

UMS Student Committee Constitution

Last Updated:
10/16/17

Preamble

The UMS Student Committee aims to boost student interest and participation in UMS programs. In turn, UMS will provide members with opportunities to interact closely with UMS staff members and other professionals in the industry.

Article I. Name

The name of the organization will be the University Musical Society Student Committee, most commonly referred to as the UMS Student Committee (UMSSC).

Article II. Purpose

The UMS Student Committee aims to:

1. Enhance communication between UMS and the student community
2. Promote student awareness, accessibility, and value of UMS programs
3. Foster a community of diverse students who share an interest in attending the performing arts
4. Afford opportunities for students to develop leadership skills through arts-related projects and initiatives aimed at promoting the arts
5. Provide students with educational, networking, leadership, and other opportunities to interact with UMS staff members and other professionals in the industry

Article III. Membership

Section 1. Membership shall be open to any student at U-M, undergraduate or graduate, interested in and committed to fulfilling the aforementioned objectives. Involvement is on a voluntary basis. Any student interested in attending performing arts events is encouraged to participate. No prior experience with the performing arts is required or necessary.

Section 2. Membership shall be granted to individuals who attend at least 50% of all meetings per semester and participate in at least one group-sponsored event per semester. Meetings will be set in advance and on the calendar for an entire semester. No annual dues are required.

Section 3. Members can elect to leave the committee at any time.

Section 4. All members must acknowledge membership via the UMSSC page on Maize Pages.

Article IV. Roles

Section 1. Titles and Primary Duties:

1. **Committee Members:** Assume management for specific annual UMS Student Committee projects. Work closely with the Coordinator and Staff Liaison to facilitate event messaging, programming, staffing, and execution. Examples of events include, but are not limited to, pre- and post- UMS show student engagement events and grassroots marketing efforts, social media campaigns,

and UMS Lobby projects.

2. **Coordinator:** A Committee Member who coordinates and directs UMSSC meetings, oversees budget, and manages authorized signers. Works closely with Staff Liaison to facilitate event messaging, programming, staffing, and execution of UMS Student Events. Works with the Staff Liaison remotely over the summer to create copy for UMS Student direct mail campaigns. Must be scheduled for office hours in the UMS office for at least 4 hours per week throughout the Fall and Winter semesters. Will be offered an optional UMS internship (which can be work study) to include UMSSC work among other opportunities for career development in arts administration.

Article V. Coordinator Position Selection

Section 1. Interview: Candidates must put forth their candidacy in writing to the current Coordinator and UMS Staff Liaison. The current Coordinator plus two other members in good standing will conduct candidate interviews in consultation with the UMS Staff Liaison. Those three members will select the top candidates to put on the ballot.

Section 2. Election Protocol: "Town Hall" committee meeting forum to provide an opportunity for candidates to give a short campaign speech, which can also be written and shared in case they can't attend. If they are present, they can partake in a committee Q&A. Popular vote, overseen by the current Coordinator in consultation with the UMS Staff Liaison.

Section 3: Term Appointment: Coordinators will run for year-long appointments (July - June) with elections happening in March, four months prior to assuming the role.

Article VI. Committee Operations

Section 1. Eligibility: All members must be students who are currently enrolled at the University of Michigan.

Section 2. Committee Meetings: UMSSC shall meet on a bi-weekly basis in the conference room of the UMS office building located in the Liberty Centre Building at 520 E. Liberty St. The committee may also meet at any other convenient, mutually agreed upon campus location. Meetings will be held throughout the academic year.

Section 3. Outside Activities: UMSSC shall be responsible for organizing or assisting at UMSSC organized events.

Section 4. The Coordinator or another member in good standing shall be present at all UMSSC meetings. UMS Staff Liaison will be included in planning.

Article VII. Finances

Section 1. Activities shall be financed through UMS and fundraising efforts.

Section 2. Five members, plus the Coordinator, must be added as authorized signers under the UMSSC/SOAS account. All authorized signers must report directly to the Coordinator and include the UMS Staff Liaison, who will serve as a financial advisor (as needed), in order to approve all spending.

Article VIII. Performance Expectations

All UMS Volunteers are held to the standards outlined by the UMS Volunteer Performance Expectations (modified slightly to pertain to UMSSC).

1. **Student Focus:** Commits to UMS student ticket buyer satisfaction, first and foremost.
2. **Teamwork and Respect for Individuals:** Interacts effectively with front-of-house staff, fellow volunteers and UMS staff members. Builds respectful relationships between units and among individuals. Establishes self-sufficiency. Maintains a positive attitude about UMS and its Student Committee.
3. **Communication:** Communicates effectively in ways that enhance productivity and build respectful relationships. Demonstrates active listening, written and verbal skills. Shares relevant information.
4. **Responsibility and Accountability:** Completes assigned projects and tasks. Ensures presence and promptness. Takes responsibility for actions.
5. **Community Ambassadorship and Safety:** Retains all confidential and sensitive information. Contributes to and enjoys a safe and secure environment by following established procedures and completing appropriate functions.

Article IX. Removal of Membership

Section 1. Membership may be removed under the following circumstances: failure to attend meetings as outlined in Article III, failure to uphold UMS Performance Expectations outlined in Article VIII, misrepresentation of committee name and purpose, or criminal activity.

Section 2. Removal of an individual's membership will be considered by the Coordinator in consultation with the UMS Staff Liaison based upon circumstances described in Section 1.

Section 3. Concerns from a member about the current Coordinator may be brought to the UMS Staff Liaison for advisement. A petition by 3 members is required to bring the individual in the Coordinator role up for a removal vote. Removal of an individual from the Coordinator position will be determined by a 2/3 vote of the entire UMSSC upon request of any member.

Article X. Registration Renewal

UMSSC shall re-register as an official student organization with the Center for Campus Involvement (CCI) via Maize Pages every July. The Coordinator is responsible for fulfilling this duty.

Article XI. Amendments

Section 1. Amendments can be proposed at any regular meeting by any member of the Student Committee.

Section 2. Amendments shall be voted on at the meeting following the meeting at which the Amendment was proposed. The voting shall be done by ballot with a simple majority vote determining the outcome.

Article XII. Ratification Process

Section 1. The committee every April and every September of each year will revise the constitution.

Section 2. The board members who will then vote for an addition or change in the constitution. A simple majority vote from the board will allow the change in the constitution.

Article XIII. Extended

Section 1. University Musical Society Student Committee is committed to a policy of equal opportunity for all persons and does not discriminate on the basis of race, color, national origin, age, marital status, sex, sexual orientation, gender identity, gender expression, disability, religion, height, weight, or veteran status in its membership or activities unless permitted by university policy for gender specific organizations.

Section 2. Upon joining the organization, all members agree not to undermine the purpose or mission of University Musical Society Student Committee.