

**KINGWOOD COLLEGE MUSIC DEPARTMENT
BOOSTER CLUB
(MUSIC ENSEMBLE RECRUITMENT & RETENTION)**

CONSTITUTION

ARTICLE I: NAME OF ORGANIZATION

This organization shall be known as the Kingwood College Music Department Booster Club (KCMDBC). KCMDBC is part of Kingwood College, an affiliate of the North Harris Montgomery Community College District.

ARTICLE II: ORGANIZATION OBJECTIVE

To exist as an advocate for Kingwood College with the purpose of recruiting new music students from within the surrounding communities as well as to promote the growth and performance of the music ensembles of Kingwood College, particularly the Chamber Singers, Jazz Ensemble, and Symphonic Band.

ARTICLE III: SPONSORSHIP

There shall be two sponsors for KCMDBC, one representing the vocal department and the other representing the instrumental department of Kingwood College. The sponsors of KCMDBC shall be current full-time professors of music at Kingwood College.

ARTICLE IV: MEMBERSHIP

Section A: Eligibility

Membership is open to any student currently enrolled in one or more of the credit music ensembles of Kingwood College.

Section B: Member-in-good-standing

A member-in-good-standing is one who is currently enrolled in one or more of the credit music ensembles of Kingwood College and regularly attends the general meetings, club activities, and touring schedules.

ARTICLE V: OFFICERS, ELIGIBILITY AND DUTIES OF OFFICE

Section A: Officers

There shall be 2 choral officers and 3 instrumental officers representing the music ensembles of KCMDBC. The officers of KCMDBC will consist of a president, vice president, secretary, ambassador of logistics, and an ambassador of public relations.

Section B: Duties of the President

The duties of the President of KCMDBC shall be to set the agenda for general meetings under the direction of the 2 sponsors; to conduct and preside over all meetings; to convene with the officers at the beginning of each semester as well as during the semester for planning, recruiting, supervision, and production of future KCMDBC activities, events, tours and retreats under the direction of the 2 sponsors; to appoint chairpersons for committees; to assist the sponsors in overseeing the treasury, funding, and fundraising of KCMDBC including

depositing and/or withdrawing all moneys into the KCMDBC account at Kingwood College; to sign all requests for monies, grants, and fundraisers for KCMDBC; to promote KCMDBC; to keep the KCMDBC sponsors apprised of all scheduled meetings, activities, and functions.

Section C: Duties of the Vice President

The duties of the Vice President of KCMDBC shall be to assume role as President in the event of his or her absence; to assist in the planning, scheduling, and production of KCMDBC activities, events, and tours for all committees unless an activities committee chairman is elected or appointed; to accompany the President regarding the duties of the treasury including depositing and/or withdrawing all moneys into the KCMDBC account at Kingwood College; to maintain records of all transactions; opening and closing the KCMDBC account ledger in conjunction with the KCMDBC sponsors at the beginning and end of each semester; providing a treasury report at meetings.

Section D: Duties of the Secretary

The duties of the Secretary of KCMDBC shall be to take roll at all meetings; record and copy minutes to have available at each meeting; type meeting agendas; maintain copies of all KCMDBC correspondence; help prepare and organize materials for KCMDBC meetings, events, and tours; maintain a notebook for KCMDBC.

Section E: Duties of the Ambassador of Logistics

The duties of the Ambassador of Logistics shall be to assist in the organizing, planning, and set up/tear down for all KCMDBC activities, events, tours/retreats.

Section F: Duties of the Ambassador of Public Relations

The duties of the Ambassador of Public Relations shall be to assist in planning off-campus KCMDBC performances such as events, and tours/retreats for the purpose of recruiting; to actively recruit for KCMDBC on campus as well as on recruiting tours/retreats; to conduct all matters of public relations for KCMDBC; to promote KCMDBC.

ARTICLE VI: NOMINATIONS AND ELECTION OF OFFICERS

Section A: Nominations

1. Only KCMDBC members-in-good-standing may be nominated for offices.
2. Only KCMDBC members-in-good-standing may nominate an individual for office.
3. Nominations for new officers will be held at the final meeting of the Spring semesters.

Section B: Elections

1. Only members-in-good-standing may participate in the voting process.
2. KCMDBC members-in-good-standing may submit an absentee vote to a KCMDBC sponsor before general elections.
3. Elections will be conducted by a KCMDBC sponsor.

4. Voting for nominees will be done by secret ballot and tallied by current officers.
5. A KCMDBC sponsor will be present during the elections and will have the final decision concerning any questions, which may arise.

Section C: Filling of Vacancies

1. The vacancy of the KCMDBC president shall be filled by the KCMDBC vice president.
2. In the event of an office vacancy, with the exception of the president, the position shall be filled by the appointment of a member-in-good-standing by the remaining officers with the discretion of the KCMDBC President and sponsors.

ARTICLE VII: IMPEACHMENT OF OFFICERS

Section A: An officer may be impeached for the following reasons:

1. Failure to fulfill their duties
2. Failure to attend three or more general membership meetings when such meetings meet once a month during a semester
3. Failure to attend four or more general membership meetings when such meetings meet twice a month during a semester
4. Failure to attend three or more officer meetings
5. Two or more no-shows for KCMDBC tours
6. For causing disrepute to KCMDBC or within Kingwood College or NHMCCD

Section B: Who may present cause for impeachment

1. Any student within Kingwood College or NHMCCD may present cause to the officers or sponsors for impeachment of a KCMDBC officer.
2. Such cause will be presented to the officers of KCMDBC and its sponsors.
3. Such cause may be presented to the members at the next general membership meeting at the discretion of the sponsors.

Section C: Impeachment Process

1. Cause for impeachment may be executed at the discretion of the officers of KCMDBC and sponsors or
2. Cause for impeachment may be presented to the members at the general membership meeting with a sponsor in attendance
3. Motion of the support of three members-in-good-standing is required at the general membership meeting with a sponsor in attendance
4. Voting for impeachment shall be taken by a sponsor at the next scheduled general membership meeting following the meeting in which the motion was submitted

ARTICLE VIII: MEETINGS

Section A: General Membership Meetings

1. Meetings shall be called by the President at anytime during the semester
2. The general membership meetings shall occur on the second Tuesday of every month during each semester

3. All meetings may be posted by the officers through the aid of bulletin boards, flyers, e-mails, the Campus Events Bulletin, etc.

Section B: Officer Meetings

1. Officer meetings shall be closed session meetings
2. Only KCMDBC officers, KCMDBC sponsors and invited guests may attend officer meetings

ARTICLE IX: AMENDING THE CONSTITUTION

Section A: Members required

This constitution may be amended by a two-thirds vote of the members-in-good-standing present during a general membership meeting

Section B: Discussion and Vote

Any proposed constitutional amendment must be presented to the membership for discussion at a general membership meeting and voted on no more than two to four weeks after the proposed amendment