



The Tritones at the University of California, San Diego

Constitution

2024-2025 Academic Year

Table of Contents

Article I	3
Article II	4
Article III	5
Article IV	6
Article V	7
Article VI	8
Article VII	15
Article VIII	16
Article IX	17

Article I

Name of Student Organization

The organization shall be called The Tritones at UC San Diego, hereinafter referred to as the Tritones or simply Tritones.

Article II

Statement of Purpose

Section A. About Us

Founded in 1996, the Tritones are UC San Diego's first established co-ed a cappella group. The term "tritone" refers to the dissonant musical interval that lends itself as a pun on the name of UC San Diego's mascot, King Triton. The Tritones sing "a cappella," that is, using their own voices without any instrumental help.

Section B. The Mission of the Tritones

United by a passion for singing, music, and performance, the Tritones aim to...

- Foster a nurturing environment for all students seeking to pursue a cappella during their college career.
- Promote music and performance throughout the UC San Diego community and greater San Diego area, especially by way of volunteer and paid events, gigs, and performances.
- Display the group's hard work and talent through participation at various a cappella festivals and competitions, such as the ICCAs or LAAF.
- Constantly work toward a dynamic and full group sound as well as polished performance.
- Be an active part of a large network of a cappella groups within the UC San Diego community, greater San Diego area, and across the country.

Article III

Nonprofit Statement

The Tritones at UC San Diego is a non-profit student organization.

Article IV

Requirements for Membership

Section A. The Auditions Process

- New members of the Tritones will be selected through an audition process during the first two weeks of Fall Quarter, which is planned and executed by the officers, chiefly the Music Director(s) and President.
- The auditions process consists of an initial audition testing skills including, but not limited to, solo singing, tonal memory, and sight reading - the specifics of which are at the discretion of the Music Director(s).
 - A panel of current members shall judge and take notes for each auditionee, and a recording of each auditionee's solo portion will be captured and made available to all current members through the Google Drive.
 - After the final audition on the last day of auditions, all current members will convene to choose a list of callbackees, or auditionees that will be invited to the next stage of the auditions process - the callbacks.
 - All auditionees will be sent a select excerpt of sheet music to learn and assigned a vocal part, lest they be invited to attend callbacks.
- The callbacks process consists of various icebreakers, group singing activities, and having the callbackees learn new music - the specifics of which are at the discretion of the Music Director(s).
 - If callbacks occur in the morning, breakfast is to be provided.
 - Callbacks are to be scheduled in collaboration with tACC to avoid any conflicts with other groups.
- All current members are required to be present at the callbacks.
- All current members have the right to give their input when deliberating final acceptances.
 - Ideally, admission of all new members should be unanimously agreed upon by all current members of Tritones. However, should any significant conflict arise, the Music Director(s) have authority in making decisions.
- Callbacks notifications and acceptances will be made in coordination with the Triton A Cappella Community (tACC).
- All auditions and callbacks materials, especially notes and deliberation materials, are to be deleted or made inaccessible before giving new members access to Tritones account information.
 - Exceptions are made for select materials, such as auditionee photos or recordings of acceptance calls of new members.

Section B. Member Requirements

- Tritones members must be registered UC San Diego students.
- Once an invitation to join the Tritones is accepted, a prospective member is entitled to and committed to a full year of membership.
 - Starting late or leaving before the end of the academic year will only be allowed in extenuating circumstances at the discretion of the currently presiding Executive Board. Inconsistent membership throughout the year disrupts the vocal balance and morale of the group.
- Current members are encouraged and expected to maintain membership within the Tritones from year to year. However, members may be dismissed from the group if they have not consistently fulfilled their duties and responsibilities as a member of the Tritones throughout the year or have shown a lack of commitment.
 - If an existing member anticipates they will not participate the following year, they must let the officers know by the 10th week of Spring quarter.
- Membership may be revoked at any time at the unanimous discretion of the Executive Board. If the member being considered for removal is part of the executive board, the discussion and vote will take place without their input.

Section C. Member Expectations

- Members are expected to honor each other's time and efforts by arriving early to rehearsals, board meetings, performances, and other scheduled events.
- Members have the responsibility of remaining professional and friendly while representing the Tritones at performances, gigs, and other events.
- Dues may be requested from members either once a year or quarterly, but are not mandatory for inclusion in the group
 - The amount is to be decided by the currently presiding Executive Board, and may vary from year to year.

Tritones has a **zero-tolerance policy** for discrimination of any kind. This includes, but is not limited to, discrimination based on race, gender, sexual orientation, national origin, or religion. Members and officers of the Executive Board are expected to constantly strive to create an environment in which everyone feels included and welcome.

Article V

Frequency of Organization Meetings

Section A. Overview of Meetings

- The Tritones will meet for two to three rehearsals totaling up to 7 hours per week during the school year.
- If preparing for an important event, rehearsal time may exceed this amount at the discretion of the Music Director(s).
- The Tritones will perform for quarterly showcases, competitions, and other performances as arranged by the Music Director(s) and President.
- During the school year and as needed over the summer, all members holding officer positions will be required to meet outside of rehearsal for a meeting either weekly or every other week, depending on the needs of the group.

Section B. Attendance Guidelines

- Attendance to rehearsals and performances is mandatory, barring any extenuating circumstances.
- To excuse a tardy or absence, members must notify the Music Director(s) at least one week prior to the rehearsal they will be late to or absent from.
- Valid reasons for excused tardies or absences may include midterms or exams, important family events, or other commitments planned far out in advance.
 - The number of excused tardies and absences will be granted at the Music Director(s) discretion. The validity of excuses for tardiness and absences will also be determined by the Music Director(s).
 - Work, internships, and other commitments are expected to be scheduled around rehearsals and performances - to a reasonable degree.
- Members are allowed one unexcused absence per quarter.
 - This includes an academic related absence, such as having to study for a midterm.
- Members are allowed three unexcused tardies per quarter, with a five-minute grace period.
- If members exceed the limit for either tardies or absences, they will be unable to audition for the next two solos.
- In case of particularly egregious circumstances, a member may be barred from performing in the end-of-quarter showcase. This is to be decided on by the entirety of the board.

- If members have an illness that renders them unable to sing, they are still expected to attend rehearsal to watch and give feedback if prompted.
 - Exceptions will be made, such as if a member is contagious and may put others at risk for disease transmission.
- A record of attendance will be kept by the Music Director(s) and Assistant Music Director.

Article VI

Qualifications for Holding Office and Methods of Selecting and Replacing Officers

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

Section A. Overview of the Tritones Board

The Tritones Board holds the sole decision-making power of the group. Board members will convene monthly. The principal members (President, Vice President, Co-Music Directors, and Treasurer) are required to meet one additional time each month. With a two-thirds vote of the Tritones Board, ratifications can be made to the Constitution. In the event a position is not filled, the Board can appoint a willing member to fill the position or distribute the tasks of the position amongst themselves.

Section B. Positions of the Tritones Board

1. President*
2. Music Director(s)*
3. Vice President*
4. Treasurer*
5. Assistant Music Director
6. Performance Director
7. Marketing Chair

**Principal members*

Section C. Specific Position Responsibilities

The duties and responsibilities of the positions of the Tritones Board (or, simply, the Board) include, but are not limited to, the following:

1. President
 - a. Shall serve as a spokesperson for the Tritones.
 - b. Shall serve as a principal member and is responsible for re-registering the Tritones as an official student organization on an annual basis.
 - c. Shall preside over all Tritones Board meetings.

- d. Shall serve as the primary point of contact for external communication, such as gig requests, and thereby must check emails or other communication at least every 48 hours.
- e. Shall be primarily responsible for reserving tabling spots and arranging flyering during the first two weeks of the school year.
- f. Shall conduct one-on-one meetings with each Tritones Board member at the beginning of Fall Quarter to gain a mutual understanding of tasks and goals, and to foster personal development.
- g. Shall make any necessary edits to the constitution at the beginning of Fall Quarter with the approval of the Tritones Board.
- h. Shall conduct quarterly Tritones Board member check-ins.
- i. Shall conduct informal new member check-ins as needed.
- j. Shall work with the Board to facilitate group bonding and team-building amongst Tritones members.
- k. Shall work with the Vice President and Marketing Chair(s) to organize internal and external events, gigs, and performances of and by the Tritones including:
 - i. Retreat(s)
 - ii. Quarterly Showcases
 - iii. Fundraisers
 - iv. Gigs
 - v. Start-of-year Newton Dinner
 - vi. End-of-year Cheesecake Factory Dinner
 - vii. Social exchanges and mixers with other a cappella groups
- l. Shall be an account holder of the Tritones bank account, along with the Treasurer.
- m. Shall collaborate with the Marketing Chair(s) to ensure positive relations with tACC and the other UC San Diego a cappella groups.
- n. Is primarily responsible for outreach to and connections with:
 - i. The UC San Diego community
 - ii. San Diego County
 - iii. Public Figures or Celebrities
- o. Shall maintain strong relations with alumni of the Tritones, such as a Tritone Alumni reunion that should occur every 4-5 years.
- p. Is recommended to:
 - i. Have very strong communication skills.
 - ii. Have very strong interpersonal skills.
 - iii. Be able to delegate tasks and keep the Board focused and productive.

- iv. Be empathetic and open-minded in a manner that facilitates collaborative work as done through group meetings or the delegation of independent tasks.
- v. Have at least one year of experience as a Board member.

2. Music Director(s)

- a. Shall serve as a principal member(s).
- b. Shall plan and facilitate rehearsals and performances- with the assistance of the Assistant Music Director as needed.
- c. Shall plan and facilitate yearly auditions processes with the assistance of the President and in conjunction with the Auditions Committee of tACC, the Triton A Cappella Community.
- d. Shall meet as needed with the Assistant Music Director to plan rehearsals and prepare for upcoming events, gigs, performances, and competitions.
 - i. This includes preparing all necessary materials, such as printed music, MIDI tracks, etc.
- e. Shall arrange music for the Tritones, and outsource arrangements if needed.
- f. Shall apply to relevant competitions and festivals, such as LAAF or the ICCAs.
- g. Shall be responsible for developing individual and group sound by, for example, meeting with individual members upon request and introducing new group exercises and warm-ups.
- h. Shall be responsible for creating the different voice sections of the group, and delegating and instructing section leaders if needed.
- i. Shall be responsible for facilitating the annual tradition of Commissions.
- j. In the event that there is more than one Music Director, the Music Director(s) can delegate tasks between themselves however they choose.
- k. Is recommended to:
 - i. Be organized.
 - ii. Have strong communication skills.
 - iii. Be open and responsive to feedback.
 - iv. Have strong musical and vocal experience.
 - v. Have the ability to arrange music for the group.

3. Vice President

- a. Shall serve as a principal member.
- b. In the absence of the President, the Vice President shall assume the responsibilities of the President.

- c. Shall ensure the recording of accurate, detailed meeting minutes of all board meetings.
 - d. Shall arrange the logistical details of Fall, Winter, and Spring shows, such as the date, location, time, etc. and work alongside the Treasurer to determine how these shows will be funded.
 - e. Shall be primarily responsible for submitting TAP forms for large scale events, such as quarterly showcases.
 - f. Shall be primarily responsible for booking reservations for rehearsals, while in communication with the Music Director(s).
 - g. Shall arrange the logistical details for social exchanges and mixers with other a cappella groups.
 - h. Shall work with the President to organize internal social events, gigs, and performances of and by the Tritones including:
 - i. Retreat(s)
 - ii. Quarterly Showcases
 - iii. Fundraisers
 - iv. Gigs
 - v. Start-of-year Newton Dinner
 - vi. End-of-year Cheesecake Factory Dinner
 - i. Shall work in conjunction with the President and other members of the Tritones Board and be responsible for any tasks delegated to them.
4. Assistant Music Director
- a. Shall attend planning meetings with the Music Director(s).
 - b. In the absence of the Music Director(s), the Assistant Music Director shall assume the responsibilities of said Music Director(s).
 - c. Shall assist in developing the repertoire of the Tritones by arranging for any quarterly showcase.
 - d. Shall ensure accountability by keeping track of attendance and the completion of expectations.
 - i. This can be done through the creation and utilization of a spreadsheet which will illustrate every member's attendance.
 - e. Shall assist in developing individual and group sound.
 - i. This includes meeting with individual members upon request and introducing new group exercises and warm-ups.
 - f. Shall shadow the Music Director(s) during planning meetings and rehearsals to gain an understanding of how to plan and run rehearsals and performances.

- g. Shall work in communication with the Music Director(s) and be responsible for tasks delegated by the Music Director(s).
 - h. Is recommended to:
 - i. Be organized.
 - ii. Be proactive.
 - iii. Have an eagerness to learn.
 - iv. Be open and responsive to feedback.
 - v. Have some music and vocal skill experience.
- 5. Performance Director
 - a. Shall be responsible for choreography in performances that require it.
 - b. Shall be primarily responsible for creating a vision for apparel and outfitting for performances.
 - c. Shall utilize digital media services, such as Pinterest, to create shared spaces where members may gain inspiration for performance apparel.
 - d. Will hold members accountable for sending in photos of their performance apparel a minimum of one week prior to the respective event, gig, or performance.
 - e. Shall create and oversee committees where members can submit their visions and ideas toward potential choreography and performance apparel.
 - f. Shall work alongside the Marketing Chair(s) in crafting the group's brand and public image.
 - g. Is recommended to:
 - i. Be experienced or comfortable with choreography and dance.
 - ii. Exhibit traits of creativity and innovation.
 - iii. Remain flexible and open to feedback.
 - iv. Communicate their ideas effectively.
- 6. Treasurer
 - a. Shall serve as a principal member.
 - b. Shall manage the bank account of the Tritones and maintain a detailed record of all transactions.
 - i. This includes keeping an updated log of spending as well as uploading copies of receipts to the Google Drive.
 - c. Shall create quarterly and yearly budgets and collaborate with other members of the Tritones Board to determine potential costs as well as potential sources of income.

- i. Potential costs may include printing music, outsourcing for arrangements, retreats, competition fees, merch, etc.
 - ii. Potential income may include money from dues, fundraisers, gigs, etc.
- d. Shall collaborate with the Board to determine the yearly/quarterly dollar amount for member dues, and be primarily responsible for collecting and documenting collection.
- e. Shall approve requests for reimbursements and process all reimbursement requests in a timely manner.
- f. Shall work with the Vice President to submit AS funding requests for shows and competitions.
- g. Shall work with the Vice President as well as other members of the Tritones Board to create and manage fundraising events.
- h. Is recommended to
 - i. Be familiar with Venmo.
 - ii. Be organized.
 - iii. Be reliable.
 - iv. Be aware of important funding deadlines.

7. Marketing Chair

- a. Shall oversee all Tritones related media projects, but is not necessarily responsible for the sole creation of said projects.
- b. Shall carry and execute a collaborative artistic vision for the group's public image and online aesthetic.
- c. Shall recruit and oversee a media committee, which collaborates for the contribution and execution of the group's artistic vision through:
 - i. Merchandise Design and Marketing
 - ii. Social Media Management
 - iii. Group-Relevant Art and Branding
- d. Shall assist in facilitating internal and external relations through various media platforms, namely Instagram, in a professional and timely manner.
- e. Shall be primarily responsible for promoting events such as showcases and fundraisers.
- f. Shall be primarily responsible for creating graphics used to advertise online or designing physical fliers and advertisements.
- g. Shall maintain the Tritones' social media pages
- h. Shall maintain the Tritones website and/or stay in contact with the group developing and maintaining the Tritones website.

- i. Shall delegate or spearhead tasks to ensure that senior scrapbooks and other gifts are made and distributed to any graduating Tritones members.
- j. Shall create and strengthen public relations with other a cappella groups, primarily at UC San Diego, but also within San Diego, the state of California, and across the nation or even internationally.
- k. Shall work with the board to organize external social events, including mixers with other acapella groups
- l. Is recommended to:
 - i. Be familiar and proficient with various technological devices and platforms including but not limited to...
 1. Social media platforms such as Facebook, Instagram, and Tik Tok
 2. Wordpress
 3. Various digital art mediums
 4. Videography
 - ii. Be familiar with the principles of marketing, especially on social media.
 - iii. Be organized and have experience with event planning.
 - iv. Have friendly relations with members of other a cappella groups, or be able to build them.

Section D. Election Procedures

- Officers of the Tritones Board for the following year are elected by a majority vote from all continuing group members during the Spring election, which will take place during mid- to late-May of the academic year.
- The election may be facilitated by a volunteer(s) from the pool of graduating members, or by a member appointed by the Board.
- Current officers of the Tritones Board are encouraged to reach out to potential candidates and explain the undertakings of their position.
- Exact election procedures may vary from year to year, as determined by the currently presiding Board, but will generally consist of a speech and a subsequent Q&A portion for each candidate, followed by a group vote for that position before moving on to the next position.
- Votes can be counted using Google Forms or Typeform, or any other platform, so long as the collection method ensures votes are completely anonymous.
- Elections will also be held in the event that an officer replacement is necessary; if a member is not elected, it will be up to the discretion of the board members to determine who absorbs the responsibilities of the impeached member. Officers

can be asked to step down in the event of a two-thirds vote of the Tritones Board in favor of impeachment. This vote will take place without the input of the board member being considered for impeachment.

- Any undergraduate member of Tritones can serve as a principal member. Graduate students may not serve as or run for principal members (as this may jeopardize our status of AS funding) but may run for other board positions.
- Board members must remain registered students of UC San Diego for at least one academic quarter as long as the responsibility is continued throughout the year.

Section E. Transition Procedures

- At the end of an academic year, members of the current Board are responsible for preparing their successors for their positions.
 - Each Board Member is expected to compile a reference sheet outlining any major tasks and their contact information should their successor have any questions.
- The newly elected President is responsible for facilitating an end-of-year transition meeting to acclimate new Board members to their position and to communicate goals and a vision for the upcoming year.
- The old and newly elected President and Treasurer must meet in-person to facilitate the transfer of bank account ownership over the summer.
 - Meeting minutes, as well as photo ID and another form of ID verification (debit or credit cards are sufficient) are required for this step.
- At the end of the year, the new and old President must change addresses for any relevant media or websites, including, but not limited to, Soundrop checks, recovery cell phone numbers, or school-related mail.

Article VII

Risk Management

The Tritones at UC San Diego is a registered student organization at the University of California, San Diego, but not part of the University itself.

The Tritones at UC San Diego understands that the University does not assume legal liability for the actions of the organization.

Section A. Overview

There are few risks associated with singing a cappella music; however, The Tritones take full responsibility for any unlikely circumstances. The Tritones will minimize any risk of injury by including frequent rest and hydration breaks during rehearsals and other events, and ensure safe conditions at any on or off-campus performance venues.

Section B. In Case of International Travel

The Tritones at UC San Diego recognizes that the University generally recommends against all international travel by Student Organizations due to the myriad of risks travelers face in foreign countries. Student organizations are discouraged from traveling to foreign countries due to the wide variety of risks involved with foreign travel, and the extensive planning efforts required by the Student Organization's Members to manage those risks. Security risks and health care services vary widely from one country to another, so thorough research on those topics is especially important.

International travelers are advised to research US State Department Travel Advisories and the CDC Travel Health site and abide by all recommended alerts and warnings, and procure travel insurance with medical coverage that covers their chosen destination because most USA Health Plans are not valid in foreign countries.

Article VIII

Financial Management

The Tritones possesses its own bank account that is managed by the Treasurer and the President. A detailed record of all transactions is kept to ensure proper management of funds. The Treasurer and Vice President are primarily responsible for submitting funding requests to AS every quarter for quarterly shows or other large-scale events. Aside from AS funding, The Tritones will be funded by member dues, paid performances, and fundraisers.

Article IX

Affiliation with Other Groups

The Tritones are not officially affiliated with other groups on or off campus, but will aim to work closely with tACC, the Triton A Cappella Community, to foster networking and camaraderie amongst the various a cappella groups at UC San Diego and to plan special events which promote a cappella such as auditions, showcases, socials, and other music-related collaborations.

Updated August 22nd, 2024