



THE
UNIVERSITY
OF UTAH®

Constitution of the Student Advisory Committee

School of Music
College of Fine Arts
The University of Utah

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Constitution of the Student Advisory Committee

Preamble

We, the students of the School of Music within the College of Fine Arts at the University of Utah, in order to establish a representative body to address the concerns and interests of the student body, to facilitate communication between students, faculty, and administration, and to promote the welfare and advancement of the School of Music, do hereby enact and establish this Constitution for the governance of the Student Advisory Committee, herein referred to as “the Committee.”

Definitions

“Department” or “Unit,” unless otherwise specified, refers to the School of Music.

“College,” unless otherwise specified, refers to the College of Fine Arts at The University of Utah.

“University”, unless otherwise specified, refers to The University of Utah.

Students who are “enrolled” in the School of Music shall mean all those who have declared a program of study within the School of Music.

Article I: Organization Name

Section I: Name. The name of the Committee shall be officially designated as the “Student Advisory Committee.”

Section II: Abbreviation. In all formal and public materials and correspondence, the Committee may be referred to by its full title or its accepted abbreviation, “SAC.”

Section III. Usage. Any formal or public usage of the name or abbreviation shall be accompanied by a clear reference to the Department with which the Committee is affiliated, specifically, the “School of Music.”

Article II: Purpose

Section I: College Statement.

Part 1. Student Advisory Committees [SACs] are student groups established within each academic unit to promote communication and interaction among students, faculty, staff, and administrators. SACs are both a social and an academic organization within their academic unit, and as such, they advance involvement opportunities, encourage participation in departmental activities, and work together with others to build campus community.

Part 2. The Committee shall promote academic and social activities.

Part 3. The Committee shall encourage collaboration with other student organizations.

Part 4. The Committee shall provide service opportunities.

Part 5. The Committee shall assist in the Faculty RPT process pursuant to Departmental policy.

Part 6. The Committee shall build a campus community at the University.

References.

For Parts 1-6. College Student Council Handbook

Section II: Organization Statement for the Department. The purpose of the Committee shall be to serve as a representative body for students within the School of Music, to advocate for student interests, to foster a sense of community and collaboration among students, faculty, and administration, and to provide input and recommendations on matters affecting the School of Music and College of Fine Arts pursuant to the policies of each respective organization.

Section III: Actions of the Committee. All actions of the Committee must be directed toward the purposes outlined in [Article II](#) §§I – II.

Article III: General Membership

Section I: Definition of General Membership. All students who are officially declared in the School of Music program, by virtue of their enrollment, are hereby recognized as General Members of the Committee. General Members do not serve on the Committee are distinguished from Members of the Committee, defined in [Article IV](#), in terms of their roles and responsibilities.

Section II: Representation. General Members are represented by the Committee and the duly elected or appointed officers and members thereof.

Section III: Voting Privileges. General Members shall have the right to participate in the elections for the positions of Undergraduate Chair, Graduate Chair, and FAF Grants Representative as provisioned in this Constitution.

Article IV: Structure and Committee Membership

Section I: Definition of Committee Members. Committee Members shall refer to those individuals who have been duly elected or appointed to serve directly on the Committee in accordance with the provisions of this Constitution.

Section II: Appointments. Prospective Committee Members should tender an application to the incumbent Undergraduate Chair, Graduate Chair, and faculty advisor of the Committee for review.

Section III: Committee Membership Requirements.

Part 1. All enrolled students within the School of Music at the University of Utah, both undergraduate and graduate, are eligible to be Committee Members.

Part 2. It is incumbent upon all Committee Members to demonstrate support for the purpose of the Committee as defined in Article II.

Part 3. In accordance with University Policy 1-012, the Committee is equally committed to providing and fostering an environment that is safe and free from prohibited Discrimination. The Committee shall strictly abide by University Policy 1-012 in matters pertaining to Committee Membership.

Part 4. Active engagement in meetings and voting, if eligible per Article IV §IV, is expected. Committee Members are encouraged to attend events sponsored by the Committee.

Part 5. All members are expected to conduct themselves in accordance with University Policy 6-400.

Section IV: Voting Privileges.

Part 1. All Committee Members are eligible to vote in the Committee.

Part 2. Voting may take place outside of official meetings as organized by the Committee Chairs. Through the use of official modes of communication, a vote may be requested. A notice should be sent out concerning the proposition with a deadline for votes to be cast. Non-response is a forfeit of the vote.

Section V: Rights.

Part 1. Each individual's membership is voluntary.

Section VI: Voluntary Withdrawal of Membership. Any member of the Committee can, at any time, voluntarily withdraw his or her membership.

Section VII: Non-voluntary Withdrawal of Membership.

Part 1. Members may have their membership withdrawn for failure to adhere to the requirements for membership as stated in Article IV §III.

Part 2. A simple majority vote of the quorum of membership at a regular or special meeting shall be sufficient to withdraw membership.

Part 3. Members to be voted upon in this regard will be notified of the intention to do so in writing at least one week prior to the meeting at which the vote will be taken. Per University Policy 6-400 §III-B-7, notification via “Umail” shall be sufficient.

Part 4. Individuals from whom membership has been rescinded shall not be precluded from submitting a new application for membership.

References.

For Part 2. Article VIII §III (Quorum)

Article V: Officers

Section I: Officer Titles.

Undergraduate Chair

Graduate Chair

Section II: Chair Duties.

Part 1. The Undergraduate and Graduate Chairs shall jointly preside over the Committee.

Part 2. The Chairs shall preside over Committee meetings, and each Chair shall hold the authority to convene additional meetings as necessitated by circumstances. In the occurrence of a voting tie, it is incumbent upon the Undergraduate and Graduate Chairs to realize a mutual agreement. The decision arrived at through this consensus shall be recognized as the official vote of the Committee.

Part 3. One or both Undergraduate and Graduate Chairs shall preside over any ad hoc committees or task forces of the Committee.

Part 4. Each Chair shall act as a liaison with the College of Fine Arts.

Part 5. Each Chair shall be the primary leader and primary contact with the Dean’s Office, ASUU, and the students in their units.

Part 6. Each Chair shall jointly be the organizer of the Departmental SAC Open House.

Part 7. Each Chair shall be a member of the CFA Student Council, led by the CFA ASUU Senator and advised by the CFA Associate Dean for Undergraduate Affairs.

Part 8. Each Chair shall be a voting member of the CFA College Council.

Part 9. Each Chair is a member of the full Academic Appeals Committee. Each Chair will be required to serve on a panel that is a subset of the Academic Appeals Committee when the Chair of the Academic Appeals Committee appoints them to the panel for an appeal.

Part 10. Each Chair shall be ex officio voting members of the FAF Grants Funding Committee unless otherwise determined by [Article V](#) §V-3 and §V-4.

Part 11. Each Chair shall jointly be a leader in the annual SAC leadership transition.

Part 12. Each Chair shall be a committee member in the selection of the CFA Convocation Speaker.

Part 13. Each Chair is jointly responsible for making sure pressing matters are tended to as soon as possible.

Part 14. Each Chair is jointly responsible for making the Department Director, or Dean's Office, or both aware of important issues being raised by students.

Part 15. Each Chair shall be a member of the School of Music Student Retention, Promotion and Tenure (RPT) Advisory Committee.

References.

For Part 1. College Student Council Handbook

For Parts 4-14. College Student Council Handbook

For Parts 7-9. College of Fine Arts College Council Charter

For Part 15. School of Music Retention, Promotion, and Tenure (RPT) Statement for Tenure-line Faculty

Section III: Requirements for Running and Holding Office

Part 1. All officers and candidates for office must be enrolled students in the School of Music and have a declared major through the College of Fine Arts in the School of Music.

Part 2. Candidates wishing to hold office must fill out the Committee Election Filing Form when made available by the incumbent Chairs.

Part 3. Elections will be held and completed prior to the last College Council meeting in April of the Spring Semester.

Part 4. Incumbent Chairs and Chair-elects must attend the April College Council meeting.

Part 5. Chair-elects will shadow the incumbent Chairs where prudent.

Part 6. A simple majority vote of the responding General Members, defined in Article III §I, will be sufficient to elect the Chairs of the Committee

References.

For Parts 3-4. College Student Council Handbook

Section IV: Removal From Office.

Part 1. Any Chair may be removed from office for failure to perform duties or for violation of membership requirements clause in Article IV §III.

Part 2. The prerogative to effectuate the removal of a Chair from the Committee is given to the Department head.

Part 3. Any Chair may resign by submitting a letter to the other Chair.

Section V: Terms of Office and Vacancies.

Part 1. Chairs of the Committee serve for the full academic year.

Part 2. There are no term limits to serve as Chair of the Committee

Part 3. A Chair of the Committee may serve on the FAF Grants Committee for no more than two years.

Part 4. In the event a Chair of the Committee serves for more than two academic years, the Chair shall appoint another individual to the role of FAF Grants Representative to maintain three Committee members on the FAF Grants Committee. The Chair, who has served for two years in this case, will not be an ex officio FAF Grants Representative.

Part 5. Should a vacancy in office occur, an election process shall be promptly instituted to fill the vacant chair.

References.

For Parts 3-4. FAF Grants Policy Document

For Part 4. Article VII §III-2-2.2

Article VI: FAF Grants Representative

Section I: FAF Grants Representative Duties.

Part 1. One representative shall serve on the School of Music Student Retention, Promotion, and Tenure (RPT) Advisory Committee.

- 1.1* In the circumstance where multiple FAF Grants Representatives exist as per Article V §V-4, the Committee quorum shall vote prior to the RPT process to elect which representative shall constitute the third member of the RPT Advisory Committee.
- 1.2* The FAF Grant Representative for the RPT Advisory Committee must be a music major. If the FAF Grants Representative is not a music major, a Committee Chair who is an ex officio the FAF Grants Representative may serve on the RPT Advisory Committee in that capacity. Subsequently, an additional student must be elected to fill the undergraduate or graduate role in the RPT Advisory Committee.

Part 2. FAF Grants Representative(s) shall serve on the FAF Grants Funding Committee

Part 3. FAF Grants Representative(s) shall assist the Chairs of the Committee in the leadership capacities for the Departmental functions of the Committee.

References.

For Part 1. School of Music Retention, Promotion, and Tenure (RPT) Statement for Tenure-line Faculty

For Part 1-1.1. Article VIII §III (Quorum)

For Parts 2-3. FAF Grants Policy Document

For Parts 2-3. Associate Dean for Undergraduate Student Affairs

Section II: Requirements for Running and Holding Office.

Part 1. Candidates wishing to hold office must fill out the Committee Election Filing Form when made available by the incumbent Chairs.

Part 2. Elections will be held jointly with the Committee Officer elections as in Article V §III-3.

Part 3. A simple majority vote of the responding General Members, defined in Article III §I, will be sufficient to elect the FAF Grants Representative.

Section III: Removal From Office.

Part 1. Any FAF Grants Representative may be removed from office for failure to perform duties or for violation of the membership requirements clause in Article IV §III.

Part 2. The prerogative to effectuate the removal of a FAF Grants Representative from their office is given to the Committee Chairs. The Committee Chairs must

work with the Associate Dean for Undergraduate Student Affairs to remove a FAF Grants Representative.

Part 3. Any FAF Grants Representative may resign by submitting a letter to the Committee Chairs and the Associate Dean for Undergraduate Student Affairs.

Section IV: Terms of Office and Vacancies.

Part 1. FAF Grants Representatives serve for the full academic year.

Part 2. There is a two-year term limit for FAF Grant Representatives, consecutive or otherwise.

Part 3. Should a vacancy in office occur, an election process shall be promptly instituted to fill the vacant chair.

References.

For Parts 1-2. FAF Grants Policy Document

Article VII: Committee Departmental Offices

Section I: Definition. Departmental offices are delegations of departmental responsibilities and are appointed by the Committee Chairs. The Committee Chairs shall serve as ex officio members of all departmental offices.

Section II: Departmental Office Titles.

FAF Grants Representative Assistant

Secretary

Activities Coordinator

Social Media Coordinator and IDEALS Liaison

Section III: Departmental Office Duties.

Part 1. Departmental offices are for the Committee responsibilities at the Department level only.

Part 2. The FAF Grants Representative Assistant.

2.1 The FAF Grants Representative Assistant shall aid the FAF Grants Representative(s) with contacting registered student organizations when concerns arise with their grants and any other duties specified by the Committee Chairs or FAF Grants Representative(s).

2.2 In the event where multiple FAF Grant Representatives are needed as per Article V §V-4, the FAF Grants Representative Assistant shall be

prioritized for appointment to the position of FAF Grants Representative, after which the Committee Chairs may appoint to the position as they see fit.

2.3 If the FAF Grants Representative Assistant is appointed to the role of FAF Grants Representative, the role of FAF Grants Representative Assistant is considered vacant, and the procedures outlined in Article VII §VI should be followed.

Part 3. The Secretary shall take, record, and file meeting minutes. They will maintain records and reports on the state of the Committee.

Part 4. The Activities Coordinator shall be responsible for the planning, organization, and execution of all activities and events sponsored or endorsed by the Committee. This includes but is not limited to concerts, recitals, workshops, social gatherings, and community outreach events.

Part 5. The Social Media Coordinator and IDEALS Liaison shall be responsible for the promotion and publicity efforts for SAC activities, including designing promotional materials, coordinating advertising campaigns, and utilizing various communication channels to reach the study body and the broader community. They shall also be responsible for the coordination of events between the Committee and the IDEALS Committee.

Section IV: Requirements for Running and Holding Departmental Offices

Part 1. All officers and candidates for departmental offices must be students enrolled in the School of Music.

Part 2. Candidates wishing to hold departmental offices must fill out an application when made available by the incumbent Chairs.

Part 3. The process and timeframe for appointing or electing departmental offices will be at the discretion of the Committee Chairs.

Section V: Removal From Departmental Offices.

Part 1. Any member may be removed from departmental offices for failure to perform duties or for violation of the membership clause in Article IV §III.

Part 2. The prerogative to effectuate the removal of a member from a departmental office is given to the Committee Chairs.

Part 3. Any departmental officers may resign by submitting a letter to the Committee Chairs.

Section VI: Terms of Office for Departmental Offices and Vacancies.

Part 1. Departmental officers serve for the full academic year.

Part 2. There are no term limits to serve in a departmental office.

Part 3. Should a vacancy in a departmental office occur, the process and timeframe for appointments or elections to regulatory position offices will be at the discretion of the Committee Chairs.

Article VIII: Meetings

Section I: Regular Meetings. Regular meetings will be determined by the Committee Chairs.

Section II: Special Meetings. Special meetings may be called by any one Chair or FAF Grant Representative or at the request of one-third of the Committee Membership.

Section III. Quorum. In order to conduct business at any meeting, any of the following must be present to form a quorum.

Part 1. A quorum should be composed of at least one Chair or FAF Grants Representative and one-third of the Committee Membership.

Part 2. In exceptional circumstances, such as non-response from voting Committee members or exceptionally low members, a quorum may be composed of two of any three of the following: the Undergraduate Chair, the Graduate Chair, and the FAF Grants Representative.

Article IX: Affiliations

Section I: The University of Utah.

Part 1. The Committee is a sponsored student organization at The University of Utah.

Part 2. The Committee agrees to abide by all pertinent University policies and regulations. Where University policies and regulations and those of the Committee differ, the policies and regulations of the University will take precedence.

Section II: The College of Fine Arts.

Part 1. The Committee is sponsored by the College of Fine Arts at the University of Utah.

Part 2. The Committee agrees to abide by all pertinent College of Fine Arts policies and regulations. Where College of Fine Arts policies and regulations and those of the Committee differ, the policies and regulations of the College of Fine Arts will take precedence.

Section III: The School of Music.

Part 1. The Committee is sponsored by the Department, the School of Music of the College of Fine Arts at the University of Utah.

Part 2. The Committee agrees to abide by all pertinent School of Music policies and regulations. Where School of Music policies and regulations and those of the Committee differ, the policies and regulations of the School of Music will take precedence.

Article X: Faculty Advisor

Section I: Faculty Advisor. The Director of Undergraduate Studies in the School of Music shall serve as the faculty advisor to the Committee.

Article XI: By-Laws and Amendments

Section I: By-Laws.

Part 1. By-laws can be added to this Constitution by a simple majority vote of the quorum present at a meeting of the Committee.

Part 2. This Constitution takes precedence over any and all by-laws.

Part 3. University Policies, College Policies, Department Policies, and State and Federal Laws take precedence over this Constitution and any and all by-laws.

Section II: Amendments.

Part 1. This Constitution can be amended by a two-thirds vote of the Committee Membership at a regular meeting of the Committee.

Part 2. Notification of such a motion must be made to members in advance.

Part 3. All amendments shall be in consonance with University regulations and policies.

Date Approved by the Committee:

Signatures of the Presiding Officers

Signature of Undergraduate Chair: _____

Signature of Graduate Chair: _____