

## **Preamble**

We, the students, do hereby recognize the desire for a means to discover and experience independent and underground music, with and through our peers at the University of Delaware, and agree, in response, to provide organized availability through weekly discussion, the organization of on-campus events, and the organization of ventures off-campus.

## **Articles**

**I. Name of the group** - This organization is to be known as *Take the Mic--A Convergence of the Independent Music Community*.

**II. Object of the organization** - The organization exists to bring fans of independent and underground music at the University of Delaware together to learn about musical artists and performers the best way possible--word of mouth and live experience. This will be accomplished three ways:

- 1: Through weekly meetings at which members will have the opportunity to introduce one another to, and to discuss, independent performers.
- 2: Through organization of public events featuring independent musicians.
- 3: Through organization of outings to established musical events in nearby areas.

**III. Affiliation with any other group** - The organization will have no official affiliation with any other group.

**IV. Qualification/Criteria for selecting membership** - A member of the organization shall be defined as any full time, matriculated undergraduate student at the University of Delaware who agrees with the purpose and object of the group and who wishes to register with the Secretary of the organization each semester and be considered as such. Members are not required to attend meetings, but may attend as many as they wish, free of charge. There shall be no restriction on the number of members of the organization.

**V. Non-Discrimination clause** - The organization agrees to adhere to all policies and procedures of the University and all local, state, and federal laws. Members will become acquainted with policies and procedures in the Official Student Handbook and other policies and procedures provided by the University. This organization is a viable, functioning organization, composed of at least six full time undergraduate students and we do not discriminate on the basis of race, creed, colour, gender, age, religion, national origin, species, veteran, handicap status, or sexual orientation.

**VI. Duties and privileges of membership** - As a member, a student holds no specific responsibilities, but may attend meetings of the organization, may help in the organization of events sponsored by the organization, and will have transportation provided on any trip organized by the organization. Members are strongly encouraged both to take the initiative in suggesting musicians for participation in events and to locate existing events for the organization of trips.

**VII. List other types of non-voting or representing membership** - Graduate students at the University of Delaware may choose to attend meetings and/or volunteer to help with the organization of events, but may not obtain official membership of the organization.

**VIII. Absence policies** - It is the policy of the organization that meetings are not mandatory and that absences are reasonable. The President, Vice-President, Secretary, and Treasurer may be absent only if the circumstances require it.

**IX. Policies and procedures for disciplining/removing members** - Any member found by popular vote of the officers of the organization to be misbehaving and/or to be generally detrimental to the organization will have their membership revoked and will not be allowed membership in the future. Membership must be renewed by registering with the Secretary once per semester. Any student who has not registered for the semester, shall no longer be considered a member.

**X. Officers** - The following offices, procedures, and requirements will exist for the benefit of the organization:

**Section 1: President** - This organization shall have a President with the duties of calling and running meetings and handling day-to-day affairs. The President shall be responsible for the registration of the Registered Student Organization and all required paperwork for the continuation of the organization, including the End of the Year report (Annual Report), Summer Contact Information, Annual Survey, and RSO Questionnaire. The President will receive all information from the Activities and Programs Office from an undisclosed email database. The President will also be responsible for reserving the space necessary for each event sponsored by the organization, for attending to transportation concerns relevant to organized trips, for monthly maintaining the upkeep of the Registered Student Organization web site, and for appointing persons to event committees in the event that nobody volunteers.

**Section 2: Vice-President** - The Vice-President shall serve the role of the President if the President is absent, unable to serve the duties of President, or if the President resigns. The Vice-President should also be responsible for checking the organization's mailbox and for disseminating information about other activities offered by the other Registered Student Organizations and business promotions and for maintaining the elections of officers. The Vice-President will receive information from other Registered Student Organizations and the Activities and Programs Office through the [Student-Leaders@udel.edu](mailto:Student-Leaders@udel.edu) email database.

**Section 3: Treasurer** - The Treasurer shall be responsible for all group expenditures and revenues. The Treasurer shall sign any checks written by the organization for the purpose of the organization and maintain all group ledgers as well as accept responsibility for paying musicians, collecting money from members for the tickets necessary for off-campus events, and purchasing tickets for such events. The Treasurer should also be responsible for requesting funds from the allocation board. The Treasurer will have checks so-signed by the appropriate administrator.

**Section 4: Secretary** - The Secretary shall record the events of all meetings of this organization and shall maintain minutes of those meetings. The secretary shall take attendance of those present at group meetings as necessary. The Secretary shall serve as the organization's historian with the goal of being able to pass on accurate records of what the group has done over the past year and who was involved. The Secretary should also maintain the membership list and email database.

**Section 5: Qualifications for Officers** - All officers must be full time matriculated undergraduate students at the University of Delaware.

**Section 6: Election of Officers** - Officers shall be elected through a complex democratic process and the general election of officers shall be conducted during the next-to-last meeting of each academic year. Elections to replace officers who have resigned or who have been removed from office will take place during the first meeting during which any office is vacant. Each candidate for an office must first be nominated by any member of the organization. Any number of members may receive nomination for each office, and any member may receive nomination for any number of offices. In the event that one member is elected to more than one office, he or she must immediately resign from all but one office of his or her choice. Nominees reserve the right to reject their own nomination. Upon completion of the list of nominees for each office, each member present must compose a list comprised of the names of each and every candidate for the office. Next to each name on his or her list, each member must indicate their preference for the position from most-desired to least-desired by writing a "1" to the left of their first choice for the position, a "2" to the left of their second choice, a "3" to the left of their third choice, etc. Upon collection of each completed ballot, the Vice-President will count and cross out, in view of the public, the number of "1"s each candidate received from all ballots and eliminate from the election the candidate(s) with the least amount. Each "1" counts as a vote toward the candidate for whom it was intended as long as that person has not been eliminated. From each ballot voting for the candidate who was eliminated, the vice president will count and cross out, in view of the public, the number of "2"s each remaining candidate received. Each of these "2"s counts as a vote toward the candidate for whom it was intended. The candidate with the least amount of votes at this point will be eliminated. From each ballot voting for the candidate who was most recently eliminated, the vice president will count and cross out, in view of the public, the amount of whichever the lowest numbers which have not been crossed out from each remaining candidate received. Each of these numbers counts as a vote toward the candidate for whom it was intended. The candidate with the least amount of votes at this point will be eliminated. Repeat this process until all but one candidate has been eliminated from the election. In the unlikely event of a draw, each member present will indicate their preference on a small piece of paper to be tallied by the Vice-President. In the event of any such tie-breaker during which an even number of members are present, the presiding President will not be permitted to vote. All ballots will be anonymous in all forms of election of officers. Elected officers take office as soon as they have completed their training session by the University of Delaware or by the President of the organization if no such

training session is offered by the University for the particular office.

**Section 7: Procedure for Removal of Officers** - If claims are made that an officer is abusing his or her position or is incapable of fulfilling his or her duties as an officer, the officer can be removed from office by a unanimous vote of the other officers.

**Section 8: Resignations** - In the event that an officer chooses to resign, he or she must simply announce the decision and verbally approve the election of a replacement.

**Section 9: Officer Transition** - The general election of officers shall be conducted during the next-to-last meeting of each academic year. This allows time for new officer orientations.

**XI. Meetings** - General meetings will be held once a week at a designated and advertised time in an advertised University room and will last no longer than an hour. Anybody is welcome to attend these meetings. There will be no official separate meetings exclusively for officers. Committees will determine the times, dates, places, and lengths of their unofficial meetings on their own at the regularly scheduled weekly meetings. The organization's adviser is welcome to attend any of the weekly meetings.

**XII. Dues** - No dues shall be collected from any member for privileges of membership. In the organization of ventures off-campus, members may be asked to pay for tickets in advance to ensure availability of seats.

**XIII. By-Laws** - The following by-laws will exist for the benefit of the organization:

**Section 1: System for Coordinating Events -**

- A** : Initially, during the portion of the meeting allocated for scheduling events, any person may propose a date and accept responsibility for any event of that particular date.
- B** : During the time between that meeting and the next, the President will attempt to reserve space for that particular date.
- C** : For each approved date, during the portion of the next meeting allocated for appointing committees, members of the organization will volunteer or be chosen to fill the following offices for each event:
  - 1) Two people to collect admissions charges at the door and to ensure that the funds are transferred to the Treasurer. One of these people must be an officer.
  - 2) One or two people to patrol immediate area at each event for disturbances and litter. After each event, these people will be responsible for clearing up any trash left behind as a result of the event.
  - 3) Other people as necessary for each individual event.

People chosen for committees will be the only people exempted from the door charge at the event and must attend the event under penalty of having their memberships revoked.

- D** : During the time between that meeting and the next, musicians will be

booked and confirmed to appear at the event.

E : At the next meeting, each person involved with executing the event will, during the portion of the meeting allocated for committee organization, decide the best time and place to meet unofficially to finalize details regarding the event.

**Section 2: System for Coordinating Outings -**

A : Initially, during the portion of the meeting allocated for scheduling events, any person may propose an event taking place in an area reasonably nearby.

B : During the time between that meeting and the next, an email will be sent out by the Secretary regarding the event and all interested members will respond.

C : The Secretary will pass the names of interested members onto the Treasurer who will attempt to ascertain the appropriate amount of tickets for the event.

D : At the next meeting, during the initial discussion period, the Treasurer will collect money, from each member attending the off-campus event, to reimburse the organization.

E : The President will then ascertain transportation through the University of Delaware.

**Section 3: Distribution of Event Funds** - The organization reserves the right to charge admissions to events sponsored by the organization. Money collected at each event will go primarily toward paying for the rental of equipment used during the event. Of the funds remaining, a portion of proceeds may be allocated for a reserve organizational savings fund. Any remaining money will be distributed between performing musicians as decided by percentage in the coordination of the event. No performers will be guaranteed particular amounts of money and no money will be paid in advance to any performer for any reason.

**Section 4: Discussion and Introduction** - During the initial discussion phase of each meeting, members will be allowed to play music by bands they wish to introduce, but volume must be kept at a reasonable level and should not disturb any surrounding meetings or gatherings.

**Section 5: Right to Deny Entrance at Events** - The organization reserves the right to deny entrance to or remove persons suspected of disorderly conduct from events. The organization will have a list of policies posted clearly at each event. Any violation of these policies or policies of the University of Delaware is grounds for removal from or denial of entrance to the event. The following policies will be posted:

A : No drinking, smoking, or usage of illegal drugs is allowed at any event.

B : Any person thought to be intoxicated may be asked to leave the event.

C : No fighting is allowed at any event.

D : Please throw all trash in its proper receptacle.

**XIV. Procedures for decision-making** - Each meeting will follow a standard system of organization featuring several phases necessary for orderly decision-making:

**Section 1: Attendance** - When the meeting is declared by the President to have begun, each member in attendance will be asked to sign an attendance sheet to be maintained by the Secretary.

**Section 2: Initial Discussion** - After everybody has signed in, the meeting will pass to a discussion phase, during which the floor will be opened for discussion regarding independent music, new performers, or anything pertinent to the organization. During this phase members may play music by performers they wish to introduce to the organization.

**Section 3: Scheduling** - Once the President has asked whether or not there are any further comments and received a response indicative of the necessity to move forward, the meeting shall progress to the scheduling phase. During this phase, members will be asked to announce dates they would like to reserve for possible events or dates of events they would like to attend, off-campus, to which we may be able to venture.

**Section 4: Committees** - Once the President has asked whether or not there are any further comments and received a response indicative of the necessity to move forward, the meeting shall progress to the phase for committee organization and discussion. This phase will be utilized for organizing the committees to represent each event scheduled for a date confirmed with the University. Additionally, any committees who have been formed or who are forming may decide to discuss where and when they plan to have their meeting regarding finalization of all details for their particular event.

**Section 5: Closing Discussion** - After each necessary committee has been formed and each have discussed the details of their unofficial meeting, the floor will be opened for closing discussion regarding points brought up during other phases of the meeting or anything which may have been inadvertently neglected during the initial discussion phase.

**Section 6: Committee Meetings** - Committee meetings are held outside of the constraints of the meetings of the organization. At least one committee meeting must be established for each and every scheduled event, and all members of the committee must be present. During this meeting, the roster of musicians scheduled to appear at the event must be finalized, payment percentages must be decided for each musician or musical collective, special requirements of the event must be considered, and any other unforeseen matters regarding the finalization of the event must be cemented.

**XV. Establishment of Committees** - There will be no official committees. Committees will be created and appointed as necessary regarding each individual event.

**XVI. Selection of an Adviser** - The adviser will be chosen based on personal interest and availability as well as willingness to advise.

**XVII. Disbursal of organizational assets should the group become defunct** - In the event of the disbursal of the organization, all property of the organization will be divided between the interested members.

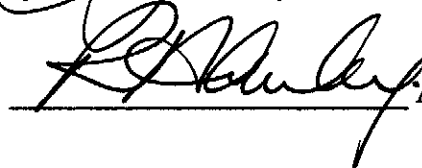
**XVIII. Define a quorum** - At least three members (at least two of which must be officers) must be present at each meeting for it to be considered a viable and official meeting.

**XIX. Rules for ratifying the constitution** - Ratifying the constitution requires a simple majority vote of the organization and approval by the Activities and Programs Office.

**XX. Rules for amending the constitution** - Amending the constitution requires a 2/3 vote of the entire membership and advance notice to all members of the proposed change.

**XXI. Signatures** -

  
Organizational President

  
Adviser

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Program Coordinator for Leadership Development