

Michigan Pops Orchestra Constitution

PREAMBLE: MISSION AND PURPOSE

The Michigan Pops Orchestra (MPO) provides a unique opportunity for the performance of popular orchestral selections in the University of Michigan community, broadens the University of Michigan's musical offerings, and supplies its members with the opportunity to grow musically and socially. The Michigan Pops Orchestra is committed to presenting fun and exciting concerts to the University of Michigan and Ann Arbor communities by programming and performing a variety of pieces that appeal to the music lover in everyone. Upon joining the organization, all members agree not to undermine the purpose or mission of MPO.

ARTICLE I: PARENT ORGANIZATION

MPO is a member organization of the University Activities Center (UAC). All UAC bylaws apply to MPO. In the event that this Constitution conflicts with a UAC bylaw, the UAC bylaw will supersede this Constitution unless otherwise expressly noted in one of the documents. UAC allocates all funding to MPO once per semester.

ARTICLE II: MEMBERSHIP

Section I: General

Membership in the MPO will be based solely on audition (Performing Ensemble) or interviews and elections (Executive Board). In order to audition, persons must be affiliated with the University of Michigan as enrolled students. Membership in the orchestra is a requirement for selection on the Executive Board. The audition shall take place before the first scheduled rehearsal of the semester. Components of the audition are subject to change based on the Music Director's discretion. Auditions to fill all orchestra positions will take place at the beginning of the fall semester; however, extra auditions can be scheduled between the fall semester concert and the first rehearsal of the winter semester as the Music Director and Executive Director deem fit.

The audition will be evaluated by the Music Director, the Executive Director, and at least one other person that the Music Director determines able to rate the performance of players (including, but not limited to, the Concertmaster or Executive Board members). The Music Director will develop the system to be used to rate players. At this time, all prospective members will be presented with a Member Responsibility Sheet that details the rehearsal schedule and attendance and publicity policies of the MPO. After all auditions have been completed, the Executive Board will notify all of those who auditioned by email with an acceptance or rejection. At this time, interested members and nonmembers alike will also have the opportunity to sign up to participate in small ensembles, the string orchestra, or the jazz band—MPO affiliate groups.

Section II: Attendance / Member Removal

All members are expected to be in attendance at all rehearsals, the dress rehearsal, the sound check, and the concert as listed in the Member Responsibility Sheet. If, for some reason, a member cannot attend one of the rehearsals, he or she must notify the Personnel Director, Music

Director, Executive Director, and Assistant Music Director (if applicable) by emailing pops.att@umich.edu. Attend more than two thirds of all rehearsals, and complete publicity and outreach requirement to be eligible to play in the concert. Failure to complete these requirements can result in the Executive Board excusing the member from that semester's concert or asking the member not to return for the following season. Once two absences have occurred, the Personnel Director will notify the member by email. If this warning does not improve the member's attendance, the Executive Board will judge each member's situation on a case-by-case basis.

Section III: Publicity Requirement

All members are required to fulfill a publicity requirement each semester to help promote the concert. The publicity requirement can be fulfilled by painting Diag boards and banners, poster, flyer, handbill, or by doing any other activity approved by the Publicity Director. It is the duty of the Publicity Director to make sure each member has fulfilled his or her requirement.

Section IV: Outreach Requirement

All members are also required to fulfill an outreach requirement each semester to help promote the concert to the surrounding Ann Arbor community. This can be fulfilled by going to a school and playing music with students, making a presentation to students about MPO, posting flyers around the community, phoning childcare centers and retirement communities to receive permission to mail flyers, or stuffing envelopes and mailing them to childcare centers, retirement communities, and Ann Arbor public schools. Outreach requirements are subject to change and will be monitored by the Outreach Director(s). This requirement is in conjunction with an offer allowing all Ann Arbor public school students less than 18 years of age or with a valid K12 school ID free admission to MPO concerts. Additionally, outreach is essential to continue increasing familiarity with MPO and encouraging youth to continue to play an instrument after completing secondary school.

ARTICLE III: EXECUTIVE BOARD

Section I: Positions

The Executive Board of the MPO shall be the governing board of the orchestra and shall be elected by the previous Executive Board, except for the Music Director and Assistant Music Director who will be selected through an interview process as deemed fit by the current Music Director and through the approval of the current Board and orchestra. A typical Music Director and Assistant Music Director interview consists of a verbal question and answer session conducted by the Executive Board and a conducting interview in front of the entire orchestra, whereas a typical Executive Board interview consists of only a verbal question and answer session. A simple majority is required to win an election for any Executive Board position, except for ED and MD, which both require a two-thirds majority. Once elected, the old and new boards will have a minimum of one month to meet together so the old Board can appropriately transition the new Board. The Executive Board shall consist of an Executive Director, Music Director, Programs Director, Small Ensembles Director, Publicity Director, Business Director, Personnel Director, Technical Director, Social Director, Outreach Director, Librarian, Board Advisor, and an Assistant Music Director when appropriate. The positions are subject to change.

Specific duties as listed below should be shown to prospective board members before election time. All Board members are expected to attend all weekly meetings, participate actively in discussions and voting, and help other Board members with duties if asked. Additionally, each Board member shall work with the Executive Director to promote cohesiveness among non-Board members in the MPO by attending social events and getting to know other. Each Board member shall have one vote. Though any member from the MPO or the UAC Executive Board is invited to attend any and all MPO Board meetings, these students will not be permitted to vote under any circumstances, regardless of past affiliation with the MPO Board, as this can be seen as a conflict of interest. Sensitive board meetings will be closed to board members only, and notification of these meetings will be communicated to the orchestra in a timely manner.

Executive Director: The duties of the Executive Director shall correspond to those of a president. This person shall be responsible for running each business meeting and preparing agendas. He or she shall make sure that all opinions are heard, including his or her own. This person will work to form a cohesive orchestra in which everyone feels like they are contributing and welcomed to the group. He or she shall kept up to date with the goings on of the other board members on a weekly basis and see that they are executing their duties with due diligence. He or she will help the Business Director prepare a budget and order music for the year and will represent the MPO at all UAC General Board meetings with the Business Director. If, during the course of a season, a board member fails to perform his or her duties, the Executive Director will take over that person's role or delegate it to another. This person shall represent the MPO as a liaison in public affairs, such as conferences or at schools. In order to be elected to this position, the candidate must have at least one year of experience on the MPO Board. The Executive Director also plans the rehearsal schedule with the Music Director, and decides approximately fifty percent of the program along with the MD, leaving the rest for the board to decide. Furthermore, the ED coordinates all concert day logistics, including, but not limited to: lighting, sound, sound and video recording, chair, music stand, stand light, and microphone placement, and piano tuning. They shall also be the MPO contact for all matters dealing with legal issues.

Music Director: The music director is appointed by the MPO board to be in charge of the artistic direction of the MPO. With the board's guidance and advice, the MD selects the concert themes, programs, and musicians. The MD, along with the ED, decides approximately fifty percent of the program, leaving the rest to the board. The MD runs and conducts rehearsals and concerts, and is in charge of sending out a rehearsal schedule in advance to the MPO. The MD also plans the rehearsal schedule in conjunction with the ED.

Assistant Music Director: If this person is selected, he or she acts as an extension of the Music Director augments the MD's duties. He or she conducts sectionals during rehearsals and one or more pieces during their tenure as AMD. He or she is responsible for studying and covering all works on the program if the MD is unable to attend a rehearsal or performance. Apart from helping with setting and cleaning up at the rehearsal hall and where needed, the AMD is expected to foster cohesiveness within the orchestra by knowing members' names and attending social events.

Personnel Director: This person is responsible for rehearsal logistic including recording attendance, communicated attendance issues with members, assisting the ED in maintaining E-Board cohesiveness, creating and maintaining carpools, writing and sending a weekly newsletter, and maintaining the orchestra roster.

Social Director: This person is responsible for organizing all social events within the orchestra, including, but not limited to, progressive dinners, laser tag, ice-skating, barbeques, movie nights, and the concert after-party. They are also responsible for updating the Pops Calendar with social events, coordinating break activities, and running various social competitions such as Pops Cup.

Publicity Director: This person is responsible for notifying the Ann Arbor media and University Community of the Michigan Pops concert. This may include the Michigan Daily, Ann Arbor Observer, and online calendars. They also reserve SORC spaces for Diag boards, banners, and table tents and works to promote on-campus publicity. Other PD duties include finding a graphic designer for the concert poster, exploring new advertising media, and heading all MPO publicity events possible. The PD is also in charge of managing all online media for the orchestra, including but not limited to: the Michigan Pops website, Facebook page, and Instagram.

Outreach Director: This person acts as a link between the surrounding Ann Arbor community and the MPO. Duties include communication with childcare centers, public schools, and retirement communities around the city. He or she works closely with the Small Ensembles Director to set up performances and classroom visits to promote music enjoyment and education. Additionally, the Outreach Director must effectively communicate to these groups that they are eligible for free or reduced entry into the concert. The Outreach Director is also in charge of setting up programs that cater to these groups, such as the Concerto Competition. The Outreach Director should also maintain a relationship with the Ann Arbor Symphony Orchestra and any other groups that would increase Pops' community engagement.

Programs Director: This person is responsible for designing the concert program booklet. The Programs Director must then correspond with the printing company to have the booklets printed. Other responsibilities include making the program insert (as needed), licensing pieces, designing the CD and organizing its production, and ordering MPO merchandise for new members.

Technical Director: This person is responsible for facilitating concert flow, specifically antics and a concert narrative, if desired. Antics can be both live and pre-recorded, and the Technical Director supervises the creation of antics ideas, determines the feasibility of certain antics, hires a videographer, supervises or directs filming of concert movies, promotes orchestra member participation in the filming, coordinates with the PD to release promotional material on social media, and organizes actors and singers during the concert. The Technical Director organizes these antics by hiring a stage manager, as necessary. Furthermore, the TD must acquire and learn how the equipment needed for concert day and filming operates.

Business Director: This person reviews past budgets and communicates with other board members to determine budgetary needs for the coming semester. He or she will also create a budget, have it approved by the Pops Board, and submit it to the UAC Executive Board for

approval, making any necessary changes according to the UAC E-Board's budget allowance. The Business Director will also communicate with the Pops Board about any changes or reallocation in the budget, manage receipts and invoices, and communicate on a regular basis with the UAC representative about expenses. He or she is responsible for keeping a working budget of all expenses and revenues throughout the semester, managing ticket sales through the ticket vendor, selling tickets to orchestra members, managing merchandise sales at concerts and to the orchestra, mailing out CD orders, facilitating Pops participation in Giving Blue Day, and also managing other sorts of donations to Pops. The Business Director, along with the Executive Director, represents the MPO at all UAC General Board meetings.

Small Ensembles Director: This person is responsible for giving all interested musicians the opportunity to play in a small group setting (whether they are in the MPO or not). At the beginning of the year, the Small Ensembles Director gathers the information from all those who have expressed a desire to play chamber music and facilitates the formation of groups based on similar musical interests. As a resource, the SED provides assistance with finding music and rehearsal spaces for the groups. During the course of the semester, the SED checks on each ensemble's progress and also updates them with opportunities to play in the community. The job of the SED also entails organizing a concert each semester so that the ensembles can perform the pieces they have prepared. He or she is also responsible for overseeing the String Orchestra and Jazz Band.

Librarian: This person is responsible for copying and distributing the music to orchestra members for a given concert season. This role is supervised by the MD and AMD to deliver music promptly. Their additional responsibilities may include maintenance of the orchestra library, creation of a concert playlist, returning rental pieces, and editing parts.

Board Advisor: This person offers advice to the current board based on their past experiences and knowledge from their time on the Executive Board. This position is exclusively given to someone who has previously been an Executive Director of Pops. The Board Advisor is unable to vote on any board decisions.

Section II: Impeachment

The impeachment process of a Board Member shall follow the following steps: first, a private warning is given by the Executive Director to the offending Board Member, detailing the problems with his or her performance and suggestions for improvement. Second, a public warning during the course of a meeting given by the Executive Director to the offending Board Member detailing the problems with his or her performance and suggestions for improvement. Finally, if the Board Member's performance does not improve, he or she will be excused from the Executive Board following a vote. A two-thirds majority with the entire board voting is needed to impeach a Board Member. After impeachment, the Executive Director will be required to fill the vacated position unless the Executive Director or Music Director has been impeached. Under these circumstances, elections must be held to fill the positions. If a Board Member is impeached, he or she may still be allowed to play in the Orchestra if deemed appropriate by the Executive Board. If the Executive Board wishes to dismiss the Executive Director, the Board shall follow the same steps collectively or by one member selected by the Board acting as a

representative. If the Music Director is impeached and an AMD is present, the AMD will fill the role until the most suitable candidate (which may include the AMD) has been selected and voted in by a simple majority. Given that the orchestra has a say in the decision of the Music Director position, in order to impeach the Music Director, the orchestra must vote to impeach them with a simple majority, and the Executive Board must vote with a two-thirds majority.

ARTICLE IV: FINANCES

A budget shall be drafted at the beginning of each semester by the Business Director and the Executive Director, in conjunction with the Executive Board. The Executive Board must follow the budget and cannot make any purchases until the UAC Executive Board approves it. All purchases made by members for the MPO require communication with the Business Director and the approval of the Executive Director and Music Director. Receipts must clearly show purchases and place of purchases in order to receive reimbursement. The appropriate forms must be filled out and turned in directly to the Business Director in order for members to receive reimbursement. As UAC and MPO are non-profit student groups, all purchases are not subject to sales tax. Members may ask for tax exemptions upon purchasing an item for MPO and will not be reimbursed for sales tax by UAC.

ARTICLE V: MEETINGS

Business meetings of the MPO Board shall occur once per week during the regular season. During the off-season, meetings shall be held at the Executive Director's discretion or a majority of the Board's judgment. All business of the MPO shall take place at these meetings. Meetings are open to any member of the orchestra, and thus their location and time must be made well known to all members.

ARTICLE VII: COMPENSATED PLAYERS

Other significant players shall be compensated by the MPO to fill instrumental holes in the concert. This shall be by decision of the Music Director and in accordance with the budget. Compensated players will be responsible for attending the sound check and the concert, at the very least. These extra players, who will not be considered members of the orchestra, should be of a high caliber of musicianship.

ARTICLE VIII: SMALL ENSEMBLES

These groups are subsidiaries of the MPO. Members will be recruited alongside MPO recruiting; however, the director of each group is encouraged to recruit other members to join who are not also in the MPO. Each group will put on, at minimum, one performance each semester and will receive help through the MPO (detailed in the Small Ensembles Director portion of the constitution). Leaders will be responsible for making sure groups meet and rehearse adequately; that they have music, rehearsal space, and a performance venue; and that the concert is adequately advertised. Leaders may ask for promotion help from the Executive Board of the MPO.

ARTICLE IX: AMENDMENTS

The Constitution and By-Laws shall be reviewed for ratification in the fall semester of each academic year by the incoming Executive Board. If amendments are deemed necessary, the

unanimous consent of the Executive Board and a simple majority vote of the UAC General Board must ratify this Constitution.

Amendment I: Rehearsal & Board Meeting Attendance (Ratified 9/6/2016)

Orchestra members are expected to attend all rehearsals. The only exceptions are made due to (1) severe illness or (2) family emergencies. Should a member not follow through with this attendance policy, their eligibility to play in the semester concert will be discussed by the board. The board reserves the right to remove members from the concert roster should they fail to attend rehearsals.

Board members must attend all board meetings. Exceptions will be reserved for extreme illness, family emergencies, or exams. Should a board member exhibit poor meeting attendance, the rest of the board may vote at the end of the semester whether or not they wish to hold a reelection and consider alternate candidates.

Amendment II: Diversity & Inclusion (Ratified 5/24/2017)

MPO is committed to a policy of equal opportunity for all persons and does not discriminate on the basis of race, color, national origin, age, marital status, sex, sexual orientation, gender identity, gender expression, disability, religion, height, weight, or veteran status in its membership or activities unless permitted by university policy for gender specific organizations.

Amendment III: Member Removal (Ratified 7/5/2017)

When a member fails to uphold their commitment to the group, as detailed in SECTION II: Membership, or fails to represent the mission of the Michigan Pops Orchestra through instances of personal misconduct, the board reserves the right to remove a member from the Michigan Pops Orchestra. This begins with a warning issued by the Personnel Director, who will respectfully bring to their attention their violation of member requirements, or any other issues which have brought them to the attention of the board. The Personnel Director will inform them of actions that they can take to remain in the organization (ex. attending all remaining rehearsals), which will be determined jointly by the Personnel Director, Music Director(s), and Executive Director. If the member fails to follow through, the situation will be raised at the weekly Executive Board meeting, during which the board may reserve the right to remove the member from the Michigan Pops Orchestra, or from the current concert, whichever is deemed fitting given the behavior & situation of the member in question.