

**BYLAWS OF THE
STUDENT SOCIETY FOR ETHNOMUSICOLOGY AT NORTH TEXAS (SSENT)**

Article I — Name and Statement of Purpose

Section One. Name

The name of this association shall be the ‘Student Society for Ethnomusicology at North Texas’, also referred to by the official abbreviation, ‘SSENT’.

Section Two. Statement of Purpose

The purpose of the Student Society for Ethnomusicology at North Texas is to promote a diversified understanding of music making in world cultures through education, service, and performance; and to engage in mutual cooperation, by providing support to students, scholars, and performers of music at the University of North Texas.

Article II — Meeting Quorum and Rules of Procedure

Section One. Quorum

The presence of the Executive Council plus a minimum of five members is the recognized quorum to call a meeting of the SSENT to order.

Section Two. Rules of Procedure

1. This organization shall comply with all University policies (including the Code of Student Conduct) and procedures, as well as local, state, and federal laws.
2. Where it is not superseded by these bylaws, the current edition of Robert’s Rules of Order shall govern procedures at all business meetings of the SSENT.
3. All decisions of the SSENT shall be made by a majority vote of members present and voting, except where otherwise specified. Quorum must be present when the question is called.

Article III — Membership

Section One. Membership Statement

1. Membership in this organization is limited to any student service fee paying student who is currently enrolled at the University of North Texas.
2. Membership is open to all students without regard to race, color, national or ethnic origin, religion, sex, sexual orientation, gender identity or expression, age, political affiliation, disability, marital status, ancestry, genetic information, citizenship, or veteran status.

Section Two. Additional Membership Requirements

1. Students of the University of North Texas Ethnomusicology Program are automatic members and do not need a vote by the membership.
2. Students (including those registered at other educational institutions) of junior, senior, or graduate standing from outside the Ethnomusicology Program and non-degree seeking members of the community may be admitted to membership by affirmative majority vote.

Section Three. Responsibilities of Memberships

1. Pay promptly all financial obligations (see Article VI)
2. Maintain minimum academic performance standards (see Article VII)
3. Make every effort to maintain a good attendance record at SSENT functions and business meetings.

Section Four. Good Standing

1. A member is in good standing if the member fulfills all the responsibilities of membership as defined in Section Two of this article.
2. Members in good standing will have preference over those not in good standing for activities of the SSENT including but not limited to opportunities for:
 - a. Teaching
 - b. Performance
 - c. Honorariums, scholarships, or paid services
3. Members not in good standing may not serve in any office and may not vote.

Article IV: Advisor

Section One: Eligibility and Selection

1. The advisor shall be selected by the officers.
2. To be eligible to serve as the advisor, the person must be a full-time UNT faculty or staff member.
3. The advisor has no term limit as long as they remain eligible.

Section Two: Expectations

1. Perform the responsibilities listed in UNT Policy 07.019 (Student Organization Policy).
2. Has no voting rights within the organization.
3. Be available to officers and members for consultation, advice, counsel, and as a resource.
4. Be familiar with and provide guidance on university policies and Student Activities procedures pertaining to student organizations.
5. Meet regularly with the President.
6. Sign and/or approve required Student Activities and university paperwork.
7. Attend the organization's meetings and activities when necessary.
8. Keep open lines of communication with Student Activities on matters of concern, regarding the student organization.

Section Three: Removal and Vacancy

1. If the organization wishes to remove the advisor, the advisor will be notified in writing of the possible removal at least 72 hours prior to the vote and will be allowed to address the officers in order to relate any relevant defense prior to the voting for removal.
2. Upon a majority vote of officers, the advisor will be removed from their duties.
3. In the event that an advisor is removed or resigns, a new advisor shall be elected within 15 school days. A change in advisor information should be immediately reported to Student Activities.

Article V — SSENT Officers

Section One. Eligibility

- A. To be eligible to serve as an officer of this organization, an active student member shall possess (at the time of election and during their term of office) at least the minimum requirements regarding enrollment, GPA, and disciplinary standing as stated in UNT Policy 07.019 (Student Organization Policy).
- B. An active student member who fails to meet any one of the requirements is automatically ineligible to serve as an officer until all criteria are met.

Section Two. Additional Requirements

- A. The offices of President and Vice President are only open to graduate students majoring in Ethnomusicology.
- B. The requirements of this section may be waived by a 2/3 affirmative vote of active student members, prior to nominations and elections.

Section Three. Names

1. President
2. Vice President
3. Secretary
4. Treasurer
5. Sergeant-at-Arms
6. Webmaster
7. Faculty Advisor

Section Four. Elections

Each Spring Semester the Nominating Committee shall produce a slate of nominated officers to the SSENT. New officers must be elected by affirmative vote by the third week of April.

Article V — Officer Responsibilities

Section One. General Responsibilities

The SSENT officers shall be responsible for the duties of their position as prescribed by this article. All officers report to the President. Additionally the SSENT officers act as authorized representatives to the University of North Texas System.

Section Two. President Duties

The powers and duties of the President are:

1. To act as the presiding officer of the SSENT.
2. To act as the chair at all SSENT business and Executive Council meetings.
 - a. As executive officer, the President has no official vote on matters brought before the SSENT, however in the case of tied votes the President may serve as the deciding vote.
3. To work with SSENT officers.
4. To meet with each officer to set specific goals at the start of each semester.
5. Act as official representative and liaison to the College of Music and the University of North Texas System.
6. To supervise the update and maintenance the SSENT bylaws.

Section Three. Vice President Duties

The powers and duties of the Vice President are:

1. To aid in the President in his/her duties.
2. To serve as executive officer for all committees, excluding the Executive Council.
 - a. As executive officer to committees, the Vice President may sit in on committee meetings if necessary or requested.
 - b. As executive officer to committees, the Vice President has no vote on matters brought before the committee, and only serves as mediator or advisor as needed.
3. To meet with committee chairs to set specific committee goals at the start of each semester.
4. To facilitate grant writing for the SSENT in conjunction with appropriate officers and committees for specific grant needs and goals.
5. To take over the duties of the President in his/her absence.

Section Four. Secretary Duties

The powers and duties of the Secretary are:

1. To keep an accurate record of the proceedings of all SSENT business meetings.

2. To prepare and submit the minutes of said proceedings for SSENT approval at the following business meeting.
3. To keep a record of attendance at SSENT meetings.
4. To write an end of the year report for the Department of Ethnomusicology.

Section Five. Treasurer

The powers and duties of the Treasurer are:

1. To keep an accurate account of the financial status of the SSENT in the form of a registry.
2. To present the SSENT financial status at all business meetings.
3. To collect membership dues and other moneys owed to the SSENT.
4. To serve as chair of the Fundraising Committee.

Section Six. Sergeant-at-Arms Officer Duties

The powers and duties of the Sergeant-at-Arms Officer are:

1. To have a clear understanding and interpretation of the bylaws for SSENT and the current edition of Robert's Rules of Order in order to guide all parliamentary procedures and maintain order at all SSENT business and Executive Council meetings.
2. Maintain a 'record of standing' for all members of the SSENT.
3. To coordinate volunteers for the needs of the University and Ethnomusicology Program.

Section Seven. Webmaster Duties

The powers and duties of the Webmaster shall be:

1. To develop and maintain of the SSENT website(s).
2. To maintain presence of the SSENT on independent websites (i.e. UNT College of Music, social media websites, etc.)
3. To work with the SSENT Executive Council and Ethnomusicology faculty on publicity through web-based media.
4. To act as the SSENT historian by:
 - a. Documenting all events, projects, and activities of the SSENT.
 - b. Producing an "end of the year history" that documents the events of the SSENT. Said "history" may be in the form of a video, book, magazine, etc. as seen fit by the Executive Council.

Section Eight. Faculty Advisor Duties

The powers and duties of the Faculty Advisor shall be:

1. To serve as official faculty representative to the University of North Texas faculty.
2. To serve as faculty liaison to the College of Music and Ethnomusicology faculty.

3. To serve as advisor on functions of business, public events, outreach, etc. as needed by the SSENT.
4. The Faculty Advisor is not expected nor required to attend regular meetings of the SSENT.

Section Nine. Terms of Office

1. The term of office is a maximum of one year and shall expire at the end of the academic year, serving as advisor to the newly elected officers.
2. Any officer may resign by submitting a letter of resignation to the Executive Council. The resignation is effective upon acceptance by the Executive Council.
3. Any officer that consistently neglects their duties shall be removed and replaced by a majority vote.

Article VI — SSENT Committees

Section One. Names

1. Executive Council
2. Fundraising Committee
3. Activities Committee
4. Education/Outreach Committee
5. Nominating Committee

Section Two. General Responsibilities

The roles and functions of the standing committees appear in the corresponding sections of this Article. Unless otherwise stated, each committee shall consist of an even number of members plus one chair (minimum of two members plus one chair).

Section Three. Executive Council

The President will chair the Executive Council and which consists of the President, Vice President, Secretary-Treasurer, Sergeant-at-Arms, and the Webmaster. The Executive Council must meet within one week prior to any SSENT business meeting. The powers and duties of the Executive Council are:

1. To interpret and enforce the SSENT bylaws.
2. To create an annual budget of income and expenditures.
3. To create semester calendars for SSENT events and business meetings.
4. To organize all social functions for the SSENT.
5. The Executive Council shall coordinate with the Ethnomusicology Program Chair to plan events for the program (i.e. concerts, symposiums, etc.)

Section Four. Fundraising Committee

The Treasurer will chair the Fundraising Committee. The Fundraising Committee must meet at least twice per semester and as needed for additional meetings. The powers and duties of the Fundraising Committee are:

1. The development of fundraising activities for the SSENT.
2. Coordinate personnel for fundraising activities.
3. To seek out grant opportunities and to coordinate with the Ethnomusicology Program on grant proposals.

Section Five. Education/Outreach Committee

The Education/Outreach Committee must meet at least two times per semester and as needed for additional meetings prior to projects. The Chair of the Committee will be appointed by the Executive Council. The powers and duties of the Education Committee are:

1. To develop and implement the SSENT's educational/outreach projects each semester.
2. To seek out grant opportunities and to coordinate with the Secretary on grant proposals.
3. To organize educational events for the SSENT and the University of North Texas community including but not limited to: round table discussion sessions, workshops, guest speakers, etc.
4. To organize events including, but not limited to: community outreach, concerts, volunteerism, departmental services, etc.
5. To development and maintain an "UNT Ethnomusicology Student Guidebook".

Section Six. Nominating Committee

The Nominating Committee shall be appointed by the Executive Council. The powers and duties of the Nominating Committee are:

1. To review nominations for potential officers.
2. To create a slate of nominations to present to the SSENT for a vote.
 - a. The slate will be presented to the SSENT members via online survey. This voting procedure promotes an anonymous election.
 - b. If the slate fails via online survey, the slate is brought to the membership for individual vote and nomination as needed.
3. Once the SSENT confirms the new slate of officers the nominating committee is dissolved until the next election.

Section Seven. Special Committees

The executive council has the discretion to create special ad hoc committees to coordinate projects as needed for the SSENT. Special committees shall be dissolved once project or need is fulfilled.

Section Eight. Committee Chair Duties

The powers and duties of individual Committee Chair are:

1. To coordinate committee meetings.
2. To report on committee activities when called upon to do so during designated business meetings.
3. To report absent members directly to the Sergeant-at-Arms.

Section Nine. Neglecting Committee Chair Duties

If a Committee Chair fails to present a report on the date requested, explanation must be presented to the Executive Council by the following week. If the chair fails to report twice, then it the Executive Council may recommend that the Chair in question be removed from their position.

Article VII — Dues

The amount for membership dues is set by Executive Council. Each semester, members are accountable for submitting dues to the Treasurer by the designated date.

1. Members who cannot meet their monetary obligations should notify the Executive Council for consideration under a payment plan.
2. Any member who refuses to pay dues, does not notify the Executive Council of need for payment plans, or misses a payment, will be considered not in good standing (see Article III, Section Three).

Article VIII — Policy on Academic Standards

As stated in Article III, members must maintain academic standards to be considered in good standing. In accordance with University of North Texas academic policies, the SSENT considers minimum academic standards as:

1. Undergraduates – 2.0 GPA
2. Graduates – 3.0 GPA

Article IX — Bylaws Amendments

All amendments to these bylaws require approval by a two-thirds majority vote of members present and voting.

Article X – Statement of Non-Hazing

As defined in state law (Texas Education Code 37.151-157) and University policy, this organization will not engage in hazing, participate in hazing, or commit any act that causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any fellow student or person attending the institution.