

# Governing Constitution of



Last Revised / Ratified:  
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# Article I. Purpose and Vision

## Section I. Mission

Composers Forum (CF) will be a diverse organization and will foster the spirit of creative innovation/collaboration between composers, performers, and artists of various disciplines throughout and beyond the UNT community.

Composers Forum strives to represent its membership faithfully and in their best interests. The organization will focus on increasing the visibility of new student works within UNT and extending to regional/state colleges/universities and facilitating professional development opportunities for its members.

The organization coordinates performances of new works by UNT student composers and supports a culture of shared learning. CF celebrates compositional diversity including, but not limited to, instrumental and vocal music, electro-acoustic music, film, and intermedia.

The specific purposes of the organization are:

- a) Represent the composer student body on and off campus
- b) Bring new student works to the public's attention
- c) Contribute to the early professional development of its composer members
- d) Provide personal and community learning opportunities

## Section II. Statement of Not-for-Profit

This is a not-for-profit organization

## Section III. Governing Rules and Regulations

This organization shall comply with all University policies (including the Code of Student Conduct) and procedures, as well as local, state, and federal laws.

# **Article II. General Membership**

## **Section I. Internal Membership Statement**

The membership of the Composers Forum at UNT shall be comprised of all dues paying students enrolled in any registered Composition course within the College of Music, full-time and part-time, without regard to academic field, and shall be considered the general voting membership.

The executive committee may name honorary members to the Composers Forum, which are subject to the approval, by majority vote, of the general membership.

The executive committee and the board members may terminate a general membership through majority vote of the board and executive committee.

## **Section II. External Membership Statement**

Membership in this organization is limited to any student service fee paying student who is currently enrolled at the University of North Texas.

Membership is open to all students without regard to race, color, national or ethnic origin, religion, sex, sexual orientation, gender identity or expression, age, political affiliation, disability, marital status, ancestry, genetic information, citizenship, or veteran status.

# **Article III. Board of Directors and Officers**

## **Section I. General Guidelines**

The Composers Forum board of directors shall consist of at least four persons, and at most eleven, for the academic year.

The Executive Committee shall be derived from the elected board members, and shall consist of a President, a graduate Vice-President, and an undergraduate Vice-President. The Executive Committee may also include a Treasurer and a Records Officer.

Composition majors or minors, without regard to degree plan, shall fill executive Committee positions.

## **Section II. Officer Eligibility**

To be eligible to serve as an officer of this organization, an active student member shall possess (at the time of election and during their term of office) at least the minimum requirements regarding enrollment, GPA, and disciplinary standing as stated in UNT Policy 07.019 (Student Organization Policy).

An active student member who fails to meet any one of the requirements is automatically ineligible to serve as an officer until all criteria are met.

A student may only serve in the same Officer position for a maximum of two consecutive or non-consecutive years.

## **Section III. Election Procedures**

The Board of Directors and Officers for the next academic year shall be determined prior to the end of the Spring Semester during a week-long Election Period. The Election Period is to be determined and announced by the President and Vice-Presidents within the first two weeks of the beginning of the Spring Semester. The election is to be administered by the President or a single Vice-President with optional assistance from the Records Officer.

Eligible Candidates for these positions are to be nominated by a Composers Forum Member in good standing beginning two weeks prior to the Election Period. The Nominee will accept, decline, or withdraw their nomination no less than one (1) day prior to the beginning of Election Period. If the Nominee fails to accept their nomination, their candidacy will be considered declined.

Eligible Candidates are defined as Composers Forum Members in good standing as defined by Article II, and confirmed as such by the Election Administrator.

At the beginning of the Election Period, all ballots will be distributed by the Election Administrator to the general membership.

The Ballot contains itemized sections for each Officer position, as well as Board Membership.

In the case of a single Candidate being nominated and confirmed as eligible for an Officer Position, the Candidate will be confirmed by the Composers Forum Members in a yea or nay vote by a simple majority. If nay, the position will be filled by a Board Member-elect confirmed by the current Board of Directors.

In the case of two Candidates being nominated and confirmed as eligible for an Officer Position, the Candidates shall be elected by a simple majority vote.

In the case of three or more Candidates being nominated and confirmed as eligible for an Officer Position, the Candidates shall be elected by a simple majority vote in an instant-runoff, ranked-choice ballot where voters indicate their choices in numerical, preferential order.

If a candidate is elected to more than one position, the Candidate will be confirmed to the position in which they received the highest number of votes at final count. The votes they received for other positions will then be redistributed to the next-preferences of each ballot in an instant-runoff election. If a nominee is elected as an Officer as well as a Board Member, the nominee will automatically be confirmed to their elected Officer position, with all votes received as a Board Member redistributed to the next-preferences of each ballot in an instant-runoff election or removed.

Upon confirmation of election, Article III, Section XI. Shadowing Period commences for each Officer-Elect.

A member of the Executive Committee or Board of Directors shall hold their position until the beginning of the next fall semester or until that member should leave the Composers Forum.

Should any positions become vacant mid-semester, a mid-term election may be held to fill these positions with due diligence. This election shall follow the procedures of nomination and secret ballot as outlined in this Section.

#### **Section IV. Removal Procedures**

Board Members and Executive Committee members may resign from their position by submitting a written notice to the Records Officer (if in office) or the President. If the President wishes to resign and there is not a Records Officer currently in office, the written notice shall be submitted to the Graduate Vice-President.

Board Members and Executive Officers may be removed from their office by 3/4 vote of the current board and confirmation of the faculty advisor should they fail to adhere to their duties as outlined in Article III, Sections IV – IX, or the code of conduct as outlined in Article VII. All members subject to removal must be notified at least two (2) weeks prior to the proposed vote for such removal.

## **Section V. President**

The duties of the President shall consist of:

- a) presiding over and running all assemblies of the board
- b) interfacing with the Composers Forum's academic advisor
- c) coordinating all activities of the organization
- d) acting as the official representative of the Composers Forum
- e) acting as liaison to the Eagle's Nest Inter-Organizational Council as well as the University community as a whole
- f) oversee and maintain the registration of the organization as an official UNT Student Organization
- g) Act as President of the UNT Student Chapter of SCI and ACF.

## **Section VI. Vice-Presidents**

The duties of the Vice-Presidents shall consist of:

- a) assisting the president in coordinating activities
- b) assuming the president's duties in in the event of their absence
- c) representing their respective class-level in board member and executive committee meetings
- d) serving as representatives on the Dean's Student Advisory Council, should such a council exist

## **Section VII. Treasurer**

The duties of the Treasurer, should the position be determined to exist, shall consist of:

- a) keeping a record of the financial transactions made by the Composers Forum
- b) maintaining an accurate and current account of CF funds
- c) the dispersing of funds in accordance with goals and programs established by the organization
- d) securing funding from the university's resources, including but not limited to EagleNest
- e) Collecting annual student dues and maintaining a list of current dues paying members in conjunction with the Records Officer.

Following the election of a new Treasurer, the previous Treasurer shall provide the incumbent with the bank account information and oversee the transfer of ownership of this account.

In the situation in which this position does not exist, the above-mentioned duties shall be assigned to the graduate Vice-President.

### **Section VIII. Records Officer**

The duties of the Records Officer, should the position be determined to exist, shall consist of:

- a) maintaining accurate and current information of the organization and its membership
- b) assisting the President and Vice-Presidents with coordination of activities
- c) providing copies of appropriate e-mail forwards during meetings
- d) monitoring time and attendance during meetings in an effort to ensure productivity
- e) Collecting annual student dues and maintaining a list of current dues paying members in conjunction with the Treasurer.

In the situation in which this position does not exist, the above-mentioned duties shall be assigned to the undergraduate Vice-President.

### **Section IX. General Board Members**

The duties of the General Board Members shall consist of:

- a) assisting in the various programs undertaken by the board as needed
- b) working as a member of and/or leading stage crew for at least 1 Composers Forum or Composition Division sponsored event per semester

### **Section X. Attendance**

All Board Members must attend at least 80% of scheduled Board Meetings, unless the member presents the Executive Committee with a valid excuse of absence. The Executive Committee shall determine the validity of this excuse. Failure to follow this guideline may result in removal from the board via the procedures outlined in Article III, Section III.

The procedures for scheduling the Board Meetings are outlined in Article IV, Section I.

## **Section XI. Shadowing Period**

Following the election of a new Executive Committee and Board of Directors, a shadowing period shall take place in which the newly elected officers shall shadow the current officers. During this period, the newly elected officers shall learn the skills and procedures needed to fulfill their new role.

This shadowing period shall take place over the course of the final two (2) months of the semester.

The newly elected board and officers shall lead the final board meeting of the year, under the guidance of the previous board and officers.

## **Section XII. Subcommittees**

The President may form any number of subcommittees to the Board, comprised of at least one Executive Committee member and any number of other Board members and general members. These subcommittees will be responsible for coordinating specific capacities of the organization, such as Stage Crew for events and Press, and will report to the full Board as called upon at meetings.

Each subcommittee must abide by a handbook for that subcommittee. Upon the creation of a new subcommittee, the procedures of the new handbook shall take effect upon the confirmation of a majority of the current board members.

All handbooks for currently or recently active subcommittees may be attached as addenda to this constitution.

Changes and amendments to these handbooks may be made following a majority vote by the current board members.

## **Section XIII. Advisor**

To be eligible to serve as the advisor, the person must be a full-time UNT faculty or staff member.

The advisor has no term limit as long as they remain eligible.



# **Article IV. Meetings**

## **Section I. Frequency and Procedures**

The Composers Forum Board shall meet at least once per month, with the exact dates to be determined by the Board.

A notice of two (2) weeks shall be given prior to all meetings. Any meeting or gathering conducted without this two (2) week notice shall not affect a member's attendance as outlined in Article III, Section IX.

The Meetings shall be organized and controlled by officers and active members.

## **Section II. Music Now**

Music Now sessions are conducted to encourage Composer Forum students to engage in active learning and increase awareness of the field of composition, and shall act as official meetings of the general membership.

Composers Forum members, pending approval by the faculty, shall direct a minimum of one (1) Music Now session per semester. Should the faculty deny the request to direct a Music Now, this clause shall be nullified for that semester.

# Article V. Concerts and Events

## Section I. General Considerations

All Composers Forum members shall participate in concerts of their works throughout the year.

The officers and board may encourage Composers Forum members to host and assist with special events such as SEAMUS, LaTeX, and other Composition related events.

Composers Forum members may create interdisciplinary events and community events, internal and external to UNT.

## Section II. Spectrum

Composers Forum officers, in conjunction with composition faculty, shall direct the execution of the Spectrum concerts. Duties shall include, but are not limited to:

- a) flyer creation and distribution
- b) collection of program notes
- c) conducting of dress rehearsals
- d) coordination and execution of stage crew

## Section III. Nova Reception

Composers Forum shall assist in the execution of the Nova Ensemble's Spring Concert by providing the following duties:

- a) coordination and execution of stage crew
- b) coordination and execution of the concert reception

# Article VI. Financial Obligations

## Section I. Fundraising

A majority of voting members of the Composers Forum Board may determine reasonable fundraising measures to be presented before the general membership and/or public.

## Section II. Accountability and Transparency

The members of the Executive Committee shall be responsible for payment in full of all debts accumulated by the organization not covered by funds on deposit.

Any member of the Composers Forum Board, its general membership, or the organization's advisor may request an audit of the Composer Forum's financial transactions, which the board shall provide without extraneous delay.

The Board shall report its financial standing at least once per semester to the general membership.

## Section III. Liability

No board member, general member, or executive committee shall be held personally liable for any charges and/or debts incurred by the organization, assuming such charges and/or debts were a result of actions made in compliance with procedures as determined by vote of the board.

## Section IV. Membership Dues

All Students enrolled in any registered Composition course within the College of Music are required to pay \$10 annually to be considered a voting member of Composers' Forum. Benefits of membership include:

- a) Free access to the biannual Composers' Forum CD and Composers' Forum Anthology Digital Releases
- b) Consideration for participation in lessons/masterclasses/workshops with visiting composers and/or ensembles sponsored by Composers' Forum
- c) Student representation on the Student Advisory Council within the College of Music

## **Article VII. Statement of Non-Hazing**

As defined in state law (Texas Education Code 37.151-157) and University policy, this organization will not engage in hazing, participate in hazing, or commit any act that causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any fellow student or person attending the institution.

# **Article VIII. Amendments and Revisions**

## **Section I: Proposed Amendments**

An amendment to the constitution may be proposed by any member of Composers Forum. Any proposed amendment must be co-signed by an Officer or Board Member and must be submitted in writing to the President.

If an Officer or Board Member submits a proposed amendment, it must be co-signed by a second Officer or Board Member.

Upon receiving the proposed amendment in writing, the President will make an announcement to all members of Composers Forum indicating the proposed amendment no more than one (1) week after receiving the document. At this time, a public discussion meeting and voting period for the proposed amendment will be scheduled to occur no later than one (1) week from the President's announcement.

The voting period will last no more than one (1) week.

The proposed amendment may only be altered during the public discussion meeting.

## **Section II: Ratifying Amendments**

To be ratified, a proposed amendment requires a 2/3 majority vote by the members of Composers Forum in an ye or nay ballot item distributed to all members.