**

* **Section I:**
  + The mission of this organization is to encourage musical dialogue between artists and create an environment in which the artists can further their knowledge in the art of music making and live performance. The club will meet regularly in hopes that the members in attendance will learn from one another through collaboration, demonstration of musical ideas, and/or discussion.
  + The MPC will also host performances on campus (with the permission and assistance of the appropriate school organizations) to showcase musicians in the club interested in performing for a live audience.
* **Section II:** 
  + We agree to adhere to all applicable policies and procedures of George Mason University and all local, state, and federal laws. Officers and members are expected to be familiar with the George Mason University policies and procedures. Including but not limited to:
    - <https://studentcenters.gmu.edu/policies-procedures-guidelines/>
    - <https://brand.gmu.edu/events/policies>
    - <https://universitypolicy.gmu.edu/>
    - <https://studentconduct.gmu.edu/>
    - <https://oacc.gmu.edu/access-services>
* **Section III:**
  + This organization is not currently associated with a national or international entity.

**Article III: Membership**

* **Section I:**
  + We do not discriminate on the basis of race, color, religion, ethnic national origin (including shared ancestry and/or ethnic characteristsics), sex, disability, military status (including veteran status), sexual orientation, gender identity, gender expression, age, marital status, pregnancy status, genetic information, or any other characteristics by law.
  + A Registered Student Organization is open to all George Mason University students.
    - *Exceptions in Federal and Commonwealth law, and university policy are:*
      * *Official political party student groups*
      * *Groups affiliated with established places of worship*
      * *Social Greek-lettered fraternities and sororities (Fraternity and Sorority Life: FSL will be following up with our groups on guidance for their language)*
* **Section II:**
  + All *Active Members* must be currently enrolled George Mason University students with a minimum academic achievement record defined as a cumulative grade point average of at least 2.0.
    - Active members will be students enrolled at GMU who perform music, attend the regular meetings, and/or (if desired) perform at the venues.
    - Active members will have the privilege of voting on topics regarding the direction of the club, such as times and dates on which the meetings will take place, where and when the venues will be scheduled, amendments, elections, and other motions brought forth in meetings, etc.
    - Active members will take priority over the general use of the clubroom and its musical instruments provided by the president.
    - Active members will also be given priority to perform at MPC-sponsored events.
* **Section III:**
  + *Associate Members* will be members of GMU faculty/staff who aid the club in setting up venues at which to perform.
    - An Associate member must sign up for the club through the president and submit their email address in order to receive information about meetings and upcoming venues.
    - An Associate member is not required to attend the regular meetings, only to stay in email contact with the president in order to facilitate the needs of the MPC.
* **Section IV:**
  + Membership may be revoked if a member’s involvement hinders the artistic development of any other active members. This includes if the member is repeatedly disrespectful to any active or associate members or causes any problems resulting in the cancellation of a venue or the disruption of a meeting.
  + Revocation will come in the form of two steps:
    - First, the member will receive a warning.
    - If, after the warning is issued, the member continues the negative behavior, they will have their membership revoked and will not be allowed to attend meetings or perform at the venues.

**Article IV: Officers**

* **Section I:**
  + *A Tier 1 RSO must have a President and Treasurer, while a Tier 2 RSO requires two additional officers (e.g., Vice President, Secretary, Historian). There is no limit on the number of officers or their titles. Clearly specify if leadership titles are unique and their equivalent roles (e.g., co-presidents with distinct responsibilities).*
  + Officers must be enrolled at George Mason University during their elected terms.
* **Section II:**
  + All officers must be appointed by the former officers and voted in by ⅔ of the active members. All nominees must have a minimum GPA of 2.0.
  + All positions available are: the President, Vice President, Treasurer, Secretary, Webmaster, and Supporting Officer(s).
    - The leadership chain of command goes as follows:
      * President
      * Vice President
      * Treasurer
      * Webmaster
      * Supporting Officer(s) (by attendance rates)
    - The President is responsible for the organization of club meetings, venues, sending email notifications, and coordinating with George Mason University, alongside the guidance of the Advisor, for any university matters. The President must maintain at least an 80% attendance rate or risk being replaced via the chain of command. The president must also be present at major club events or risk being replaced via the chain of command.
    - The Vice President is responsible for supporting the President, filling in when the president is absent. The Vice President must also assist with audio management during club meetings. The Vice President must maintain at least a 70% attendance rate or risk being replaced via the chain of command.
    - The Treasurer is responsible for recording and managing any finances with the guidance of the president and the Advisor. The Treasurer may also play a role in venue negotiations and any other financial discussions within the club, such as budget, donations, and fees. All funds allocated to MPC must be used specifically for the club. The Treasurer must maintain at least a 60% attendance rate or risk being replaced via the chain of command.
    - The Webmaster is in charge of any club's social media pages as well as advertising and sharing footage of events to club members upon request. The webmaster must follow all George Mason University guidelines when posting to official club socials. The Webmaster must maintain at least a 60% attendance rate or risk being replaced via the chain of command.
    - The Supporting Officer(s) fill in duties as required by the president. This can be, but is not limited to, setting up equipment, running the soundboard, acting as Master of Ceremonies for an event, and presenting any issues to the president to be discussed. Supporting Officers must maintain at least a 60% attendance rate.
* **Section III:** 
  + All votes must be debated by the active officers. In the case of a 50/50 split, the president has final say in most matters. The only exception is finances, where the Advisor and/or Treasurer have final say *within reason*.
  + Officers have an unlimited term. Reelection of these positions will be decided when either the officer graduates or a reestablishment vote is put into effect.
    - A reestablihsment vote can only be brought forth if an officer is accused of violating any of the aforementioned George Mason University codes of conduct or egregiously violating any club duties and responsibilities.
    - A reestablishment vote must be *universal*. All officers, aside from the one in question, must unanimously agree to the removal of an officer. Their replacement will be via the chain of command.
      * A reestablishment vote may also be ratified if 75% of all active members vote to remove an officer.

**Article V: Advisor**

* **Section I:** 
  + *Tier 2 Registered Student Organizations are required to include an advisor in their officer roster. Tier 1 RSOs are encouraged to include an advisor to help support their organization. If your group is a Tier 1, include this for any future tier changes.*
* **Section II:**
  + The primary advisor shall be a member of the faculty or staff at George Mason.
    - An advisor may offer guidance and support for the organization. An advisor may not complete assigned tasks, hold decision-making, or have voting authority, as organizations are student-initiated and student-run.
    - The Advisor is expected to attend major club events and uphold the Mason Code of Conduct. The Advisor is also expected to guide student staff when requested by an officer or active member.
    - An Advisor shall be nominated by the president and be officially appointed by the majority vote of student staff, a majority of active members, and the consent of the nominee.
    - An Advisor can be removed by violating any George Mason Codes of Conduct, showing a lack of interest in the well-being of the club, or creating an unsafe environment for club members. The Advisor can be voted out by unanimous decision by all active officers. The officers must present a formal letter to both the Advisor and RSO. Within a one-month period, the advisor must find a replacement with support from the President. Any egregious violation will result in immediate termination with the club on hold until the President appoints a new advisor.

**Article VI: Elections**

* **Section I:**
  + Officer Elections will take place prior to the Student Involvement re-registration process as found on the website: [Registered Student Organizations Registration](https://gmuedu.sharepoint.com/sites/SIRSOHub/SitePages/Registration.aspx?csf=1&web=1&e=whMdqz) or <https://gmuedu.sharepoint.com/sites/SIRSOHub>
  + All officers must be appointed by the former officers and voted in by ⅔ of the active members. All nominees must have a minimum GPA of 2.0.
* **Section II:**
  + The president must reach out to all potential candidates and receive their consent to be put into consideration for leadership for the next academic year.
    - Only the President can reach out to candidates, however, other officers can present candidates to the President.
    - Upon initial contact, the candidate must be willing to provide their GPA, current enrollment status, and display willingness to lead for the next academic year.
    - The President must present the new candidate to the active officers and receive ⅔ approval. A split decision will give the President final jurisdiction.
    - Upon approval by the officers, the President will introduce the candidate to a club meeting, where all active members currently at the meeting will vote with audible encouragement or a hand raise. In a split decision, the President will have final jurisdiction.
    - The incoming officer must shadow the outgoing officer for at least two (2) club meetings to secure their position next academic year, followed by official appointment in Mason 360.
    - The nomination period will last four (4) weeks before graduation.

**Article VII: Impeachment or Resignation**

* **Section I:**
  + Should an elected officer fail to perform the responsibilities or abuse the privileges of their elected position, the officer shall be subject to impeachment and removal from their office.
* **Section II:**
  + A reestablihsment vote can only be brought forth if an officer is accused of violating any of the aforementioned George Mason University codes of conduct or egregiously violating any club duties and responsibilities.
    - A reestablishment vote must be *unanimous*. All officers, aside from the one in question, must unanimously agree to the removal of an officer. Their replacement will be via the chain of command.
    - A reestablishment vote may also be ratified if 75% of all active members vote to remove an officer or at the demand of an Advisor with specific evidence pointing to an offense.
* **Section III:**
  + If an officer wishes to resign from office, they must inform the rest of the student leadership. Upon resignation, the outgoing officer will have two (2) weeks to teach the incoming officer their new duties. The replacement is decided via the chain of command unless the remaining officers unanimously agree to appoint a Supporting Officer to the vacancy.

**Article VIII: Meetings**

* **Section I:**
  + MPC will have weekly meetings, hosted by the President and available officers. All active and associate members will be welcomed.
  + Non-members are welcome to attend meetings and major club events, however, they are not allowed to perform unless they get approval from the President or become registered members on Mason 360.
  + Each performer is allotted 10 minutes to perform, with a total of 10 performers per night. These numbers can be adjusted for special occasions upon the President’s orders.
    - A performance starts when the performer is introduced to the audience.
    - A staff member can stop a performance for the following two (2) reasons:
      * The performance violates any of George Mason’s Code of Conduct.
      * The performance goes egregiously over time.
  + The minimum number of attendees before cancellation is one (1) active officer and two (2) performers. An officer must announce to the club their inability to attend at least 24 hours before a meeting, with the exception of emergencies.
* **Section II:**
  + Officers are required to hold officer-exclusive meetings at least once a semester to discuss plans for major events or ideas moving forward as a club.
  + At least 70% of the officers must be present for an officer meeting to be considered official. Meetings can be done in person or virtually, but all officers must show attentiveness.
  + The President must come with a bill prepared to ensure a streamlined discussion. They will present issues and allow each officer ample time to discuss possible solutions and grievances.
    - The goal of a meeting is to compromise. Ideally, officers reach unanimity before deciding a vote is in order.
    - A motion must be seconded to incite a vote.
      * If a vote is required, it will be done via a hand raise after listening to *both* arguments for and against an issue.
        + *No vote shall be held without hearing both sides to an argument*.
      * The vote will be counted by the President and affirmed by the Treasurer.
      * If a vote is not unanimous, the dissenters have another opportunity to air their grievances before the vote is finalized.
      * If the dissent cannot reach 50%, the vote favors the majority.
      * If there is a 50/50 split, the President (or acting President) has final jurisdiction.
    - Decisions must be knowing, intelligent, and voluntary.
    - If an officer feels there is a regulation being ignored during a meeting, they can raise a Point of Order with *specific evidence.*
  + Officers have permission to discuss any concerns at the end of a meeting if it has not been brought up by the President.
  + The Webmaster will be acting as scribe for the meetings, writing down important information such as votes, dates, and venues.
  + Faculty cannot participate in the vote unless given approval by the student staff, or the vote is an *emergency/special meeting.*
* **Section III:**
  + In the case of a special or emergency meeting, only 50% of the officers are required. The President must be part of that 50% unless the meeting concerns the President’s conduct. The Advisor must also be present at emergency meetings.
  + The same rules as Section II apply.

**Article IX: Finances**

* **Section I:**
  + Funds are to be collected in the “funds jar”, a jar that is specifically labeled with “Music Productions Club” and “funds”.
    - The jar is to be held safely by the Advisor or the Treasurer
    - The Treasurer can call emergency meetings revolving budget at any point
    - Funds are to be used only for club events and needs, agreed on during an officer meeting
    - Funds must be verified and documented by both the Treasurer and the President.
      * Any digital currency (via GoFundMe, Zelle, CashApp, or any other virtual transfer system) must be linked to the Treasurer’s bank account. It must be withdrawn from the Treasurer’s account and deposited into the “funds jar” monthly.
  + Any funds through an On-Campus Org Account must be documented and acknowledged by at least the President and Treasurer, and only used when approved after officer meetings.
* **Section II:**
  + There will be no dues for the club unless agreed by 75% of all officers and acknowledged by the Advisor.
    - If dues are implemented, they will be collected the following semester.
      * Dues will be collected via cash or digital transfer at the beginning of the semester.
      * Dues shall not exceed $30.
      * All dues will be given to the Treasurer and verified by the President or Advisor that the money has been collected for club funds.
      * The money is to be withdrawn (if digitally collected) and placed safely into the “funds jar” located in the Advisor’s office.
      * Dues will only be collected yearly.

**Article X: Amendments**

* **Section I:**
  + Student Involvement must review all amendments in the same manner as a completely new constitution.
* **Section II:**
  + Before an amendment is submitted to Student Involvement, the President and ¾ of the active officers must approve.
  + An Advisor must look over the amendment before the president presents the amendment to Student Involvement
    - An Advisor cannot propose an amendment.

**Article XI: Ratification**

* This constitution will be ratified upon ¾ of the officers' approval.
  + The President *must* approve of the ratification
* This constitution shall become effective upon approval by a ¾ vote of the membership, and a Student Involvement staff member.

**Constitution Ratified On:**

* Ratified October 5, 2021
* Amended April 10, 2025
* Amended April 23, 2025