



SIGMA ALPHA IOTA (SAI)

We, the Students' Association and Office of Student Life of the Eastman School of Music, hereby establish SIGMA ALPHA IOTA (SAI) of the Eastman School of Music and enact this constitution for its government. Failure to follow this constitution could result in revocation of Students' Association recognition of this organization.

Article I. Purpose of Organization/Mission Statement

Sigma Alpha Iota (SAI) is an all women's music fraternity with the goals of supporting and encouraging all women in music, promoting and supporting innovative musical ideas, excellence in music performance, providing benefit to the community of the school as well as the overall Rochester area, and exemplify professionalism in music. We will benefit the community of Eastman by providing a supportive place for women to encourage, promote, and support each other through sisterhood activities, social events, musicales, and volunteering in the community.

Article II. Membership and Eligibility

Section A. Membership

1. Eligibility – All Students' Association members shall be eligible for membership. A SA Member is an Eastman School of Music undergraduate who has paid his/her mandatory Student Activity fee. All Eastman faculty, staff, graduate students and UR River Campus students shall be eligible for associate membership. All members and associate members shall be listed on the organization's membership roster.
2. Associate Membership – All other students enrolled in any of the other University of Rochester schools, as well as all Eastman School of Music graduate students, shall be granted Associate Memberships in the SAI. Associate members shall possess all the rights and privileges granted to full members, except for the right to vote in elections and referenda, and the right to hold executive positions in SAI.
3. Definition of associate member – In order to become a member of SAI the student must be a woman who is at least a second semester freshman or older with a grade point average of at least 2.5 who is able to meet the specific requirements of a Member-In-Training which includes education into the history, purpose, mission, and other relevant information about SAI, pass the national exam, and participate in the required rituals. The member must also pay national and chapter dues annually. Graduate students can also affiliate with the chapter if they were previously members of SAI in their undergraduate.

Article III. Meetings and Voting

Section A. Meeting

1. A meeting shall be valid if a quorum, plus one officer is present. Quorum is defined as at least 2/3 of members being present.
2. We have weekly meetings starting promptly at 6:00 PM Sunday evenings in Dean's Dining.
3. There may also be additional E-board meetings in order to plan events and keep the chapter in order.

4. We are to discuss upcoming events, plan events, keep the chapter informed, voice concerns or ideas, and unify as a chapter.
5. You must give 24 hours notice if you will not be in attendance to said meetings, unless there is a family, personal, or health emergency. You must contact either the Chapter President and/or Secretary to inform them of your absence either via email, text, or in person.
 - a. We allow for 2 unexcused absences per semester. After these two absences a meeting with the chapter president is required to discuss commitment to the chapter. After two unexcused absences, there will a fine of \$2 for each subsequent meeting missed.
 - b. For scheduled events, you are expected to attend as many as possible, however unless it is a ritual, attendance is not mandatory. Ritual attendance is mandatory and if you are unable to attend. A \$5 fine will be implemented if you are unable to attend.
6. Everyone is required to participate in at least one event within the semester for Rush Week, community service, and musicales when they occur throughout the academic calendar.
7. Local dues to the chapter every semester are 35 dollars in the Fall semester, and 45 dollars in the Spring semester.
8. National dues are also expected.

Section B. Voting

1. Changes will be proposed to the SAI executive board at the regularly scheduled meetings at which the proposed changes will be discussed. This meeting will be closed to official members of SAI only. Changes must be approved by more than two-thirds majority vote of those in attendance at the meeting in which voting occurs.
 - 1.1. Voting on any issue shall be official only if the meeting is valid.
 - 1.2. All SAI members shall have equal voting power. Associate members do not have voting privileges. Advisors do not have voting privileges.
 - 1.3. Procedure – All decisions shall be arrived at by simple majority using a hand vote unless otherwise specified by the presiding officer. The President shall only vote to break a tie.

Article IV. Officers and Qualifications

Section A. Officer Positions

1. President- Must have held a previous leadership position within SAI and is preferably a senior in the organization. Must be a member for at least a full year.
 2. Vice President of Membership- must be a member for at least a semester.
 3. Vice President of Ritual- must be a member for at least a semester.
 4. Treasurer- must be a member for at least a semester.
 5. Secretary/Social Media- must be a member for at least a semester.
 6. Sergeant at Arms- must be a member for at least a semester.
 7. Secretary of Correspondence- must be a member for at least a semester.
- A. All officer positions are determined based upon an official election held within the chapter.

Section B. Duties of Officers

1. All officers shall be full time matriculated undergraduate Eastman students and members of the SAI.
2. All officers shall promote active recruitment of new members.
3. All officers shall enforce this constitution.
4. All officers shall be responsible for being familiar with the sections of the SAI constitution and bylaws that apply to this organization.
5. The President shall preside over the meetings and shall maintain organization within the club, communicate with other officers and delegate duties to maintain a functioning club that fulfills the purposes set forth above. If the President is unable to preside over the meeting, the responsibility falls to one of the Vice Presidents.
6. The Treasurer will be responsible for maintaining all finances and keeping detailed records of all transactions.
7. President and Secretary shall be responsible for maintaining a current copy of this constitution open to inspection by all members of this organization, SAI executive board, the Office of Student Life, and all members of SAI. Also, the Secretary shall take attendance at all meetings, tally votes, keep an accurate list of organization members, and take and maintain meeting minutes.
8. The Vice President of Membership will delegate responsibilities during recruitment among members of the chapter. They are also responsible for Member-In-Training education and proctoring of the national exam each semester.
9. The Vice President of Ritual will be responsible for ensuring all rituals will run professionally and will demonstrate preparation of all members of the chapter. They also are responsible for keeping all required ritual materials.
10. The Secretary/Social Media will work with the President to create and maintain all social media accounts for SAI which includes an Instagram and a Facebook Page. They will ensure that they demonstrate the professionalism of SAI.
11. The Treasurer is responsible for maintaining the budget and collecting dues.
12. The Sergeant at Arms ensures the privacy and secrecy of SAI is kept intact. During official meetings, they are responsible for allowing on SAI and designated guests to attend.
13. The Secretary of Correspondence is responsible for collecting and sending any and all mail which the chapter receives.

Section C. Nominations and Elections

1. Nomination and Elections Procedure -
 - a. The chapter nominates individuals to fill each position and they must be seconded by at least one other member of SAI.
 - b. The meeting following nominations is when elections take place and must be formal elections according to Robert's Rules.
 - c. In order to be elected to a position the majority of members must vote for the individual.
 - d. If the person is running unopposed for a position, quorum must be met in order for them to be elected to the position.
2. Timing of Elections – Elections must occur no later than April 1, unless your group is governed by a national charter and is subject to their election timeline.
3. Term of Office is one academic year.

Section D. Vacancies, Resignations, and Removals

1. Vacancy- defined as any office not occupied, and may be caused by ineligibility, removal, or resignation.
 - a. At the valid meeting following a vacancy of an office, the position is to be filled by the same manner described in the Nominations and Elections Procedure.

2. A vote of no confidence is a vote to remove an officer. Such a vote shall require a 2/3 majority of the active membership to pass the motion.
3. If a vote of no confidence of any officer is to take place, it must be given an official meeting's notice. Any member of an organization can call for a vote of no confidence.
4. An office shall be declared vacant as the result of a vote of no confidence.

Section E. Provisions of Advisor(s)

1. All recognized ESM SA organizations are advised through the Office of Student Life.
2. Organizations may have a secondary advisor. It is strongly recommended this person be a staff or faculty member at the Eastman School of Music or University of Rochester.

Article V. Committees

Section A. Committee chairs

1. Community Service Chair
2. Musicale Chair

Article VI. Finances

Section A. ESM SAI members shall receive priority at all ESM SA-funded events conducted by this organization.

Section B. Funding

Sigma Alpha Iota has a independent budget that is only used for the fraternity in terms of chapter dues and event funding. SAI is not funded by SA.

Article VII. Classification

Section A. Sigma Alpha Iota shall be classified as a/an: Pre-Professional/Greek Life

- A. *Awareness/Cultural - An awareness/cultural organization shall be any SA-recognized organization whose primary focus is the promotion of cultural or social awareness issues.*
- B. *Class Council - A class council shall be an SA recognized organization dedicated to promoting and creating class spirit, community, and unity by planning and sponsoring programs, events, and activities targeted toward the class, and the greater ESM undergraduate community.*
- C. *Club - A club shall be any organization that does not fit any other distinct classification.*
- D. *Club Sport - A club sport shall be any SA-recognized organization that is physical in nature, formed by individuals with a common interest in a sport and/or recreational activity, and exists to promote and develop interest within a narrowly defined scope.*
 - a. *Competitive Club Sports are created because the interest demands an opportunity for students other than varsity athletes or because no varsity team exists. The team trains and is eligible to compete and actively pursues participation in registered extramural, regional, national, or open competitions.*
 - b. *Recreational clubs do not meet all of the requirements above, but are able to organize a group for sport and recreational participation on a regular basis that is not readily and feasibly available to students. The club should incorporate a variety of participation opportunities including but not limited to regular club meetings, clinics, practices, informal gatherings and philanthropic functions.*
 - c. *Instructional clubs focus on the introduction, qualified instruction, and advancement of specific skills and techniques. Instruction should cover the necessary physical and mental safety prerequisites for participation, as well as strategy and rules. Instruction should be provided for all levels of skill from beginner to advanced.*

- E. *Community Service* - A community service organization shall be any organization whose primary mission is service to the campus and Rochester community through formal or informal consultation with local nonprofit agencies, government, and community-based organizations.
 - a. Organizations seeking SA recognition that are determined to meet these qualifications shall be classified as Community Service and will form under the jurisdiction of the Office of Student Life.
- F. *Entertainment Programming* - A SA recognized organization for entertainment programming shall be responsible for providing and promoting varied campus-wide social programs and/or college traditional events.
- G. *Political* - A political organization shall be any organization that advocates for or endorses a certain candidate, official or political party. A political organization shall also be any organization that advocates against or denounces a certain candidate, official or political party.
- H. *Pre-Professional* - A pre-professional organization shall be any SA recognized organization that fosters and disseminates profession-specific knowledge and supports the professional and personal growth of its members. Pre-professional organizations may be of a blended nature, and permit both grads and undergrads to be members and hold office.
- I. *Publication/Media* - A publication or media organization shall be any SA recognized organization that regularly produces a newspaper, journal, yearbook, magazine, blog, television show or radio show.
- J. *Religious* - A religious organization shall be any SA recognized organization that subscribes to and/or promotes a religious doctrine.

Article VIII. Adoption of the Constitution

Section A. More than two-thirds of the active membership, or more if the organization decides, must approve the constitution.

Section B. This constitution will be ratified upon approval of the Executive Board and the signature of the SA Executive Vice President.

Section C. This constitution shall not conflict with the Students' Association constitution or by-laws.

Article IX. Amendments

Section A. Adoption and ratification of amendments to this constitution shall follow the same procedure as adoption of the entire constitution.

Article X. By-laws

Section A. More than a 2/3 majority of the active membership must approve the by-laws and any amendments.

Section B. By-laws should not conflict with this constitution or the SA constitution or by-laws.

Article XI. Hazing Policy

Hazing, defined as the harassment of one individual by another individual or organization, is not permitted by Sigma Alpha Iota. Behavior prohibited under this rule includes actions threatening substantial risk of physical or mental injury; actions exposing the individual to distressing, repulsive, or alarming situations or sensations; forced consumption of alcohol or drugs; actions in the form of social pressure which might cause harm to an individual.

Article XII. Policy Against Discrimination and Harassment (Policy 106)

Sigma Alpha Iota of the Eastman School of Music does not discriminate against any individual or organization of individuals on the basis of age, color, disability, ethnicity, gender identity, gender expression, marital status, national origin, race, religion, sex, sexual orientation, veteran status, or political affiliation. Organizations found to be in violation of the University’s Policy 106 on Discrimination and Harassment will be derecognized and de-funded. Policy 106 can be reviewed here:

<http://www.rochester.edu/working/hr/policies/pdfpolicies/106.pdf>

Signature of Organization’s Officer Submitting Constitution Date

Signature of SA Executive Vice President Granting Recognition Date

Signature of Office of Student Life Advisor Date