

# UPAC Sound Bylaws

## I. Purpose

The purpose of the Union Programs and Activities Committee Sound, hereafter referred to as UPAC Sound, is to provide the Rensselaer Polytechnic Institute community with high quality sound reinforcement at a reasonable price and to give members an opportunity to use and learn about sound and live sound equipment in a fun and social environment. UPAC Sound is an extension of the Executive Board of the Rensselaer Union.

## II. Membership

### A. Affirmative Action and Hazing

- i. It is the policy of UPAC Sound to provide to the maximum extent feasible, equal opportunity to all qualified individuals without regard to race, color, religion, national origin, sex, sexual preference, or handicap for all aspects of club activities.
- ii. Reckless or intentional endangerment to health or forced consumption of alcohol or other drugs for the purpose of initiation into or affiliation with UPAC Sound is strictly prohibited.

## III. Member Definition

### A. Regular Members

- i. All currently registered “regular” Rensselaer Polytechnic Institute students who have paid the Rensselaer Union full time activity fee and their spouses shall be eligible for regular membership. (“Regular” is monitored by RPI’s Bursar. It denotes a student whose first priority is school and not a job.)
- ii. Any student who was registered at Rensselaer Polytechnic Institute for the spring semester and is registered for the Fall semester will be considered a student during the summer session and will therefore be eligible to be a regular member during the summer session.
- iii. Any student eligible for regular membership shall become a regular member upon completion of training and approval of the UPAC Sound Officers.

### B. Voting Members

- i. Voting members shall be those regular members who have been in attendance of at least two regularly scheduled general meetings within the last semester and who have worked at least two shows as a UPAC Sound Technician within the last semester. A technician is defined as a member who has completed the training requirements set forth by the current chairs.

### C. Associate Members

- i. Continuing education, part time students and non-activity fee-paying degree completion students, RPI faculty, staff and alumni and their spouses shall be eligible for associate membership. Students registered at Russell Sage College and Hudson Valley Community College shall be eligible for associate membership.
- ii. Associate members may participate in club activities. However, they may not vote, hold office, or be regular committee chairpersons, except with Rensselaer Union Executive Board approval.
- iii. Any student eligible for associate membership shall become a regular member upon completion of training and approval of the UPAC Sound Officers.

#### D. Volunteer Members

- i. Volunteer members shall be those who are not eligible to be regular or associate members because they are not affiliated with the Rensselaer Union or Rensselaer Polytechnic Institute, but whose talents, skills, knowledge, or leadership will assist UPAC Sound in fulfilling its purpose.
- ii. Volunteer membership status must be approved by the voting membership for each volunteer member on an annual basis, and such membership shall not exceed 5% of club membership without an annual approval by the Rensselaer Union Executive Board.
- iii. Volunteer members may participate in club activities. However, they may not vote, hold office, or be regular committee chairpersons, except with Rensselaer Union Executive Board approval.
- iv. Any student eligible for volunteer membership shall become a regular member upon completion of training and approval of the UPAC Sound Officers.

#### IV. Rensselaer Union Guidelines and Standards

All UPAC Sound members must adhere to all Rensselaer Union guidelines and are subject to all Rensselaer Union and Institute standards and disciplinary procedures.

#### V. Membership List and Communication

- A. An accurate membership list must be maintained and kept on file as prescribed by the Rensselaer Union Executive Board and the activity fee subcommittee of the Student Senate.
- B. The membership requirements are public knowledge, and it is the responsibility of the Administrative Chair (Admin Chair) to provide that information upon request. Any restrictions on member participation in certain UPAC Sound activities must also be provided.

#### VI. Officers

- A. There are three UPAC Sound officers: the Administrative Chair, the Equipment Chair, and the Rentals Chair. The three officers have equal authority. Together, the officers are responsible for overseeing all aspects of UPAC Sound.
- B. The Admin Chair is responsible for show requests, payments, staffing, membership records and lists, payroll, and meeting and show attendance records. The Admin Chair is responsible for running general meetings. The Admin Chair shall act as the “President” of the club, oversee the duties of the other chairs, and enforce all club policies.
- C. The Equipment Chair is responsible for the acquisition, maintenance, repair, and construction of UPAC Sound equipment. The Equipment chair is also responsible for maintaining the official inventory of all UPAC Sound equipment, including a list of equipment available for rental.
- D. The Rentals chair is responsible, on a weekly basis, for reviewing all rental requests submitted, collecting any fees from contracting organizations, and submitting these fees to the Rensselaer Union Administration Office. The Rentals chair is also responsible for the removal of equipment for rental purposes from the UPAC Sound closet and the allocation of equipment.
- E. All chairs are responsible for training new members, preparing the annual budget, and meeting regularly with UPAC Sound’s SARP (Student Activities Resource Person).

#### F. Temporary Officer Incapacitation

- i. In the event that a chair is unable to fulfill his/her responsibilities, the remaining chair(s) shall fulfill such responsibilities.
- ii. In the event that all chairs are unable to fulfill their responsibilities, former chairs and current Crew Chiefs shall fulfill such responsibilities.

#### G. Officer Vacancy

In the event of an officer vacancy occurring during the middle of the term, a special election will be held to fill the vacant office. The vacancy will be announced at the first general meeting after the vacancy occurs and nominations will be accepted to fill the vacant office at that meeting. The election for the vacant office will be held at the second general meeting after the vacancy occurs following the procedures outlined in section VII.

### VII. Elections

- A. The chairs shall determine the election procedure under the guidelines in this section.
- B. Announcement: It will be announced at the third to last general meeting of the fall semester that nominations for each officer position will be held during the second to last general meeting of the fall semester and that elections for each officer position will be held during the last general meeting of the fall semester, with the specific dates given for that year.
- C. Nominations: Any voting member may nominate one member per office. A second to the nomination is not required. Nominations for each position shall be accepted during their respective nomination periods, as defined by the Admin Chair, which must open during the second to last business meeting of the year and close during the last business meeting of the year, prior to the vote for their respective positions. Only members who have completed all necessary training shall be eligible to run for a chair position.
- D. Voting: Elections shall be held during the last meeting of the fall semester, after the close of the nomination period.
  - i. All candidates are given the opportunity to address the membership, and members are given the opportunity to ask candidates relevant questions.
  - ii. Following questioning, members are given the opportunity to privately discuss candidates' qualifications. This discussion will be led by the most senior member present: former chairs, most senior Crew Chiefs (from date of becoming chief), and most senior member (by number of shows worked).
  - iii. Voting for each position shall be held one-at-a-time and in the following order: Admin Chair, Equipment Chair, Rentals Chair. Voting will take place by secret written ballot with each voting member receiving one ballot and one vote per office.
  - iv. In the event of a tie, any candidate receiving more than 25% (twenty-five percent) of the votes cast, shall automatically become a candidate in a runoff election. This runoff election will take place in the same meeting as the regular election and it will follow all previously stated voting procedures.
- E. Terms of Office: The terms of office will commence on the first day of classes of the semester following elections. The old officers will train and aid the new officers throughout their first semester.
- F. Officer List: A current officers list, including names, addresses, and phone numbers must be maintained and kept on file as prescribed by the Rensselaer Union Administration Office within one week of an election.

### VIII. Crew Chiefs

- A. The role of "Crew Chief" is defined as a member qualified to run a show. The chairs shall decide if a Crew Chief is qualified to run a particular show, based the chief's experience and the experience required for the show.
- B. Any member who has completed the training process may petition the chairs for Crew Chief status. All Crew Chiefs must be approved by a unanimous vote of all current Crew Chiefs.
- C. Each show shall be assigned a Crew Chief, hereafter referred to as "chief", The chief must be in the building at all times; in the event that the chief must leave the building, the chief shall assign a temporary Crew Chief. A chief is responsible for ensuring appropriate conduct of all UPAC Sound personnel, assigning appropriate jobs and providing training to staff, ensuring proper use of equipment, collecting outstanding fees from contracting organizations, ensuring all contracts and attendance sheets are signed and returned to the Admin Chair, returning equipment to and locking the storage closet at the end of the show, and returning any borrowed keys.
- D. In the event that no Crew Chiefs are able to staff a show, the chairs shall appoint a temporary Crew Chief.

IX. Disciplinary Action/Suspension

- A. Partial and total membership benefits and rights can be removed by a secret ballot vote of two thirds majority of Chairs and Crew Chiefs at a closed meeting if a person has violated club rules or Rensselaer Union/Rensselaer Polytechnic Institute regulations. The member in question must be present at any meeting where disciplinary action/suspension is discussed or voted upon.
- B. If a UPAC Sound member violates any club rules or Rensselaer Union/Rensselaer Polytechnic Institute regulations the member will be notified by one of the officers regarding the violation and any decision to pursue disciplinary action/suspension. The violation and possible disciplinary action will only be discussed in a Chair meeting where the member in question is present and able to defend him/herself. The member in question will be given no less than three days notification of this meeting. If the member in question fails to be present at the meeting without notifying one of the officers prior to the beginning of the meeting, the meeting will continue as scheduled and any vote taken will be considered binding. After all relevant testimony is submitted a secret ballot vote will be held. A two-thirds majority of Chairs is needed for the passage of any disciplinary action/suspension of a UPAC Sound member.
- C. The removal of an officer can be initiated by one of the officers, a petition signed by one half of the current Crew Chiefs, or by a petition signed by one half of the voting members. The action must be brought before the voting membership within fourteen days of the presentation of the petition to another officer, the UPAC Sound Executive Board representative, or the UPAC Sound advisor. The officer in question must be notified no less than three days prior to the meeting. If the officer in question fails to be present at the meeting without notification of another officer or the UPAC Sound advisor prior to the beginning of the meeting, the meeting will continue as scheduled and any vote taken will be considered binding. After all relevant testimony is submitted a secret ballot vote will be taken. A two-thirds majority of voting members is needed for the removal of an officer.

X. General Body Meetings

General meetings will be held biweekly, with a minimum of five per semester. Quorum shall be fifty percent of the voting members present. General meetings will be run by the Admin Chair. Procedure at these meetings shall be determined by the Executive Committee, using Robert's Rules of Order as a reference. Notice of business meetings will be announced in the previous business meeting. The authority to make decisions on behalf of UPAC Sound rests with the membership at a general meeting for which quorum has been met. A voting member can call a special general meeting by presenting the Admin Chair with a petition signed by a minimum of three voting members.

XI. Committees

- A. The Executive Committee shall consist of the three current chairs, and they shall act on behalf of UPAC Sound in-between business meetings. Their actions are subject to review by the membership at a business meeting.
- B. Crew Chief Committee: The Crew Chief committee shall consist of Crew Chiefs and Chairs. Meetings shall be run by the admin chair and only be held as necessary. Quorum shall be fifty percent of the Crew Chiefs. Procedure at these meetings shall be determined by the Executive Committee, using Robert's Rules of Order as a reference. Notice of Crew Chief meetings will be made via email at least one week in advance of the meeting. The purpose of these meetings is to discuss matters pertaining to Crew Chiefs. Attendance of these meetings is restricted to members of the committee and guests. Voting rights is restricted to Crew Chiefs.

XII. Finance

UPAC Sound will follow all Rensselaer Union financial policies.

XIII. Ratification and Amendments

- A. UPAC Sound's bylaws shall be effective immediately upon ratification by a two-thirds majority of voting members and subsequent approval by the Rensselaer Union Executive Board.
- B. If it becomes necessary that any part of UPAC Sound's bylaws be changed, or that additions to the bylaws be made, a two-thirds majority of voting members and subsequent approval by the Rensselaer Union Executive Board must be obtained.

XIV. Compliance with Union and Institute Standards

- A. In the event that UPAC Sound's bylaws come in conflict with any Rensselaer Union or Rensselaer Polytechnic Institute rule or standard, then the bylaws will be superseded by that rule or standard.
- B. The official language of this document and for all meetings is English.