

Constitution of MUSINA Chinese Music Performance and Dissemination Association

Preamble

The Musina Chinese Music Performance and Dissemination Association is an organization recruits many IU students who are interested in all types of Chinese music and aims to spread our beloved songs to the IU Bloomington campus.

Article I: Membership

Any IU student or member of the Bloomington community who is interested in Chinese music and the people who have the ability and background of playing music are very welcome to join our organization.

Absent policy: If any member miss the rehearsal more than three times before any major performance, they are not allowed to participate in the major performance.

All members are expected to follow the constitution, any violation of the constitution will be reported to the Board of Administration. The violation will be discussed and may cause the member(s) who violate the constitution to be removed from our organization.

Article II: University Compliance

This organization shall comply with all Indiana University regulations, and local, state and federal laws.

Article III: Officers

President: Duties include supervising the vice presidents and all the departments, planning objectives for the organization, and has the right to make decisions for any proposals drafted by the departments.

Vice President: Each vice president is in charge of the two departments. They are responsible for monitoring the duties of the departments. If the president is absent, the two vice presidents have the responsibility to be in charge of the organization and ensure the following departments function properly.

Director of Internal Department: Duties include recording the attendance of the members, making poster, sending festival greeting to the members, composing

questionnaire. The director should have the skill to managing information and making electronic posters.

Director of Activity Department: Duties include planning and scheduling activities, drafting proposal for the plan, decorating the performance location, managing the equipment. The director should have the experience of activity planning, strong sense of responsibility, and the ability to turn plans into actions.

Director of Advertising Department: Duties include managing social media platform, exploring on and off campus propaganda opportunities, designing and printing the advertising posters, filming and editing the advertising video. The director should have the ability to managing the social media account, composing the advertising posters.

Director of Finance Department: Duties include managing the organization fund, estimating the budget, applying for financial support and business cooperation with other organizations. After the finance department communicate with other department to get the estimated budget, the Director needs to report the budget to the Vice President. Any spend need to be approved prior being made. The director should have the skill to manage the fund and communicate with other organizations.

Notes: All members in organization should strictly follow the levels. Any attempts to bypass the immediate leadership without the effective documents of approval shall be invalid.

Article IV: Advisor

The advisor has the right to supervise the organization. If any illegal activities are issued by the Board of Administration, the advisor has the right to cancel them when necessary.

The advisor can be nominated by the general members and selected by the Board of Administration.

Article V: Meetings/Practice

Meetings (or practice) will be held each week which will be reminded through social media or email. President and vice presidents will set up the content of each meeting. Additional meeting will also be held by other officers from different departments from the administration team. Emergency meeting or practice will be notified through social media, email or text messages to every single people who are related to the event.

Article VI: Documents

Any documents issued by the MUSINA Board of Administration and kept by the Internal Department shall not be given to anyone without permissions by any members beyond departmental directors.

Article VII: Elections

Any member who has participated in the organization in the past year can run for the leadership position for the upcoming year. The election will be held each April by either paper vote or online vote. Each candidate is required to prepare a 3-5 minutes long public speech. The former president will count the votes publicly. Every member has the rights to supervise the process. The officer position will be determined by a majority vote.

After being elected, all new members of the Board of Administration have a 3 month long probationary period, which gives the right to the president of removing the members from the current position base on the attendances of required meeting, quality of appointed work, and completion of work on time.

Article VIII: Anti-Hazing Policy

Hazing is strictly prohibited. Hazing shall be defined as any conduct which subjects another person, whether physically, mentally, emotionally, or psychologically, to anything that may endanger, abuse, degrade, or intimidate the person as a condition of association with a group or organization, regardless of the person's consent or lack of consent. All members can report any form of hazing to any member in the Board of Administration.

Article IX: Dues and Budget

Currently we do not charge any fees from the members, but we reserve the right to do so in the future. If any budget is being issued by the Finance Department and approved by the President and Vice Presidents, the details of the cost will be announce to all the members.

Article X: Finances

Currently this organization does not have a SOA, but will in the future. The director of Finances department is in charge of managing the financial account and the records. The president and vice presidents have the right to supervise the job of this department.

Article XI: Personal Gain Clause

This organization, if raising funds, shall ethically raise and distribute profits from organizational functions to either the organization or to members who provide a service that directly benefits the organization. Individual members may not receive compensation from for-profit companies if acting as a representative of a student organization.

Article XII: Amendments

Notification about changes in amendments will be sent through social media. Amendments may only be ratified if there is a majority vote from the members of the organization. The range of time for valid vote will also be posted. The vote will not count after the required due day.

Article XIII: Code of Conduct:

Any students who are interested in Chinese music are welcomed to participate in the organization regardless of their gender, age, color, religion, ethnicity, race, disability, national origin, sexual orientation, veteran status, or other protected status. Every member should treat each other with respect and dignity.