

**CONSTITUTION**  
**AUDIO ENGINEERING CLUB**  
Rev. 9/04/2024

**ARTICLE I - NAME**

Section 1

The official name of the organization is to be “Audio Engineering Club” and will hereinafter referred to by the acronym, “AEC.”

**ARTICLE II - PURPOSE**

Section 1

The Audio Engineering Club is to operate in adherence to three core principles, as listed below:

1. To connect AEC members with the faculty, staff, and other students of Northern Arizona University, as well as with professionals and community members involved in audio engineering across Northern Arizona.
2. To function as an interdisciplinary, collaborative, and inclusive bridge between the STEM and creative fields as they relate to audio engineering.
3. To serve as a resource available to Northern Arizona for audio-related tasks that align with at least one of the audio engineering disciplines included within AEC.

**ARTICLE III - MEMBERSHIP**

Section 1

All members of AEC must be currently enrolled students of Northern Arizona University with a cumulative grade point average no less than 2.50. To be enrolled as an NAU student, members must be enrolled in at least 12 credit hours for any given semester.

Section 2

There is to be no fewer than seven and no more than fifty members in AEC at any time.

Section 3

All members of AEC are expected to uphold the values of the organization and conduct themselves in a professional and respectful manner at all times.

Section 4

AEC is to operate as a fair and inclusive organization for all members, and abides by the same anti-discrimination and anti-harassment policies as Northern Arizona University. A

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nondiscrimination/anti-harassment, contingency, and compliance statement provided by Northern Arizona University are included in the subsections below:

### Section 4.1

We, the Audio Engineering Club, agree to abide by Northern Arizona University's commitment to providing a working and learning environment free from discrimination, harassment, including sexual harassment, and retaliation. Additionally, we agree to abide by Northern Arizona University policy prohibiting discrimination and harassment in organizational membership on the basis of race, color, religion, sex (including pregnancy), national origin, age, disability, veteran status, sexual orientation, gender identity and expression, and genetic information.

### Section 4.2

The Student Organization manual is a contract between this organization and the Office of Leadership and Engagement. We agree to abide by the policies, procedures, and sanctions stated in the manual.

### Section 4.3

Depending on the behavior of concern executed by an organizational member(s) and/or officer(s), it may be warranted for the organization to move straight to removal, forgoing the removal process for AEC members, as described in Article III Section 5, and for AEC officers, as described in Article IV Section 5 of this constitution.

## Section 5

Members may be removed from AEC for several reasons that include but are not limited to:

- Inappropriate, discriminatory, malicious, or any other behavior towards other members that is deemed to be unfair or unjust
- Behavior that is not in alignment with the goals of the organization or behavior that actively disrupts the goals of the group.
- Rude or malicious behavior towards guests, speakers, and other members involved with the club.

### Section 5.1

If any member feels that the behavior of another member is worthy of their removal from AEC, they may follow the member removal process as listed below:

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- Speak personally to the offending member and attempt to resolve the conflict.
- Inform an officer of the situation, after which the officer will schedule a meeting with the offending member and the defending member to discuss and attempt to resolve the conflict.
- If the offending member fails to correct their behavior, the defending member may submit a Member Removal Request form to the Executive Board, in which the following will need to be answered in full.
  - The specific reason(s) the member should be removed, including specific instances when the offense(s) occurred.
  - The signature from the officer contacted in an attempt to resolve the conflict.
  - The signature of the member submitting the removal request.

Should a member submit a Member Removal Request Form. The Executive Board will review the form and contact the defending member to schedule a meeting. In the meeting, the Board and at least one Advisor will review the complaints pertaining to the offending member and consult the defending member for any additional details and complaints. Following the meeting, the board will vote on whether or not the member should be removed. Should there be a majority of the board and the vote of the present advisor in favor of removing the offending member, the offending member will be contacted and informed of their termination at the next club meeting.

## **ARTICLE IV - OFFICERS/EXECUTIVE COMMITTEE**

### Section 1

The requirements to hold and maintain an officer position are as follows:

- All officers and committee directors must be currently enrolled students of Northern Arizona University with a cumulative grade point average no less than 2.75. To be enrolled as an NAU student, officers must be enrolled in at least 12 credit hours for any given semester.
- Executive board officers must have completed at least two semesters of study at Northern Arizona University.
- Committee Directors must have completed at least one semester of study at Northern Arizona University.

### Section 2

A list of the club's leadership positions, referred to as "Officers" is included below:

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- Governing Board Positions:
  - President
  - Vice President
  - Secretary
  - Treasurer
  
- Committee Leadership Positions
  - Director, Studio Production and Recording Committee
  - Director, Live Sound and Event Production Committee
  - Director, Sound System Installation and Design Committee
  - Director, Audio Technology Development Committee

Section 3:

The President shall:

- Preside over meetings of the organization.
- Call special meetings as needed.
- Maintain contact with advisers, affiliated University departments, and other community partners.
- Represent the organization to the University and at official functions.
- Serve as secondary signer on bank accounts.
- Assist and support all other officers.
- Co-coordinate officer transition process.
- Coordinate recruitment and publicity efforts
- Provide encouragement and motivation to officers and members.

The Vice-President shall:

- Assume the duties of the President in their absence.
- Facilitate election and training of officers.
- Co-coordinate recruitment publicity efforts.
- Maintain constitution and other organizational documents.
- Coordinate recognition and awards.

The Secretary shall:

- Keep a record of all members.
- Keep a record of all activities.
- Take and distribute minutes of each meeting.
- Notify members of meetings and events.
- Maintain organization's calendar.

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The Treasurer shall:

- Keep all financial records.
- Serve as primary signer on the club's bank account.
- Be familiar with financial policies and procedures.
- Collect dues and pay bills.
- Prepare budgets.
- Prepare and submit funding requests.
- Advise members on good financial practices.
- Coordinate fundraisers.

The Committee Directors shall:

- Coordinate with NAU and community partners whose involvement is specific to their committee.
- Maintain and coordinate the membership at events specific to their committee.
- Represent and advertise for their committee at club events.
- Keep a record of all equipment and gear specific to the committee.
- Work with the club Secretary to coordinate events specific to the committee.
- Take minutes of meetings specific to their committee, and send them to the Secretary within 24 hours of the meeting's close.

### Section 4

Every officer will hold their position for one calendar year from the date they are elected into the position. Elections will take place during the fourth week after the start of NAU's fall semester.

If an officer is to graduate or otherwise lose their status as a student of Northern Arizona University, they must alert the executive board at least one month prior to the date of their departure. The governing board will in turn make arrangements to hold an election for the new position. After a new officer is elected, the previous officer is to resign from their position.

The election process will take place as follows:

- One month prior to the date of the election, the club's membership will be informed of the election date, which will fall during the club's standard meeting time, and will also be provided all the necessary information and requirements for the election process.
- Two week before the election, candidates must submit a short resume as well as a video that contains:
  - Why the candidate is running for the position.

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- What the candidate plans to accomplish in the position, and how they're efforts in office will benefit the club as a whole.
- A short explanation of the candidates background in audio engineering and any major accomplishments that may be relevant to their success as an officer.

If the candidate fails to upload their video and resume by the deadline, they will be dropped from the race.

- The membership will have one week to review each candidate's submission, and will vote for their favored candidate in each position via an online form.
- At the end of the initial voting period, the two finalists of each position will be notified, after which they will begin preparing a five minute oral presentation to deliver on the day of the election.
- Following the final presentation, a second digital form will be opened, and members will have until 11:59 the same day to vote.
- The results will be announced in an email sent the next day.

If any position has less than three candidates, the oral presentation and second round of voting will not be required. The results will be determined by the responses of the first round of voting.

### Section 5

Officers of both the executive board or committee leadership group may be removed from their position should the membership deem their leadership, and/or behavior unfit, inadequate, or otherwise inappropriate.

#### Section 5.1

The process to remove an executive officer is as follows:

- Any member or officer must complete a Petition to Remove form which must be signed by one of the club's advisors as well as at least 30% of the current membership. The form must contain:
  - The reason(s) for removing the officer
  - At least two specific, dated instances in which the officer failed to uphold the responsibilities of their position as described in Article IV Section 3 of this constitution.
  - If the removal process was initiated due to a different reason, there must be an adequate explanation and justification of the reason(s) for removal.
- The form must be submitted to a different executive officer, upon which a consultation meeting must be scheduled between the defending officer, the executive board, and the advisor who signed the petition. It is the

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responsibility of the officer entrusted with the Request to Remove form to schedule the meeting within two weeks of the date the form was submitted.

- During the consultation, the defending officer will be informed of the complaints against them and must make an explicit plan to revise their actions. This plan must be drafted, agreed upon, and signed by everyone present at the consultation, including the defending officer.
- Immediately following the consultation, an email correspondence will be sent to the entity of the current membership containing:
  - A notification that the removal process has been initiated for the given position.
  - The complaints toward the officer in question.
  - The officer's plan to revise their actions.
- At the next club meeting, the defending officer will be given the opportunity to address the problem and further explain the improvement plan developed in their consultation.
- Two weeks after the initial email correspondence a digital form will be made available to the membership to decide whether or not to remove the defending officer from their position.
- If there is at least a three-quarters majority from the membership and at least a one half majority from the combined votes of the advisors, executive board, and committee leadership, in favor of removing the officer, the defending officer will hold their position until a new officer is elected to fill the position. They will then be removed from their position and reinstated as a member.

### Section 5.2

The process to remove a committee director is the same as to remove an executive officer with the following exceptions:

- The Petition to Remove form must be completed by the member(s) wishing to remove the officer, and must have it signed by a member of the executive board, and at least 25% of the total current membership. This percentage must include a minimum of 50% of the members in the given director's committee.
- When voting to remove the officer, three-quarters of the members in the director's committee and one-third of the total membership must vote in favor of removing the defending officer from their position.

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**ARTICLE V - MEETINGS**

Section 1

AEC meetings intended for all members, referred to as “regular meetings” are to take place once per week. Regular meetings in which less than 25% of the current membership is present will be canceled.

Meetings that take place on a day that the university is closed will be canceled.

Section 2

Regular meeting times and location are to be determined on a semesterly basis, and must be finalized within the first two weeks of the given semester’s start.

Board meetings will be held immediately following any regular meeting, and is intended only for the executive board and committee directors.

Section 3

Only the president and vice president of AEC have the ability to call emergency meetings intended for the entirety of the group without further consultation. The secretary and treasurer may propose emergency meetings, but must receive approval from the president before any action may be taken.

Section 4

Committee directors may schedule meetings for their committee following approval from the current secretary. Repeated committee meetings may take place no more than once every two weeks. Exceptions may be made if the committee is preparing for an event or a similar circumstance that requires more time for preparation than is allotted by AEC and the committee’s scheduled meeting times.

If a committee director wishes to schedule more than one meeting every two weeks for their group, they must receive approval from the secretary and vice president.

**ARTICLE VI - AMENDMENTS**

Section 1

Amendments to this constitution may be granted following a minimum two-thirds vote of the current membership. Amendments made are to remain in effect until otherwise rescinded.

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Section 2

Amendments to this constitution may be proposed to the governing board by any current member or advisor of the organization if and only if a written petition is submitted with signatures from at least one-half of the current membership. The petition must include:

- The article and section(s) to be amended
- Justification explaining why the amendment is necessary
- A draft to replace the current literature of this constitution.

The current Secretary will schedule a consultation between the member(s) who proposed the amendment, the executive board, and the committee directors within two weeks of the proposal's submission. The purpose of the consultation will be to review the proposed amendment and to create a final draft that is unanimously agreed upon by those present.

At the next meeting, the amendment and its justification will be presented to the members in attendance. A digital survey containing the minutes of the meeting, the current constitution's literature, and the proposed amendment will be made available to the entirety of the current membership. Members will have until 11:59pm that day to vote on the amendment's ratification.

Should there be at least a two-thirds majority in favor of ratifying the amendment, it be made effective immediately, and the appropriate changes will be made to this constitution.

**ARTICLE VII - RATIFICATION**

Section 1

This constitution is to become effective should the entirety of the founding membership sign an agreement affirming they have reviewed and understand the document, as well as a two-thirds vote in favor of its ratification.