

tACC Constitution

Triton A Cappella Community

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ARTICLE I. NAME OF STUDENT ORGANIZATION

The organization shall be called Triton A Cappella Community at UC San Diego, hereinafter referred to as tACC.

ARTICLE II. STATEMENT OF PURPOSE

The purpose of tACC is to foster community and camaraderie amongst the various a cappella groups at UC San Diego while facilitating special events which promote a cappella such as auditions, concerts, fundraisers, and music workshops.

ARTICLE III. NONPROFIT STATEMENT

tACC is a non-profit student organization.

ARTICLE IV. MEMBERSHIP/REQUIREMENTS

Section 1. Eligibility

- Aspiring members of tACC must already be a member of one of the following a cappella groups at UC San Diego.
 - A Cappella Choir
 - Acamazing at UCSD
 - The Beat at UCSD
 - Daughters of Triton
 - Duly Noted
 - Frequency
 - Sitaare
 - The Treble Singers at UCSD
 - Tritones at UCSD

Section 2. Principal Members

- Principal members shall be composed of tACC Facilitators and Committee Chairpersons.

ARTICLE V. FREQUENCY OF ORGANIZATION MEETINGS

Section 1. General Body Meetings

- tACC shall facilitate a general body meeting at least once per month. Meeting dates shall be determined at the beginning of every quarter.
- Each a cappella group must have at least (1) principal member in attendance at a general body meeting but are encouraged to bring two or more.
- Non-principal members are welcome and encouraged to attend.

Section 2. Officer Meetings

- Officers shall meet separate from general body meetings at their own discretion.

ARTICLE VI. OFFICERS/SELECTION PROCESS

Only registered UC San Diego students may hold office in tACC and vote in elections for the selection of tACC's officers.

Section 1. tACC Facilitators

- There shall be (2) tACC Facilitators. Their duties and responsibilities are as follows:
 - Serve as unbiased spokespersons for tACC.
 - Maintain fair and equal representation of all a cappella groups within tACC.
 - Plan and facilitate tACC general body meetings (i.e. prepare an agenda, moderate group discussions, and lead group votes).
 - Plan and facilitate tACC officer meetings (i.e. prepare an agenda, moderate group discussions, and lead group votes).
 - Serve as a liaison between Committee Chairpersons.
 - Complete the annual student organization re-registration process for tACC.
 - Help facilitate TAP.
- Eligibility
 - Must have been a member of their a cappella group for at least one academic year.
 - Should regularly attend tACC meetings.
- Election Process
 - Elections will be held at the last general body meeting of the academic year.
 - Candidates will give a 1-2 minute long speech about their qualifications/interest in the position/goals for tACC/etc.
 - Following speeches, candidates will engage in a 20 minute long Q&A panel.
 - Following the Q&A panel, a vote will be conducted amongst present and eligible members. Each present and eligible member will receive one vote.
 - Results of the election will be presented at the end of the general body meeting once all votes have been counted.
 - Please note, it is NOT required to be a principal member of one's own a cappella group to be an eligible candidate, though we encourage all potential candidates to be knowledgeable about the position/be aware of the duties and responsibilities.

Section 2. Committee Chairpersons

- There shall be (1) Chairperson per committee. The duties and responsibilities of each Committee Chairperson are outlined in Article VIII of the constitution.
- Eligibility
 - Must have been a member of their a cappella group for at least one academic year.
 - Should regularly attend tACC meetings.
 - Should have participated in the committee prior to their chairperson candidacy.
 - Should a committee have eligibility guidelines distinct from general eligibility guidelines listed here, they will be outlined in that committee's section underneath Article VIII.
- Selection Process

- Elections will be held in the Spring, at or around the same time as the election for tACC Facilitators.
- Candidates will give a 1-2 minute long speech about their qualifications/interest in the position/goals for the committee/etc.
- Following speeches, candidates will engage in a 10 minute long Q&A panel.
- Please note, it is NOT required to be a principal member of one's own a cappella group to be an eligible candidate, though we encourage all potential candidates to be knowledgeable about the position/be aware of the duties and responsibilities.

ARTICLE VI. AUDITIONS AND CALLBACKS

Section 1. Auditions

- Groups will use acaspot.com/auditions to schedule auditions.
- Auditions may start on Thursday of Week 0, the first day of Fall Quarter classes.
- Auditions for all groups must end on Thursday of Week 1.
- The Wednesday before auditions begin, each member of the committee must fill out a form stating when and where their group will be located on each day of auditions.
- Groups must not reserve the same space for more than four days during the audition season unless the room is unoccupied the day before the intended reservation.
- No more than two groups may hold auditions in Conrad Prebys Music Center (CPMC) at the same time as to avoid noise complaints.

Section 2. Callbacks

- Callbacks will occur the weekend after auditions have concluded. Adding auditions after Thursday of Week 1 will not be permitted.
- Callback invitations must be sent out to auditionees no later than Thursday night after auditions have concluded.
- Members of the committee must share a list of their callbackees in a shared spreadsheet:
 - Each group representative of the Auditions Committee must complete a collective spreadsheet by 5:30pm the day after callbacks conclude to assist groups in coordinating their respective final decision calls.
 - Each group must list only the “yes” and “maybe” callbackees in the spreadsheet, not their entire callback list. There should be no indication on the spreadsheet as to who is listed as a “yes” or a “maybe” so as to keep deliberations private.
 - During final decision calls, group representatives of the Auditions Committee must notate whether or not a callbackee accepts their offer by turning that auditionee's box on the spreadsheet green. If a callbackee rejects their offer or the group decides not to accept them, their box should be turned red.
- The callbacks schedule is as follows:
 - Friday of Week 1
 - DOTs 7:00pm - 10:00pm
 - Saturday of Week 1
 - Sitaare: 9:00am - 12:00pm
 - Duly Noted: 1:00pm - 4:00pm

- Treble Singers: 5:00pm - 8:00pm
- Frequency: 7:00pm - 10:00pm
- Sunday of Week 1
 - Tritones: 9:00am - 12:00pm
 - Acamazing: 1:00pm - 4:00pm
 - Beat: 5:00pm - 8:00pm
- Groups must encourage all auditionees to attend all callbacks they are invited to.

Section 3. Makeup Callbacks

- Approval requests for makeup callbacks will be posted in the committee group chat.
- Groups that would like to schedule makeup callbacks must have their representative ask for approval from the committee on a first-come, first-serve basis. If a requested makeup slot overlaps with another group's official callback time, the group must seek their approval, especially if a callbackee has been invited to both callbacks.
- The committee will post and update a schedule of callbacks with the auditionees listed. After a group has had their makeup callbacks approved, their representative must update the schedule with their makeup slot and callbackees that will be in attendance.
- All makeup callbacks must be done by 5pm the Monday after callbacks weekend.

Section 4. Acceptance Night

- All decisions for individual group membership must be made by 5:00pm the Monday after callbacks weekend.
- Each a cappella group must call callbackees to offer acceptance or rejection at 6:00pm the Monday after callbacks weekend.
- Every group is encouraged to post a list of their new members on social media.

Section 5. Post-Audition Season

- Any auditions held outside of the Fall audition season must be announced to tACC before it is announced publicly.
- If more than one group announces they will be holding auditions outside of the fall audition season, it is the responsibility of those groups to coordinate audition and callback schedules together so as to not overlap room reservations and audition times.

ARTICLE VIII. COMMITTEES

Section 1. Auditions Committee

- Purpose and Duties
 - The Auditions Committee shall ensure auditions are fair for all auditionees and a cappella groups while fulfilling the recruitment interests and needs of all groups should they have any.
 - The committee will coordinate an auditions schedule with locations and times, a callbacks and makeup callbacks schedule with locations and times, and a shared spreadsheet for acceptance outreach.

- The committee will facilitate flyering and tabling to promote auditions on behalf of all a cappella groups.
- Membership Eligibility
 - The committee shall be composed of one person per auditioning group.
 - The committee shall dissolve following the conclusion of auditions and callbacks.
- Committee Chairperson
 - Before the start of audition season, the committee must elect a chairperson to serve as the primary point of contact for the committee and manage committee documents. The chairperson has no responsibilities past audition season.
- Frequency of Meetings
 - The committee shall meet at their own discretion.
- tAAC Flyering and Tabling
 - There shall be at least three flyering and tabling events on Library Walk during audition season to help publicize auditions for all groups.
 - One flyering or tabling event will be held on the first Thursday of Week 0, one on Tuesday of Week 1, and one on the final Thursday of Week 1.
 - Tabling reservations will be made through One Stop by a principal member of tACC. Scheduling will take place by the members of the Auditions Committee at least a week before auditions begins. Each group must participate in tACC flyering and tabling. There should always be at least two members present at tACC's table at all times.

Section 2. Finance Committee

- Purpose and Duties
 - The Finance Committee shall manage any and all funds tACC receives.
 - Funds should not be held from year to year.
 - The committee will work alongside the Socials Committee to facilitate fundraising activities and events.
 - Fundraising efforts shall primarily help fund promotional material needs for activities and events such as A Cappella Wants You, auditions and callbacks, and the Spring Senior Send-Off. An activity or event's hosting group is responsible for all other fundraising necessary to fund tACC events which tACC cannot fundraise for themselves.
 - The committee shall partially or fully fund intergroup social events, community engagement events, and promotional campaigns and initiatives.
- Membership Eligibility
 - Anyone may join the committee at any time. There is no limit on how many people may participate, nor is there a limit per group.
 - Current or former treasurers of each group are especially encouraged to participate in the committee.
- Committee Chairperson
 - The committee must elect a chairperson to serve as the primary point of contact for the committee and manage committee documents. Other responsibilities may be delegated to the chairperson at the committee's discretion.
- Frequency of Meetings

- The committee shall meet at least once a month and is expected to meet often before and during the planning and facilitation of activities and events.
- The committee shall host at least one educational event during Spring Quarter to teach incoming members about finance related matters like fundraising.

Section 3. Music Committee

- Purpose
 - The Music Committee shall encourage, facilitate, and bolster musical collaboration amongst all a cappella groups within tACC. Collaborations can manifest in joint arrangements and performances, as well as tACC-wide musical workshops. The committee shall organize music-related outreach activities both within UC San Diego and throughout the greater San Diego community.
- Duties
 - The committee shall facilitate tACC-wide/intergroup arrangements.
 - Each collaborative piece/joint arrangement must be arranged by at least two tACC members and no more than four, with each member coming from a different group within tACC. While collaborative pieces may be started informally before committee clearance, the formal confirmation of joint arrangements will occur during committee meetings and signal the official start of the joint arrangement between groups. Any joint arrangement must be cleared at least (2) months in advance of the event in which it will be performed, and it must be finalized and distributed at least (2) weeks before the event, so as to give groups ample time to rehearse and/or choreograph the group arrangement.
 - The committee shall facilitate tACC-wide/intergroup musical workshops.
 - Ideas, dates, and other logistics for workshops can be proposed and approved during meetings. Examples of such workshops include but are not limited to events centered on improvement of musical techniques and skills, or events with guest speakers or teachers in music. Once approved, workshops should be headed by at least three members, with at least one being a chairperson.
 - The committee shall facilitate tACC-wide/intergroup outreach events.
 - Outreach events should be facilitated at least once per quarter. As mentioned previously, the event may be open to groups and group members of tACC, the UC San Diego community, or the general San Diego community. As with workshop events, outreach may also include collaboration between tACC and non-tACC organizations at UC San Diego, within the greater San Diego area, or within the Music Community. Event examples include charity events or public showcases.
- Membership Eligibility
 - Anyone may join the committee at any time. There is no limit on how many people may participate, nor is there a limit per group.
 - Members of tACC who have interests in music and arranging or who are able to instruct in topics such as music arrangement, music theory, and/or vocal

- percussion are encouraged to join.
- Each tACC a cappella group's Music Director(s) are highly encouraged to join.
- The ideal minimum number of active members is around 20 with at least 1-2 active members from each a cappella.
- Committee Chairperson
 - The committee must elect a chairperson to serve as the primary point of contact for the committee and manage committee documents. Other responsibilities may be delegated to the chairperson at the committee's discretion.
- Frequency of Meetings
 - The committee shall meet at their own discretion, but is recommended to meet at least twice each quarter.
 - The committee should hold a meeting during either Week 0 or Week 1 of each quarter to share proposed quarterly setlists and discuss possible collaborations for future events. Other purposes of this meeting include but are not limited to addressing and eliminating instances of groups performing the same songs or any other repertoire-related conflicts which may arise during the quarter.

Section 4. Publicity

- Purpose and Duties
 - The committee shall manage and create content for all tACC social media platforms such as Facebook and Instagram as well as create materials for any campus-wide advertising initiatives such as flyering or tabling.
- Membership Eligibility
 - Anyone may join the committee. There is no limit on how many people may participate, nor is there a limit per group.
 - Members are expected to remain active in the committee for the entire academic year.
- Committee Chairperson
 - The committee must elect a chairperson to serve as the primary point of contact for the committee and manage committee documents. Other responsibilities may be delegated to the chairperson at the committee's discretion.
- Additional Positions Within the Committee
 - Graphic Design Team
 - Shall design graphics for social media posts and other promotional materials.
 - At least (1) member must have prior experience with graphic design.
 - Social Media Team
 - Shall manage and post on tACC's social media pages and platforms.
 - It is recommended no more than (3) people participate in this team so as to avoid having too many people logged into and viewing messages on the tACC's social media pages and platforms.
- Frequency of Meetings
 - The committee will meet at least once at the beginning of each academic quarter to discuss and delegate responsibilities. Additional meetings may be scheduled at the committee's discretion.

- The Graphic Design or Social Media teams may schedule meetings at their own discretion.
- Mandatory Social Media Posts
 - At the beginning of each quarter there shall be a post which outlines tACC related activities, events, and other opportunities for the coming months.
 - Before and during the audition season there shall be a number of posts, which include, but are not limited to, general advertising and publicity for auditions, a “how to audition” graphic, and an informative post about callbacks.
 - For A Cappella Wants You and Spring Senior Send-Off, the committee should confer with the hosting group for event-related graphics and event pages. These will be posted on tACC’s social media pages.
 - For ICCAs and other competitive opportunities, the committee should create a post supporting any competing groups, sharing the competition’s location, date, and time, and encouraging the community to attend the competition.
- Requesting Posts
 - Should a group like something posted on tACC’s social media pages and platforms, they must submit their post, including a graphic and caption, at least (1) week before the requested post date. Acceptable requests include advertising and promotion for concerts, fundraisers, and off-season auditions.
 - The Music or Socials Committees may request a post for events or workshops. If they need the Publicity Committee to design a graphic for the event, they must submit a request at least (2) weeks before the requested post date. If they plan to provide their own graphic, they can submit their request at least (1) week before the requested post date.
 - Only (1) feed post can be made for each event. Stories, however, can be made at the committee's discretion.
- Facebook Events
 - All Facebook events must be created and hosted by tACC with the exception of A Cappella Wants You, Spring Senior Send-Off, and other events hosted by an individual group.

Section 5. Socials

- Purpose and Duties
 - The Socials Committee shall promote engagement between and foster strong bonds amongst a cappella groups both at UC San Diego and within the broader a cappella community.
 - The committee shall facilitate inter-group socials. This includes:
 - Organizing all large-scale social gatherings excluding events hosted by individual groups like A Cappella Wants You and Spring Senior Send-Off.
 - Coordinating food and beverages as well as activities for social events. The Finance Committee will provide budget consultation for anything that needs to be purchased.

- Should groups wish to plan social gatherings amongst themselves, they may consult the Socials Committee for planning support but not for monetary assistance.
- The committee shall facilitate inter-campus socials. This includes:
 - Connecting UCSD's cappella groups with groups in and beyond schools in San Diego. All duties related to facilitating inter-group socials apply here, with the addition of contacting and coordinating with the outside groups. The committee is expected to facilitate a social gathering of sorts with at least (2) non-UCSD groups throughout the year.
- The committee shall maintain alumni relations. This includes:
 - Planning events aimed at connecting alumni with the current a cappella community such as socials or Q&A panels.
- Membership Eligibility
 - Anyone may join the committee at any time. There is no limit on how many people may participate, nor is there a limit per group.
- Frequency of Meetings
 - The committee should meet no less than bi-weekly, as socials should not be uncommon and require advance planning.
- Tips:
 - The committee should actively relay information to the PMs of each a cappella group throughout the event planning process.
 - Coordinating with other committees will prove useful for many event logistics.
 - If an a cappella group is willing to host a social, the committee may cede planning control and the group may use the committee's resources (to a reasonable extent).
 - Post-concert afterparties are good opportunities for groups to gather in a social setting. Consider planning afterparties for events like A Cappella Wants You and Spring Senior Send-Off.

ARTICLE VIII. VOTING PROCEDURES

- Only student members who are active and in good standing are eligible to vote.
- Members must be present to vote. Absentee or proxy voting is not permitted.
- Each group is allowed (2) votes at a general body meeting.
- When a vote is conducted for the election of tACC Facilitators or other matters which constitute an election at a general body meeting, a simple majority of those present and voting shall determine the outcome.
- tACC Facilitators shall vote only in the event of a tie.

ARTICLE IX. RISK MANAGEMENT

tACC is a registered student organization at the University of California, San Diego, but not part of the University itself. tACC understands that the University does not assume legal liability for the actions of the organization.