

CONSITTUTION
OF THE
CLARION UNIVERSITY
LIFT EVERY VOICE GOSPEL FAMILY

ARTICLE I: NAME

Section 1: The name of this Organization shall be the Clarion University Lift Every Voice Gospel Family.

Section 2: The name of the Clarion University Lift Every Voice Gospel Family shall be abbreviated to L.E.V.

ARTICLE II: PURPOSE

Section 1: The purpose of L.E.V. is to minister the Word of God through the use of Gospel Rap, Mime, Dance or lifting our voices. L.E.V. provides spiritual support for our peers and to serve as a vehicle of bringing others closer to God through the ministry of music.

ARTILCE III: MEMBERSHIP/REQUIREMENTS

Section 1: Membership shall consist of any individual regardless race, color, religion, sex, age, national origin, qualified handicap, sexual preference, or lifestyle. Each member is encouraged to be in good academic standing.

Section 2: There are no membership dues. Members are required to attend bible study, prayer room offered by L.E.V. and every rehearsal.

Section 3: Members are required to attend every rehearsal in order to minister at events. Valid absents must be reported to any board member at least 24 hours before rehearsals. After three (3) unexcused absences, members forfeit their chance to attend events

Section 4: Members are required to serve on the Community Service Committee or Fundraiser Committee.

Section 5: Members are required to perform at least a minimal two (2) hours of community service.

ARTICLE IV: EXECUITVE BOARD MEMBERS

Section 1: The Executive Board Members shall consist of:

- A. President
- B. Vice President
- C. Treasure
- D. Secretary

- E.** Public Relations
- F.** Community Service
- G.** Director
- H.** Mime Team Captain
- I.** Praise Team Captin
- J.** Support Group Captin

Section 2: Members will serve a term of one (1) year. They may serve for more than one (1) term if re-elected by the members of L.E.V.

Section 3: Qualifications/Requirements of the Executive Board shall be:

- A.** Be a full-time student.
- B.** Have and maintain a minimum QPA of 2.0 on a 4.0 scale and not be on academic or disciplinary probation.
- C.** Must be a member of L.E.V. for at least one (1) semester or at the discretion of other Executive Board members and advisor.
- D.** Must have an active membership within L.E.V.
- E.** President and Vice President positions are only available to members who have previously been on the board for one year.
- F.** Must attend all Executive Board meetings unless proper notice of 24 hours is given to the President. After more than three (3) unexcused missed meetings, their position shall go into review with the Executive Board and Advisor.

Section 4: The duties of each Executive Board member will include, but will not be limited to, the following:

- A. President:**
 - i. Preside over meetings and prepare agendas for choir meetings.
 - ii. Act as official representative at all formal functions and activities.
 - iii. Oversee the duties of all other board members.
 - iv. Will only vote in the event of a tie.
- B. Vice President:**
 - i. In the absence of the President, to facilitate meetings.
 - ii. Act as official representatives with the President.
 - iii. Help with overseeing the duties of other board members.
 - iv. Has voting privileges.
- C. Treasure:**
 - i. Direct the financial business of L.E.V.
 - ii. Keep accurate and current accounts of L.E.V.
 - iii. Oversee the Fundraiser Committee and serve as Co-Chair of the Fundraiser Committee.
 - iv. Preside over the meetings in the absence of the President, Vice President.

- v. Has voting privileges.

D. Secretary:

- i. Keep a record of the minutes of all Executive Board meetings.
- ii. Provide a copy of the minutes to each board member at the beginning of every meeting.
- iii. Work in conjunction with Director in keeping track of attendance.
- iv. Shall check mailbox in Gemmell regularly and be responsible for all incoming and outgoing mail.
- v. Has voting privileges.

E. Public Relations:

- i. Responsible for all publications being made, *authorized* and posted on campus. Publications must be approved by the executive board as well as the university.
- ii. Responsible for schedule appearances and presenting them to the Executive Board for approval.
- iii. Serve as Co-Chair of Community Service.
- iv. Has voting privileges.

F. Community Service

- i. Responsible for researching community service opportunities to the board.
- ii. All forms of community service must be approved by board before the choir is committed to service.
- iii. Keep and update record of community service done by each member as well as, the Choir as a whole.
- iv. Has voting privileges.

G. Director

- i. Preside over rehearsals and prepare agendas for rehearsals.
- ii. Must conduct fair auditions for ANY solos require in taught songs.
- iii. Act as official representative at all formal functions and activities.
- iv. Has voting privileges

H. Mime Team Captain:

- i. Preside over rehearsals and prepare agendas for mime team.
- ii. Must conduct fair solo auditions if necessary.
- iii. Act as official representative at all formal functions and activities.
- iv. Oversee the duties of all other participants of mime team.
- v. Has voting privileges

I. Praise and worship Captain

- i. Shall conduct rehearsals.
- ii. All members must be in the choir and tryout in order to be on Praise and Worship

- iii. Present reports to the Executive Board regarding disciplinary problems for review.
 - iv. Provide music for rehearsal
 - v. Has voting privileges.
- J. Support Group Captin**
- i. Shall manage the support group as a whole.
 - ii. Recurit anyone in need of help.
 - iii. Provide full reports if necessary to advisor and president only.
 - 1. See LEV Support Group Outline, located on CUConnect for more details and bylaws.

ARTICLE V: ROLE OF THE FACUTLY ADVISOR

Section 1: The advisor is responsible for overseeing all Executive Board members. The advisor will be selected by the majority of the voting members of the choir. The advisor will not have voting power during elections. Also the advisor is responsible for overseeing the election of Executive Board members.

ARTICLE VI: MEETINGS

Section 1: Meetings will be held weekly on a day and time that is convenient for the majority. The dates and times will be voted upon by members at the beginning of the semester.

Section 2: In the event of a special Executive Board meeting, the Secretary will notify each board member at least two (2) days prior via telephone and/or e-mail.

Section 3: In the event of a special rehearsal, the Secretary will notify members at least two (2) days prior to the rehearsal via telephone and/or e-mail.

ARTICLE VII: FINANCES, FUNDING, AND COMMUNITY SERVICE

Section 1: Any monetary expenditure should have a receipt turned into the Treasurer. The Treasurer will keep a complete up-to-date record of all finical records of the board, in matters pertaining to the budget.

Section 2: The members of the Executive Board shall review the budget requests and make any changes it deems necessary. The final proposed budget must be passed by the majority of the members. The Treasurer and Co-Chairs of the Fundraising Committee will submit it to the Student Senate.

Section3: L.E.V. will host a list of fund raising events to assist with the financial budget. It is the duty of the Co-Chairs of the Fundraising Committee to organize, conduct, and keep record of the events.

Section 4: Members are required to perform at least a minimal two (2) hours of community service.

**ARTICLE VIII:
AMENDING, SUSPENDING, AND ACCEPTANCE OF THE CONSTITUION**

Section 1: The Constitution of the L.E.V. must be voted upon by a majority of the members present at the designated time of voting, along with the approval of the advisor.

Section 2: In order to suspend the Constitution, the members must vote and agree upon by a majority of the members present at the designated time of voting.

ARTICLE IX: RATIFICATION

Section 1: The Constitution must be ratified by a majority at the designated time of voting. Then the Constitution will be forwarded to Student Senate and the President of Clarion University of PA.

ARTICLE X: STEP TEAM

Section 1: As verbal agreed back in the original formation of the Lift Every Voice family, the Clarion University Kudets Step Team is a branch part of Lift Every Voice. If necessary, Kudets Step Team may ask for monetary funds. The request must be written and submitted in written form and must be approved by the executvie board.

Approval of this Constitution by Executive Board Members:

President:

President

Vice President:

Vice President

Treasurer:

Treasurer

Secretary:

Secretary

Faculty Advisor: Dr. Brenda Sanders Dede

Faculty Advisor

Public Relations:

Public relations

Community Service Chair

Community Service

Chaplin

Chaplin

Mime Team Captian :

Mime Team Captian

Support Group Captin:

Support Group Captain

Date: _____