

CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA

MUSIC BOARD CHARTER

Ratified August, 2001

ARTICLE I – PREAMBLE

Section 1: The Music Board exists for the betterment of the California State Polytechnic University, Pomona, Associated Students, Inc., as a whole.

Section 2: The Music Board exists to assist the Music Department achieve the aims of its mission statement:

“The mission of the Music Department is to encourage all students to realize their highest musical, academic and professional potential. We prepare individuals for a variety of careers in music, including teaching, business and performance. We provide General Education courses for the general student population and we provide courses in support of teacher education.

The faculty of the Music Department believes that the presence of music in a person's life is rewarding, fulfilling, and necessary for a balanced life. We also believe that it has a responsibility to fairly present and represent the complex tapestry of contemporary American musical life. The department aims to present a balanced view of the musical contributions of both genders and the various nationalities and ethnicities of the state's population.”

Section 3: The Music Board shall not be discriminatory in terms of race, religion, color, age, sexual orientation, national origin, sex, physical or mental ability, marital status, financial or social status.

Section 4: This organization and/or its members, when taking stands on issues, recognizes and will fulfill the obligation to make clear that it/they in no way represent(s) the official position of the California State Polytechnic University, Pomona.

ARTICLE II – NAME

**The official name of the organization shall be Music Board,
California State Polytechnic University, Pomona.**

ARTICLE III – AGENCY ACCOUNT

Section 1: **MAINTENANCE**
 This organization, pursuant to its charter obligation, shall maintain an agency account with the ASI Business Office or the Cal Poly Foundation. This organization may elect to maintain an account in an off-campus banking facility with prior approval by the University.

Section 2: **USAGE**
 All monies of this organization shall be deposited in, and distributed from, this account following procedures outlined by the ASI Business Office, the Cal Poly Foundation, or the off-campus banking facility. Should an off-campus account be opened by the Officers of this organization, all required paperwork/documents must be submitted to the Office of Student Life.

Section 3: **DISPERSAL OF FUNDS**
 Should this organization become inactive by failing to apply for charter renewal, the agency account will be held as an inactive account for two (2) academic years. In the event this organization does not become active during the two (2) year period, any funds remaining in said account are to be used to any outstanding accounts due the University, University Union, or Cal Poly Foundation. If there are no outstanding accounts, it is hereby declared that any funds remaining in said accounts are to be transferred to the Cal Poly Foundation, Music Department Discretionary Account.

ARTICLE III -- MEMBERSHIP

Section 1: The membership of the Music Board shall consist of 5 student

members plus the ASI President or the ASI President's designee, 1 fulltime Music Department faculty (selected by the Music Department full time faculty), 1 part-time Music Department faculty (selected by the Music Department part time faculty), and the Chair of the Music Department.

Section 2: EXPULSION

- unanimous
1. Members may be expelled from the Music Board upon a vote of the membership.
 2. The vacancy shall be filled using the vacancy policy.

Section 3: Members may be expelled for:

1. Gross misdemeanor or negligence
2. Failure to attend three consecutive scheduled meetings.

ARTICLE IV -- OFFICERS

Section 1: Officers - The following officers shall be elected:

1. President
2. Vice President
3. Treasurer
4. Secretary

The Music Department Chair shall not serve as an officer of the Music Board.

Section 2: Eligibility and Duties

1. The President
 - b. Shall preside at Music Board Meetings.
 - c. May vote in the matters.
 - d. Is responsible for the proper and effective operation of the Music Board.
 - e. Shall be a secondary signer on the trust account held in the ASI Business Office.
 - E. Must be a student member of the Music Board.
2. The Vice President
 - A. Shall preside at Music Board meetings in the absence of the President
 - B. Shall be a full voting member of the Music Board.
 - C. Must be a student member of the Music Board.
3. The Treasurer

- a. Shall prepare and present a complete financial report at each meeting.
- b. Shall coordinate the efforts of the Music Board with the Music Department Chair in all financial matters, including the submission of the Annual Budget to the ASI Senate and the IRA Fee Committee.
- c. Shall be a full voting member of the music Board.
- d. Shall be a co-signer on any accounts for Music Board held at the ASI Business Office.
- e. May be either a student member or faculty member of the Music Board

4. The Secretary

- a. Shall be responsible for the taking of minutes at all meetings.
- b. Shall be responsible for the distribution of the minutes and agendas to the members of the Music Board.
- c. Shall be responsible for the delivery of minutes required by the ASI.
- d. May be either a student member or faculty member of the Music Board.
- e. Shall be a full voting member of the Music Board.

Section 3. Nominations and elections

2. Nominations are needed for each office. Self-nomination is accepted. Each nomination must be seconded.
3. Plurality vote of membership is required.
4. There will be no secret ballots.

ARTICLE V – Elections of Members to the Music Board

Section 1: Elections of Student Members – The Music Department Chair will provide a list of all classes eligible to receive IRA funding. In the 9th week of the Spring Quarter, in each class, students are to select one person from each IRA-eligible class to form a pool of student representatives from which 5 student members of the Music Board are to be elected. No student may be selected in more than one class.

The Music Department Chair shall arrange for an election by all students in all IRA-eligible classes. Elections are to be held in the 10th week of the Spring Quarter. The 5 students with the highest

numbers of votes will become the student members of the Music Board. The fifth student member of the Music Board is to be the ASI President or the designee of the ASI President.

Section 2: Election of Faculty members to the Board: In the, 9th week of the Spring Quarter, the Music Department full time faculty will elect one full time faculty to the Music Board. The Music Department part time faculty will elect one part time faculty to the Music Board.

Section 3: Duration of Membership: Membership will be for the duration of the Academic Year, defined as beginning of Summer Quarter through the end of Finals Week of Spring Quarter.

Section 4: Vacancies: In the event of vacancies, new elections will be held to replace vacating members.

ARTICLE VI -- VOTING

Section 1: All Music Board Members have full voting rights.

Section 2: No proxies may be used in voting on any matter before the Music Board.

Section 3: Any action approved by the Music Board may be rescinded by majority vote in a subsequent meeting.

ARTICLE VII -- RESPONSIBILITIES

Section 1: Music Board to IRA-eligible classes: The Music Board shall maintain an equal-access policy for all IRA-eligible classes.

Section 2: IRA-eligible classes to Music Board: The faculty member who teaches the IRA-eligible class, in collaboration with the Music Department Chair, has the obligation to submit factual, accurate information in a timely manner to the Music Board and to the Music Department faculty.

Section 3: Music Department Chair: The Music Department Chair, the administrator by the President of the University, is the individual legally responsible for all operations in the Music Department. The Chair is obligated to advise the Music Board of legal and policy matters affecting the department as a whole.

1. The Music Department Chair, as a member of the Music Board, must bring to the Music Board all pertinent information regarding the fiscal operation of the Music Department.
2. The Music Department Chair, as a member of the Music Board, must bring to the Music Board all pertinent information regarding the legal and policy issues affecting IRA-eligible classes.
3. The Music Department Chair must be a co-signer on the trust accounts for Music Board held at the ASI Business Office.

Section 4: All actions approved by the Music Board are to be handled in a timely manner by those responsible for the carrying out the actions approved by the Music Board.

ARTICLE VIII -- MEETINGS

Section 1: Meetings

1. All meetings shall remain open to the public.
2. Special meetings, which must receive 24 hours advance public notice, may be called at the discretion of the President or Vice President of the Music Board or the Department Chair.

Section 2: Quorum – A quorum exists when 3 students, one faculty member (full or part time), and the Chair of the Music Department are present.

Section 3: Agendas – Posting of agendas is to be consistent with the Gloria Romero Open Meeting Act of 2000.

ARTICLE IX -- AMENDMENTS

Section 1: This charter may be amended at any regular or special meeting of the Music Board by a two-thirds vote.

Music Board Amendment 01-02: 01

Authored by: Arturo Alvarez, ASI Attorney General

Approved by Music Board: November 8, 2001

The following amendment to the Music Board Bylaws will become effective immediately after its approval.

ARTICLE VI- VACANCIES OF OFFICERS

Section 1: In case of the removal of the President from office or of his/her resignation, the Vice president shall become Acting President until a new President can be elected by the Music Board.

Section 2: In case of the removal of an Officer from office or of his/her resignation, the IRA eligible classes or the Faculty Department shall elect a new member to the Music Board. In the case of a student vacancy, the IRA eligible classes will elect and in the case of a faculty vacancy, the Music Department faculty will elect.

Section 3: Whenever an election is held to fill up a vacancy of an Executive Officer, it shall be done according to the prescribed procedures as set forth by Article V – Elections of Members to the Music Board.

Section 4: Thereafter, the Music Board shall nominate any eligible member of the Music Board to the vacated position who shall take office upon approval by a majority vote of the Music Board.

Section 5: This document shall be submitted to and approved by the ASI Attorney General to ensure that it does not conflict with the ASI By laws.

Julie Samuelson, Music Board President, 2001-2002

Arturo Alvarez, ASI Attorney General

Date: _____

The above legislation received the following results:

Approved: by Dr Kopplin Approved as amended: w/adjustments
Defeated: _____ Tabled: 2nd by Dr Levine

By a vote of: Ayes: Unanimous Nay's: None Abstentions: 1

AMENDMENT 17-18: 01

Authored by: Janine Riveire, past chair

Approved by Music Board: September 21, 2017

The following amendment to the Music Board Bylaws will become effective immediately after its approval.

ARTICLE III--MEMBERSHIP

Section 1: The membership of the Music Board shall consist of 9 student members, 1 full-time Music Department faculty (selected by the Music Department full time faculty), 1 part-time Music Department faculty (selected by the Music Department part time faculty), and the Chair of the Music Department. The Chair may designate a proxy from the full-time faculty to sit in his/her absence.

In addition, the ASI President or the ASI President’s designee may designate an additional member.

Raymond Fong, President, 2017-18

Peter Yates, Music Department Chair

The above legislation received the following results:

Approved: X Approved as amended: w/adjustments

Defeated: _____ Tabled: _____

Moved to approve:

Seconded by:

By a vote of: Ayes: Unanimous Nay’s: None Abstentions: _____