

Lansing Community College

Vinyl Record Club

Constitution

Article I. Name and Purpose

- The name of this student organization shall be the Lansing Community College (LCC) Vinyl Record Club (VRC).
- The mission of this student organization is to share appreciation of vinyl records and equipment with which to play them within an environment of group discovery.

Article II. Membership

- The VRC follows LCC's nondiscrimination policy, and will not discriminate on the basis of age, color, gender, disability status, height, marital status, national origin, political persuasion, race, religion, sexual orientation, veteran status, or weight.
- Student membership will be open to all students currently enrolled at LCC.
- Meetings are open to non-members.

Article III. Officers

Section 1. General

- VRC will have four (4) Officers: President, Secretary, Treasurer, and Promotions Chief.
- Each officer shall exercise the duties of the position held.
- No standing committees shall be formed.
- Ad hoc committees may be created and chaired by Officers.

Section 2. All Officer Responsibilities

- Participate in Student Life sponsored events and activities as approved by Advisor(s).
- Provide accurate updates of activities and status reports to VRC Advisor(s).
- To be knowledgeable of:
 - Established LCC policies and procedures.
 - Policies and procedures outlined in the RSO Handbook.
 - The Student Code of Conduct.
- To serve as a positive example to Student Members in conduct and participation level.
- To contribute creatively to the club.
- To provide peer support to Officers and Student Members.
- To seek support and guidance from Advisor(s).

Section 3. Vacancies

- The Officers may be appointed by the Advisor(s) of the VRC or by election.

Section 3.a Elections

- Officers are elected by the voting members following a standard voting procedure.
- Officer elections are held in the Fall semester.
- Student Members must run as a candidate to be elected.
- Officer positions cannot be shared or transferred.
- Candidates will compete by position.
 - On election day, candidates will deliver a 1-3 minute speech.
 - After each candidate speaks, Student Members will vote by show of hands. Simple majority will decide the elected Officer for the academic year.
 - Simple majority will be determined by the Advisor(s).

Section 3.b Appointment of Interim Officers

- Interim Officers can be appointed by the VRC President, should vacancies occur.
- Should the President position become vacant, an Interim President can be appointed by the remaining Officers present at the next meeting. This interim appointment should be discussed and voted on in closed quarters with only Officers present, and the result must be final and announced immediately.
 - Should the Officers appoint a currently-sitting Officer to Interim President, the newly appointed Interim President can appoint an Interim Officer to their previous, now-vacant position. Interim appointments are effective immediately.
 - If no Interim President can be decided in this session, the Officers must instead notify the Advisor(s). The Advisor(s) will plan a special election and assign duties as necessary to the Officers.

Section 4. Removal

- Any officer who fails to fulfill the responsibility of their respective office, or fails to responsibly represent the VRC, may be removed.
- Officers may be removed by:
 - The Advisor(s).

Section 5. Officer Duties

Officers are bound to ratified duties in effect at the moment they are elected and/or reelected. The amended or additional duties ratified after an Officer is elected and/or reelected should be regarded as recommendations.

- President–
 - Leading introductions and addressing old and new agenda items during the opening of meetings.

- Lead parliamentary procedure to adopt bylaws or amendments to the Constitution.
 - To lead VRC participation at events, including the recruitment of Officers and Student Members to participate.
 - To propose and obtain authorization from Advisor(s) for any club activity, including special meetings, event participation, creation of promotional materials and/or merchandise, and any activity in which the VRC operates in an official capacity.
 - To create an appropriate playlist for any event the VRC provides music for the broader campus and community, such as at recruitment events.
 - To serve as the face of VRC, such as representing the VRC in media interviews.
 - To appoint Interim Officers as required.
 - To decide meeting themes on a semesterly basis.
- Secretary –
 - Timekeeper who officially opens and closes meetings.
 - Opening the meeting includes introducing the President, who will address new and old agenda items and lead introductions.
 - Closing the meeting includes monitoring the clock and announcing when the allotted meeting time has concluded.
 - To preserve and provide all written information dealing with the proper functioning of VRC.
 - To record the track information of music played at meetings, and to make that list available to Advisor(s) in a timely fashion.
- Treasurer –
 - To maintain a clear and accurate record of all financial dealings of the VRC.
 - To announce any deposits and expenses made since the last meeting during meeting openings.
 - To develop fundraising ideas into actionable plans and presenting those plans in writing to VRC Advisor(s) for authorization.
 - To work with the Advisor(s) by providing:
 - Documentation for any proposed use of club funds, which must include
 - Full description of the item or service requested, including any links that will aid in purchasing.
 - Business purpose/explanation.
 - Expected final expense total, including tax and shipping.
 - Proof of approval from all Officers. A majority must approve.
 - Plan of how to address unexpected budget overages, should the amount requested approach the amount in VRC funds by 20%.
 - Actionable fundraising plans for Advisor(s) authorization.
- Promotions Chief –

- To promote the VRC.
- Propose and recommend changes to the VRC website.
- Posts to social media to announce upcoming meetings.
- Develop posters, handbills, and printed materials for approval and dispersal.
- To be knowledgeable of rules and guidelines regarding posting RSO materials online and in physical spaces, and to seek approval from the Advisor(s) on plans to promote the VRC.

Article IV. Advisor(s)

Section 1. General

- The Advisor(s) to the VRC must be a full or part-time LCC employee
- The VRC operates under the Student Life Office.
 - a. Advisors will attend to all matters pertaining to maintaining RSO-status with Student Life.
- The Advisor(s) assist the VRC with all administrative RSO transactions.

Section 2. Responsibilities

- The Advisors' purpose is to oversee the activities of the VRC and to advise and discuss activities.
- The Advisors must submit all materials on behalf of the VRC to Student Life to ensure continued status of the VRC as an RSO.
- The Advisors are responsible for all deposits and expenses made to the club account, and must report all planned and completed account activity to the Treasurer.
- The Advisors must determine meeting dates and times, and ensure space is reserved on a semester basis.
- The Advisors maintain a member contact list, and are responsible for distributing all official communications to the list.
- Advisors are responsible for providing and keeping meeting sign-in sheets.
- The Advisor(s) will maintain the club Constitution.
 - Updates to the Constitution will be added as they are ratified.
 - Advisors will submit the updated Constitution to Student Life at least once per academic year.
- The Advisor(s) shall have no voting privileges, but maintain authority to ensure a safe and reasonably harmonious VRC. As such,
 - Advisors reserve the right to cancel meetings, events, and all club activities, providing as much notice as possible to the VRC.
 - Advisors reserve the right to add or remove occupied and vacant Officer positions.
 - Advisor(s) must recuse themselves from this function in cases involving direct family members. They will defer to the Co-Advisor(s).

Article V. Operating Procedures

Section 1. General

- VRC Meetings will be held approximately twice a month during Fall and Spring Semesters.
- VRC Meet-Ups can be scheduled during the Summer, or as special meetings. No voting will occur during Meet-Ups.
- Meeting times and locations will be decided and announced by the Advisor(s).
- LCC students, faculty, staff, administrators, and community member friends are welcome to attend meetings.
- LCC Students who sign up or attend meeting are considered members.
- Only Student Members and Officers maintain voting rights.
- Voting is only held in-person and in real time.
- We expect all members to abide by the LCC Student Code of Conduct. Any attempt to utilize the VRC or its resources to violate the code will result in expulsion from the VRC, and a referral to the appropriate authority per the code.
- Music will be played at meetings in no particular or pre-set order, and effort will be made at each meeting to ensure that all present have the opportunity to play at least one track.
 - It is customary that all present have one “turn” in the first round.
 - After the first round is complete, music is played on a first come, first serve basis.
 - If there is no record queued up next, feel free to play yours to ensure continuous music play.
 - All present should be conscious of the air time they are occupying, and be considerate and encouraging of others.
- The VRC is a club with pop culture and sharing components. Attendees should be aware...
 - ...that the VRC is an inclusive space.
 - Bigotry and harassment are not welcome or tolerated.
 - Censorship and intellectually hostile activities are not tolerated.
 - Grace and intellectual safety are vital components of the VRC.
 - ...that music played at meetings is not previewed by VRC Officers or Advisors.
 - The VRC does not necessarily endorse the music played at meetings.
 - ...that as a club with a great many interests and perspectives present, attendees may encounter material containing sounds, themes, or lyrics they dislike or find personally disagreeable. Indeed, this is a challenging aspect of group musical discovery. As such,
 - We recognize that art is a product of the human artist, and may contain a multitude of ideological flaws.
 - We recognize that not all of us will experience music and messages the same way.
 - We encourage participants to express themselves and to also consider others when selecting songs to share.

- We recognize that censorship and tone policing have been systematic tactics used to silence art and artists, particularly those with marginalized identities.
- We are aware of the conflict these sometimes at-odds values present, and welcome the opportunity to engage in critical thinking, self-examination, and appreciation so we may become more emotionally literate and knowledgeable music lovers together.
- We may discuss or criticize music played, but no personal attacks on fellow VRC members are tolerated.

Section 2. Parliamentary Procedure

- Any changes to the Constitution must be documented in writing and submitted to the President.
- The President will bring forth any proposed bylaws and/or amendments at the next meeting, with or without prior announcement.
- Student Members will ratify or decline changes by a show of hand vote.
 - The President will determine the result.
 - The President will announce the result.
 - The President will ask for any objections.
 - If there are no objections, the change is either ratified or declined immediately.
 - If there are objections to the President’s determination, a recount will be held by show of hand vote.
 - Present Advisor(s) will confirm the recount results, and the change will be ratified or declined immediately.
- All votes, regardless of outcome, must be provided to the Advisors.
- Ratified changes must be provided to the Advisor(s) exactly as ratified. The Advisor(s) will update the Constitution.

Article VI. Ratifying Amendments and Bylaws

- The Constitution will be the operating basis of the organization.
- The Constitution or by-laws may be amended the Advisor(s) or by parliamentary procedure.
- This Constitution is binding except in cases in which governing guidelines contradict the statutes herein. In which case, this Constitution is superseded by the guiding document issued by the highest governing power at LCC.

**** Lansing Community College does not necessarily endorse the views of this student organization.***

For more information, please visit: http://www.lcc.edu/studentlife/clubs_and_organizations/

Updated: 03/29/2024

Adopted: April 4, 2024