

The University of Michigan Women's Glee Club Constitution

i. Name

The name of this organization shall be the University of Michigan Women's Glee Club.

ii. Mission

The University of Michigan Women's Glee Club shall provide a vocal performance group for students of the University of Michigan community, represent the University of Michigan through the medium of music, and promote the arts at the University of Michigan and beyond, all while building and promoting community through the making of music and through the dreaming of dreams.

iii. Responsibility

The University of Michigan Women's Glee Club shall be subject to the rules and regulations of the University of Michigan regarding student organizations.

The University of Michigan Women's Glee Club shall be responsible for its internal management and its own perpetuation.

iv. Committees

A. Executive Board

Rationale: The Executive Board coordinates the activities and business functions of the University of Michigan Women's Glee Club.

1. The primary standing committee of the Glee Club shall be the Executive Board.
2. The Executive Board may consist of the President, Vice President, Secretary, Outreach Manager(s), Tour Manager(s), Concert Manager(s), Finance Manager(s), Publicity Manager(s), Music Director, Advisor, and any other position that is deemed necessary by the Executive Board.
3. The Executive Board shall be the administrative head of the Glee Club.
4. The Executive Board shall be the sole interpreter of this Constitution and its bylaws.
5. Each voting member of the Executive Board has an equal vote. A tie shall be considered a non-affirmative vote.
6. No member of the Executive Board may hold two positions on the Executive Board concurrently.
7. All members of the Executive Board shall attend all meetings called by the President. Any extenuating circumstances that prohibit this must be discussed with the President.
8. All members of the Executive Board shall train the new officers.
9. All members of the Executive Board shall have the right to know the status of all Glee Club accounts at any time.
10. All members of the Executive board shall be authorized signers on the operating bank accounts of the Glee Club. Other signers may be authorized at the discretion of the Executive Board.
11. The Executive Board shall decide the amount of dues and all other necessary fees each term.
12. The Executive Board shall appoint an Advisor.
13. The Executive Board shall vote on all other Glee Club requirements not specified in the Constitution.

B. International Tour Council

Rationale: An International Tour Council shall be a standing committee of Glee Club for the purpose of planning an International Tour, to occur every 3 years.

1. The Council shall begin planning three years in advance of the international tour with a focus on early fundraising for the trip.
2. The Tour Manager shall serve as the council head and supervisor.
3. The Council shall work closely with the Fundraising Chair(s).
4. Council members will volunteer to be a part of this council at the beginning of each year.

C. Judiciary Committee

Rationale: Any member of the Women's Glee Club whose membership has been revoked by the Executive Board has the right to request a review of revocation by a committee consisting of Executive Board members and fellow Glee Club peers.

1. A Judiciary Committee consisting of the President, Vice President, and the section leaders, as appointed by the Music Director, from each of the four vocal sections of the Glee Club shall convene at the direction of the Executive Board upon the request of a student whose membership has been revoked.
2. The Judiciary Committee shall convene and render a decision within one week.
3. Each member of the Judiciary Committee, excluding the President and Vice President, shall have an equal vote. A tie shall uphold the Executive Board's decision.
4. The Judiciary Committee shall have the power to restore a membership that has been revoked by the Executive Board.

D. Operational Committees

Rationale: To accomplish all tasks necessary within the Glee Club, a number of operational committees shall be organized to divide the workload.

1. There shall be a number of committees divided into categories of work that need to be done by the Glee Club in preparation for Glee Club events.
2. Any member of the Glee Club is eligible to be on any of these committees.
3. Each member of a committee shall be expected to attend committee meetings and do the work associated with that committee.
4. Shall be created and maintained by the Executive Board.
5. The Executive Board shall determine the number of committees.
6. The Executive Board shall appoint all chair positions.
7. All chairs may be requested to attend one monthly Executive Board meeting.

v. Executive Board

A. Voting Members

1. President

The duties of the President may include but are not limited to the following:

- i. Call and preside over general Glee Club business meetings and Executive Board

- meetings.
- ii. Have an ex officio membership on all committees.
- iii. Ensure that all officers complete their elected duties.
- iv. Work with the Music Director.
- v. Shall have the prerogative to delegate their responsibilities to the appropriate officer(s).
- vi. Act as the official representative and contact of the Glee Club
- vii. Plan both Fall and Winter Retreat for the Glee Club.
- viii. Provide each Glee Club member with a handbook at the beginning of each semester.
- ix. Shall supervise the Social Chair.
- x. Shall supervise the Men's Glee Club Liaison.
- xi. Responsible for the delegation of all other duties as needed.

2. Vice President

The duties of the Vice President may include but are not limited to the following:

- i. Assume the executive duties and powers of the President if they are unable to complete their duties. The Vice President shall hold the Interim-President position until provisions for an election can be held.
- ii. Know and enact the Constitution when necessary. The Vice President shall act as Parliamentarian and have a thorough knowledge of the constitution, compiling a list of necessary changes of addendums when necessary.
- iii. Responsible for the coordination of alumnae relations activities, both solicitations and regular correspondence.
- iv. Responsible for the maintenance of all alumnae and friends of the Women's Glee Club records.
- v. Shall supervise the Alumnae Relations Chair.
- vi. All other duties as they are needed.

3. Secretary

The duties of the Secretary may include but are not limited to the following:

- i. Take attendance at all mandatory Glee Club functions.
- ii. Make the attendance record available to any member of the Glee Club upon request.
- iii. Serve as recording secretary for all Executive Board meetings.
- iv. Collect all attendance records from committee meetings.
- v. Provide a constitution upon request.
- vi. Update all Glee Club email groups each term.
- vii. Post the minutes of Executive Board meetings in a location accessible to all members.
- viii. Shall supervise the Librarian.
- ix. Shall supervise the Historian.
- x. All other duties as they are needed.

4. Outreach Manager(s)

The duties of the Outreach Manager(s) may include but are not limited to the following:

- i. Plan and organize three events per year: a Bonding event, and an Outreach Concert and a Community Service Project. The Outreach Concert will be held

somewhere in the community, either Ann Arbor or throughout the state of Michigan.

- ii. Shall supervise the Small Groups Manager.
- iii. Shall supervise the WoVad Coordinator.
- iv. All other duties as they are needed.

5. Tour Manager(s)

The duties of the Tour Manager(s) may include but are not limited to the following:

- i. Serve as the head(s) of the International Tour Council and ensure the committee is completing required tasks for the nearest Tour.
- ii. Be responsible for all communications and correspondences related to both Domestic and International Tour.
- iii. Work with Finance Manager and Fundraising Chair in fundraising endeavors.
- iv. All other duties as they are needed.

6. Publicity Manager(s)

The duties of the Publicity Manager(s) may include but are not limited to the following:

- i. Responsible for all publicity production, including, but not limited to, the advertisement for concerts.
- ii. Shall supervise the Webmaster Chair.
- iii. Shall appoint and supervise the Publicity Committee.
- iv. All other duties as they are needed.

7. Concert Manager(s)

The duties of the Concert Manager(s) may include but are not limited to the following:

- i. Coordinate all programs production.
- ii. Coordinate all concert day activities, including the hiring of any external musicians as instructed by the Music Director, planning and setup for the concert.
- iii. Organize and maintain the concert attire and provide the members with proper concert attire, including necessary alterations.
- iv. Assist with library materials.
- v. Assist director with concert equipment.
- vi. Arrange for the recording of all concerts.
- vii. Shall supervise the Ticketmaster Chair and assist with ticket distribution and sales.
- viii. All other duties as they are needed.

8. Finance Manager(s)

The duties of the Finance Manager(s) may include but are not limited to the following:

- i. Balance all financial accounts of the Glee Club.
- ii. Renew all Glee Club accounts.
- iii. Ensure that adequate signers are available for spring and summer months.
- iv. Collect and distribute all funds from members and others, including Glee Club dues.
- v. In consultation with the Advisor and President, prepare a budget for the

Executive Board.

- vi. Organize and direct the actions of the Finance Committee.
- vii. Supervise the Fundraising Chair
- viii. Supervise the Merchandise Chair.
- ix. All other duties as they are needed.

B. Non-Voting Members

1. Music Director

The duties of the Music Director may include but are not limited to the following:

- i. The artistic direction of the Glee Club including the selection of the music.
- ii. Conduct all music rehearsals and concerts or arrange for a substitute conductor.
- iii. Audition all prospective new members.
- iv. Appoint an accompanist and assign duties for that person.
- v. Appoint and Assistant Director and assign duties for that person.
- vi. Participate in the enforcement of the attendance policy.
- vii. All other duties as they are needed.

2. Advisor

The duties of the Advisor may include but are not limited to the following:

- i. Shall be faculty or staff at the University of Michigan.
- ii. Advise the Executive Board as matters arise.
- iii. Work in conjunction with the Finance Manager in preparing budgets for the Executive Board.
- iv. All other duties as they are needed.

3. Men's Glee Club Liaison

The duties of the Men's Glee Club Liaison may include but are not limited to the following:

- i. The Men's Glee Club Liaison shall maintain relationships with the Men's Glee Club.
- ii. Attend all MGC Executive board meetings.
- iii. Collaborate with the Social Chair for combined events.

vi. Selection of Officers

Rationale: The positions of President, Vice President, and Secretary are elected into office by members of the Women's Glee Club. The remaining Executive Board positions of Finance Manager, Publicity Manager, Concert Manager, Tour Manager, and Outreach Manager are interviewed and appointed by members of the current Executive Board.

A. Elections

- 1. Any current member of the Glee Club shall be eligible for elections into any office excluding the office of the President.
- 2. The President must have previously held an elected position on the Executive Board. If no such person is available, the President must have previously held an appointed

- position.
3. Appointed chair positions may petition the Executive Board for consideration of running for the office of the President.
 4. Nominations for office shall be accepted from any current member of the Glee Club.
 5. A member may not be nominated for more than two positions.
 6. Elections shall be held approximately one month before the end of the winter term. Newly elected officers shall then attend the remaining Executive board meetings for that year.
 7. Notice shall be given two weeks in advance of elections, except in extenuating circumstances.
 8. A majority of the total membership shall be required to hold elections.
 9. Any current officer not running for a new position shall conduct the elections.
 10. All members running for office must prepare a short election speech and answer a selection of questions provided by the current Executive Board. The questions will be distributed to the entire Glee Club before the election.
 11. Non-returning members of the Glee Club shall count the ballots.
 12. No absentee or proxy ballots shall be allowed during elections.
 13. A simple majority of votes cast shall be required for election.
 14. Elected officers of the Glee Club shall assume their duties at the conclusion of the Spring Tour or winter term, whichever is later.
 15. All terms of office shall be one year.
 16. If an elected officer is elected or appointed to another position, resigns, or is removed from the position, the Executive Board shall appoint a member to fill the vacancy.

B. Interviews

1. The positions of Finance Manager(s), Concert Manager(s), Publicity Manager(s), Tour Manager(s), and Outreach Manager(s) are interviewed by the current Executive Board, and elected officers.
2. The interviews will take place during winter term and will be scheduled by the current Executive Board and elected officers. Appointees will be expected to attend remaining Executive Board meetings for that year.
3. Members applying for each position will submit an application, which will be reviewed by the current Executive Board and elected officers in order to be invited to interview.
4. The interview will consist of the member running for the position, along with each Executive Board member, excluding those who are running for said position, and elected officers for the subsequent year.

C. Impeachment

1. A petition signed by one-half (1/2) of the membership of the Glee Club shall be required to bring up an Executive Board member for impeachment. The petition must be presented to the Executive Board.
2. A three-fourth (3/4) majority of the membership shall be required to remove an officer from their position.

vii. Chair Positions

A. Guidelines

1. Any member of the Glee Club shall be eligible for appointment to any non-elected

- position by the new Executive Board.
2. Interested members shall fill an application for assessment by the new Executive Board before the end of winter term.
3. Selected chair members are responsible for fulfilling duties of their Executive Board member when needed.
4. If any chair is appointed to another position or resigns from their position, the Executive Board shall make provisions to fill the vacancy.

B. Positions

1. Social Chair
 - i. The Social chair shall organize social events for the Club, outside of rehearsal time.
 - ii. Facilitate social activities at both Fall and Winter retreats, as well as WoVad.
2. Men's Glee Club Liaison
 - i. See v. B. 3.
3. Alumnae Relations Chair
 - i. Alumnae Relations Chair shall coordinate publications of the Arioso each semester.
 - ii. Assist the Vice President in executing alumnae relations projects.
 - iii. Assume the Vice Presidential duties if they are unable to complete their duties.
 - iv. The Alumnae Relations Chair shall hold the Interim Vice President position until provisions for an election can be held.
4. Small Groups Manager
 - i. The Small Groups Manager shall coordinate additional performances throughout the year.
 - ii. Receive and respond to correspondences from outside groups.
 - iii. Collect interest from Club to ensure proper attendance at the performances.
5. Webmaster Chair
 - i. The Webmaster shall maintain the Women's Glee Club website.
 - ii. Regularly update the site to reflect current events and appropriate image of the Club.
6. Ticketmaster
 - i. The Ticketmaster shall create, reproduce, and distribute concert tickets.
7. Librarian (s)
 - i. The Librarian (s) shall organize, distribute, and collect music.
 - ii. Assemble folders for each member and correspond with the Music Director.
8. Historian
 - i. The Historian shall collect and deposit Glee Club memorabilia into our archives on North Campus.
 - ii. Organize a group photo each semester and create a senior gift.
9. Fundraising Chair
 - i. The Fundraising Chair shall oversee all fundraising efforts, specifically Giving Blue Day and Tour fundraising.
 - ii. Lead the Fundraising Committee, composed of 6-8 WGC members.
10. Merchandise Chair
 - i. The Merchandise Chair shall design and order items of merchandise each semester through Underground Printing.
 - ii. Collect ideas, orders, and money from members.
11. WoVad Coordinator
 - i. Shall consult with the previous WoVad Coordinator regarding the process of planning the event.

- ii. Plan and manage Women's Vocal Arts Day (January).
12. Midnight Blue Chair
- i. Shall be the appointed Secretary of Midnight Blue.
 - ii. Shall provide monthly updates to the Executive Board regarding Midnight Blue proceedings.

viii. Membership

Rationale: As members of the Women's Glee Club, each individual has a number of rights and responsibilities to uphold. Each of the following regulations is intact to maintain the integrity and quality of the Women's Glee Club; adherence to and execution of the following regulations and rights will expedite the creations of a unified organization.

A. Selection

1. Any student attending the University of Michigan may audition for membership.
2. Auditions shall be held by the Music Director in accordance with the membership selection guidelines and defined in the Constitution.
3. Notice for the time and place of the mass meeting and auditions shall be made public.
4. Each candidate shall be given an individual audition and shall be notified of a decision within a reasonable length of time.
5. Upon joining the organization, all members agree not to undermine the purpose or mission of the University of Michigan Women's Glee Club

The University of Michigan Women's Glee Club 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.

B. Voting

1. A majority of Glee Club members must be present for a vote to be binding.
2. A simple majority vote shall be required to commit the Glee Club to any function not deemed required by the Executive Board.
3. A simple majority of votes of the quorum shall be binding.

C. Attendance Policy

1. All members must register for the Glee Club.
2. Each member is allotted two absences from rehearsal for a grade of A if they had earned her 5 required points. See Standing Rules for specifics regarding the grade distribution.
3. Attendance at all business and committee meetings is mandatory.
4. Attendance at all dress rehearsals and concert warm-ups is mandatory. Failure to attend scheduled concerts may be grounds for grade reduction or dismissal. Extenuating circumstances shall be brought up to the Executive Board.

D. Grounds for Loss of Membership

1. Resignation following notification to the Music Director or Executive Board.
2. Failure to comply with WGC policies.
3. The Executive Board has the power, in extraordinary circumstances involving an indiscretion on the part of a Glee Club member, to revoke membership.
4. The decision to expel a member may be appealed to the Judiciary Committee (as detailed in Sec. IV.B)

E. Reinstatement

1. Once a person successfully auditions for the Glee Club, that student shall be automatically reinstated each consecutive term unless they lose their membership or at the discretion of the director.
2. Loss of membership shall be sufficient grounds to permanently deny reinstatement in the group.

F. Alcohol Policy

1. The University of Michigan Women's Glee Club will enforce all University, state, and federal laws and policies regarding the consumption of alcohol at all Glee Club sponsored functions.

ix. Ensembles

- A. Membership in any small ensemble associated with the Glee Club shall be contingent upon membership in the Glee Club.
- B. The activities of any such ensemble shall be consistent with the welfare of the Glee Club.
- C. A representative of any small ensemble shall attend an Executive Board meeting at the request of the Executive Board in order to inform the Executive Board of the activities of the ensemble.
- D. Membership in any small ensemble is contingent on the requirements established by the members of the small ensemble. Failure to comply with ensemble policies may result in a change of Glee Club grade.
- E. All revenue generated by any small ensemble shall be deposited into the general Glee Club account. Up to 70% of generated revenue may be earmarked for ensemble-only purposes at the discretion of the Executive Board, the ensemble, and the Music Director.
- F. Should the ensemble choose to emancipate itself from the Glee Club for any reason, the Glee Club shall retain all revenue generated by the ensemble up to the point of emancipation.

x. Supremacy of the Constitution and its by-laws

- A. This Constitution and its by-laws shall be the sole document governing the activities of the University of Michigan Women's Glee Club.
- B. The Constitution and its by-laws shall supersede and replace any former Constitution or by-laws of the Glee Club.

xi. Amendments to the Constitution

- A. Amendments to this Constitution shall be presented to the Glee Club by the Executive Board where they may originate, or the Executive Board shall act when presented with proposed amendment signed by one-half (1/2) of the total membership of the Glee Club.
- B. Each amendment thus presented shall be presented to the Glee Club at two consecutive

regular meetings and voted upon at the second meeting.

- C. A two-thirds ($2/3$) majority of the total membership at a properly scheduled meeting is necessary to pass an amendment.

xii. Ratification of the Constitution

- A. This constitution shall be considered ratified and operative only after it has been presented to the Glee Club and signed by two-thirds ($2/3$) of the total membership.
- B. The Constitution should be reviewed as deemed necessary by the Executive Board.