

Constitution of the Cavalier Symphony Orchestra



Article I. Name

The organization shall be named the Cavalier Symphony Orchestra and may also be referred to as CSO.

Article II. Statement of Purpose

The Cavalier Symphony Orchestra is dedicated to providing a broad range of opportunities and experiences to its members through producing compelling musical performances, fostering an inclusive community and social atmosphere, and empowering student leaders.

Article III. Qualification for Membership

Section A. General Membership

The general membership is composed of students who play an orchestral instrument or conduct, pay dues, and are enrolled for the current semester at the University of Virginia.

Section B. Exceptions

Under special circumstances, persons who do not fulfill all general membership criteria may still be considered for membership. Exceptions are approved by the Communications Chair, the President, or the Vice President.

Section C. Non-discrimination Statement

CSO does not restrict its membership, programs, or activities on the basis of age, color, disability, gender identity, marital status, national or ethnic origin, political affiliation, race, religion, sex (including pregnancy), sexual orientation, veteran status, and family and genetic information.

Article IV. Orchestra Structure

Section A. Main Ensemble

The Main Ensemble of CSO follows the structure of a traditional full symphony orchestra, with strings, winds, brass, and percussion. Non-traditional instruments, such as saxophones, may also be included with the approval of the Performance Directors.

Section B. Philharmonic Ensemble

The Philharmonic Ensemble has the same structure of Main, but consists only of members who have been selected through an audition administered by the Performance Directors. The Philharmonic Ensemble plays more advanced pieces than the Main Ensemble. All members of Philharmonic Ensemble must also be members of Main Ensemble, except under special circumstances as approved by the Performance Directors.

Section C. Chamber Ensembles

Chamber Ensembles are small performance groups composed of CSO members that provide additional musical opportunities outside of the Main and Philharmonic Ensembles. Participation in Chamber Ensembles is optional. Members may join chamber ensembles without joining the Main or Philharmonic ensembles.

Section C1. Chamber Structure

New Chamber Ensembles may be proposed at any time by the Chamber Director, a member of the orchestra, or a potential member. Group formation must be approved by the President and Vice President and the Chamber Director. Each group must select a Group Leader that is approved by the Chamber Director who serves as the main point of contact for the Chamber Ensemble. The Group Director is responsible for communicating to the Chamber Director the intended repertoire, potential performance opportunities, and the frequency and status of rehearsals. The Chamber Director is responsible for communicating to the Chamber Ensembles regarding general organization announcements.

Section C2. Chamber Performance Opportunities

Chamber Ensembles must be vetted before being allowed to perform outside of CSO sponsored concerts. The vetting process is as follows - initial formation and deciding a group name; regular observations by the Chamber Director, summing to at least two observations over the course of a semester; and performance at a CSO Chamber or Full Concert. After all these conditions are met, groups may be approved to perform external to CSO by the Chamber Director, President, and Vice President. Each group must be approved by the Chamber Director before performing at a CSO concert. Performance opportunities are to be communicated to all groups that are capable of performing the desired repertoire and have been deemed external performance ready. If monetary compensation is involved, the Group Director of the receiving ensemble must ensure proper record keeping of income and transfer the funds to the group members, in accordance with Article VII section C2.

Section D. Section Leaders

Each section has one Section Leader who is a member of the Philharmonic Ensemble. Section Leaders are responsible for enabling communication between Performance Directors and orchestra members, leading sectionals, and serving on the Performance Team.

DI. Section Leader Selection

Section Leaders are selected by Performance Directors during auditions in the fall semester. The position is maintained throughout the year. Section Leaders can be challenged for the position during the beginning of the spring semester. Section Leaders may be replaced at any time by the Performance Directors if they determine that the Section Leader is unable to perform their duties.

Section E. Conductors

The Main and Philharmonic Ensembles are both led by conductors who are members of CSO. The Principal Conductor leads the conductors.

EI. Conductor Election

Conductors must audition in front of the orchestra and are selected through a popular vote. Final selection is up to the discretion of the Performance Directors with the advisement of the Principal Conductor. Conductors must audition before their first and second semesters conducting for CSO, when first conducting the Philharmonic, and every other year they conduct. Performance Directors select audition excerpts under the advisement of the Principal Conductor.

Section F. Performance Team

The Performance Team consists of all Section Leaders and Conductors and is led by the Performance Directors. The Performance Team is responsible for discussing and voting on key performance-related decisions, including making the final decision on repertoire selection for the next semester. A majority vote is required to approve any motion brought to the Performance Team. In the case of an unresolvable tied vote, the Performance Directors shall each be given an additional vote to attempt to break the tie. If the vote remains tied, the President shall cast a vote to break the tie.

Article V. Governance

Section A. Leadership structure

The Executive Board is composed of the President, Vice President, Treasurer, Secretary, Performance Directors, Communications Chair, Fundraising and Outreach Chair, Marketing Chairs, and Social Chairs; and the following appointed positions: Concert Manager, Chamber Director, Equipment Manager, and Principal Conductor. The appointed positions serve at the discretion of the elected chairs who appoint them and shall have voting powers at Executive Board meetings when asked to attend by their appointing chairs or the President and Vice President.

The Executive Board is the ultimate authority governing the Cavalier Symphony Orchestra. The Board has the ability to overrule any decisions made by individual Board members. The Board is responsible for approving policies and making decisions that have a major effect on the operation or structure of the orchestra. This shall include approving purchases made from CSO funds exceeding \$500. A majority vote is required to approve any motion brought to the Board. In the case of an unresolvable tied vote, the President shall cast an additional vote to break the tie after an additional period of debate.

The powers of the members of the Executive Board are enumerated hereafter.

The powers and duties of the President include but are not limited to:

- Preside over the orchestra and the Executive Board
- Promote the happiness of all members
- Ensure that there are performance opportunities for the members
- Oversee Executive Board elections
- Appoint and oversee the Concert Manager
- Approve purchases of over \$100 made from CSO funds
- Represent CSO to other organizations

The powers and duties of the Vice President include but are not limited to:

- Assist in the performance of the President's duties

The powers and duties of the Fundraising and Outreach Chair include but are not limited to:

- Apply for grants to cover CSO-related expenses
- Organize and coordinate fundraising opportunities for CSO
- Serve as the point of contact for collaborations between CSO and community members and organizations
- Actively search for opportunities to collaborate with other organizations
- Oversee the fundraising committee

The powers and duties of the Secretary include but are not limited to:

- Scan, archive, print, and distribute music
- Book rooms and communicate with UVA Event Planning Services
- Document and archive Executive Board meetings

The powers and duties of the Treasurer include but are not limited to:

- Collect dues from all members
- Create and maintain the budget for the Executive Board
- Prepare and submit funding requests for SAF funding
- Oversee all purchases and manage the use of CSO funds
- Approve purchases over \$100
- Appoint and supervise the Equipment Manager

The powers and duties of the Performance Directors include but are not limited to:

- Ensure the musical excellence of all ensembles
- Organize and judge auditions to choose members of the Philharmonic Ensemble
- Appoint and supervise the Principal Conductor
- Oversee conductor elections
- Select and lead the members of the Performance Team
- Advise the final selection of repertoire based on the voting results of the general orchestra

The powers and duties of the Communications Chair include but are not limited to:

- Plan and organize recruitment, including at activity fairs and interest meetings
- Create and maintain a roster of the orchestra's members, tracking their attendance
- Document musical and social events through pictures and other media
- Maintain the CSO website and social media accounts

The powers and duties of the Marketing Chairs include but are not limited to:

- Create the general branding for the organization
- Create the concert and event-based branding for the organization
- Create and distribute advertising for the general organization as well as concerts and events
- Create and distribute relevant merchandise for members of the organization and its audience
- Oversee a committee to contribute and assist in the performance of these duties

The powers and duties of the Social Chairs include but are not limited to:

- Build the social community by encouraging positive interaction between all members
- Plan and oversee social events that appeal to the orchestra

The powers and duties of the Chamber Director include but are not limited to:

- Organize and encourage the creation of new Chamber Groups
- Assist groups with obtaining sheet music, equipment, rehearsal space, and other resources
- Coordinate with Chamber Groups to seek out and organize performance opportunities

The powers and duties of the Concert Manager include but are not limited to:

- Choose and book a concert venue each semester and obtain necessary insurance
- Organize transportation to the concert
- Oversee the selection of a concert theme and venue decorations
- Create and communicate a schedule for the concert
- Oversee and organize additional concerts for the organization

The powers and duties of the Principal Conductor include but are not limited to:

- Lead the conductors during a term of Fall to Spring, after shadowing the previous spring semester
- Create a schedule for each rehearsal
- Oversee the recruitment and training of new conductors

- Oversee the assignment of pieces to the conductors
- Nominate and train the next Principal Conductor

The powers and duties of the Equipment Manager include but are not limited to:

- Oversee organization and maintenance of the physical and virtual music library
- Oversee distribution and collection of music stands and instruments
- Organize the storage rooms
- Create and organize a master asset list

Section A1. Conflicts of Interest

If the Executive Board determines that any of its members has a conflict of interest that would prevent them from fairly or adequately performing any of their duties, the Executive Board shall appoint another Board member to temporarily fulfill those responsibilities.

Section B. Qualifications

All Executive Board positions, with the exception of the President and Vice President, are open to all members in the Main Ensemble. The President and Vice President nominees must have served at least one semester on the Executive Board. Executive Board members must be able to fulfill the entire term. No person shall hold more than one Executive Board position during the same term and cannot retain the same position for more than two and a half term lengths.

Section C. Elections

Elections for Executive Board positions shall be held in the fall and spring semesters. The President, Vice President, Performance Directors, Treasurer, and any other position that the Executive Board deems necessary shall be elected in the fall and shadow the current chair(s) in the spring. All other positions shall be elected in the spring semester. The President and Vice President shall oversee the organization of the Executive Board elections, and the Secretary shall act as the moderator.

The winning candidate shall be the candidate who receives a majority of the votes of those physically present. If there are more than two candidates, none of whom received the majority, the two candidates who received the most votes shall enter immediately into a runoff to choose the winner. The moderator shall not cast a vote except to break a tie.

Section C1. Special Elections

If a position is not elected or is vacated before the spring semester, the Executive Board can choose to hold a special election during the fall semester to fill the position for the remainder of the term.

Section C2: Performance Director Selection

The Performance Director pair must consist of a member who plays a string instrument and a member who does not play a string instrument. The current Performance Directors shall nominate a pair of declared candidates who they feel is most capable of fulfilling the responsibilities of the office. The current Performance Directors may present their nominated pair to the orchestra during elections. Other candidates shall be considered at this time, with the orchestra voting to determine their preferred pair, the

elected pair. If the elected pair and nominated pair are the same, this pair shall be the new Performance Directors elect. If the elected pair and nominated pair are different, the Executive Board must first consider the elected pair for confirmation. If the pair is confirmed, they shall be the new Performance Directors elect. If the pair is not confirmed, the Executive Board must choose a pair out of all of the elected and nominated candidates.

Section D. Appointments

Appointed positions are nominated by the outgoing appointed position in the weeks preceding the start of the new term. The nominee is presented to the Executive Board for consideration and must be approved by the Board prior to the start of their term. If no suitable candidates are approved, the Board may request a new candidate be nominated or to have the President and Vice President have other chairs absorb the necessary responsibilities of the position.

Section E. Term of Office

The outgoing Executive Board shall determine the start date of the term of the incoming Board. This date must be at least one week before the first day of finals in the spring semester. A term is defined as the remainder of that spring semester and the full length of the following fall and spring semesters. During the final semester of the term, each outgoing officer must complete a transitional process with the incoming officer.

Section E1. Shadowing

Newly elected Executive Board officers may shadow the current chairs if the Board deems that it is necessary. Shadowing shall consist of observing the current chair in the performance of their duties, attending relevant meetings and events, and potentially the gradual performance of duties for the purpose of learning their new position or preparing for the following year. The current chair should regularly meet with their shadow to provide feedback and advice on how to best fulfill their responsibilities. The attendance of shadows at individual Board meetings is up to the discretion of the current chair, with the President and Vice President having the ability to request their presence. Shadows may provide input on issues, but they cannot cast votes. Under the discretion of the President, Vice President, and affected position, it may be allowed for a shadow position to be held even if the shadow will not physically be at UVA during their shadow period (i.e., studying abroad). In this situation, it is preferred to avoid having shadows abroad and instead select a shadow who will be present for Executive Board meetings and other duties. However, it may be decided that the shadow will be in the best interest of CSO's future even if they are away during their shadow period. In this event, the shadow may work individually with their position and other Executive Board members during their shadow period to be fully prepared to take over said position.

Section E2. Shadowing Abroad

Under the discretion of the President, Vice President, and affected position, it may be allowed for a shadow position to be held even if the shadow will not physically be at UVA during their shadow period (i.e., studying abroad). In this situation, it is preferred to avoid having shadows abroad and instead select a

shadow who will be present for Executive Board meetings and other duties. However, it may be decided that the shadow will be in the best interest of CSO's future even if they are away during their shadow period. In this event, the shadow may work individually with their position and other Executive Board members during their shadow period to be fully prepared to take over said position.

Section F. Presidential Succession

If the President is no longer able to serve on the Executive Board, they will be succeeded by the Vice President. If the Vice President becomes unable to fulfill their duties as acting President, the Executive Board can choose to nominate one Performance Director and one Social Chair to serve as the new President and Vice President. If a suitable Performance Director and Social Chair pair cannot be found, the Executive Board must choose to nominate another pair of elected Executive Board members to fulfill the role of President and Vice President for the remainder of the term.

Section G. Impeachment

Any member of the Executive Board may request another member be impeached for failure or inability to adequately perform their duties. Requests may be made to the Secretary and President or the Board itself. A simple majority of the Executive Board must vote to open impeachment proceedings. The impeached member must be invited to participate in a hearing where they will have the opportunity to refute the charges brought against them and answer any questions relating to their performance. Current CSO members must also be invited to participate in the impeachment hearings and the Executive Board shall preside over the hearings. The Board and all members present during the hearings shall vote on the impeachment charges at the end of the hearings. A two-thirds supermajority is required to convict the impeached member who shall then be immediately removed from their position.

Article VI. Music Selection

Repertoire for the following semester is democratically selected by members during the current semester with oversight from the Performance Directors.

Section A. Repertoire Suggestion Procedure

Members submit suggestions for pieces to the Performance Directors. The Performance Directors shall collect and screen these suggestions based on feasibility, appropriateness, and ability to acquire the sheet music, and release a voting form that consists of the pieces that have fulfilled these requirements.

Section B. Repertoire Voting Procedure

Members vote for which pieces they want to play. Member votes are weighted by instrument families to better represent smaller sections. The Performance Team makes the final selection of repertoire considering voting results and their own judgment.

Article VII. Income and Use of Funds

Section A. General Income and Use of Funds

All income generated by performances of CSO Main and CSO Philharmonic, collection of dues, merchandise sales, advertisement sales, fundraisers, donations, or any other sources shall be receivable by

CSO and used according to the budget created by the Treasurer and approved by the Executive Board unless explicitly stated below.

Section B. Use of Funds

Chairs may spend up to \$100 of their allocated budget at any time as long as the Treasurer is notified. Purchases of between \$100 and \$500 from CSO funds must have the approval of the Treasurer and President or Vice President. The Executive Board must approve any purchase made out of CSO funds over \$500.

Section C. Revenue From Chamber Ensembles

Section C1. Classification of Chamber Performances

A performance by a Chamber ensemble shall be deemed “self-provided” if members of the ensemble initiate the original idea for the performance or the initial communication with any client or venue is done by members of the ensemble, barring that the member is not a member of the Executive Board. All other performances, including those initiated by clients contacting CSO, by the Chamber Director or other Executive Board member contacting a client or venue, and any opportunities which are shared with the Chamber Ensembles by the Chamber Director shall be “CSO-provided.” The classification of a performance may be made by the Chamber Director and the performing ensemble(s) with disputes settled by the Executive Board.

Section C2. Revenue from Performances

All revenue generated from Chamber performances must be declared to and recorded by the Treasurer after any performance to ensure equal distribution. Any revenue received from Chamber ensemble performances is to be distributed evenly among all ensemble members that performed immediately after the funds are received and declared. Any expenditures from individuals in a Chamber Ensemble, including but not limited to repertoire, transportation, or lodging, are to be reimbursed from received funds.

Article VIII. Amendments

The Constitution of the Cavalier Symphony Orchestra may be amended provided that:

- a. All current CSO members are invited to vote on the amendment
- b. The Executive Board and all members present approve with a two-thirds supermajority
- c. The orchestra is notified of the amendment if it is passed and provided access to the updated constitution

Article IX. Ratification

This version of the Constitution was ratified by the Cavalier Symphony Orchestra Executive Board on November 1, 2022 and supersedes all prior versions. It shall be effective immediately.

Jillian Carpenter

President, Cavalier Symphony Orchestra

Garrett Piazza

Vice President, Cavalier Symphony Orchestra

Isabella Huang

Secretary, Cavalier Symphony Orchestra