

The Constitution of the University of Michigan Arts Chorale

Proposed Amendments written by President Rachel Kay;

Amendments passed December 2008.

I. Name

The name of this organization shall be the University of Michigan Arts Chorale.

II. Purpose

The University of Michigan Arts Chorale shall make available a co-ed vocal music performance group, shall represent the University of Michigan through the medium of music, and shall promote fellowship among its members.

III. Responsibility

The University of Michigan Arts Chorale is subject to the rules and regulations of the University of Michigan regarding student organizations, and is responsible for its internal management and its own perpetuation.

IV. Committees

A. Officer Committee

1. The only standing committee of the Arts Chorale shall be the Officer Committee.
2. It shall consist of the Director, President, Vice President, Secretary, Treasurer, Music Manager, Webmaster, and Historian.
3. It shall be the administrative head of the Arts Chorale.
4. It shall be the sole interpreter of this constitution and its By-Laws.
5. Each member of the Officer Committee has an equal vote—either official or unofficial—in matters regarding the administration of the Arts Chorale.
6. No member of the Officer Committee may hold two positions in the Officer Committee concurrently.
7. Any member of the Officer Committee can deal with personal matters of members of the Arts Chorale.
8. All members of the Officer Committee shall attend meetings called by any member of the committee.
9. All officers shall be prepared to present all information pertaining to their respective committee position regardless of which officer calls the meeting.
10. All members of the Officer Committee are responsible for training the new officers.
11. All members of the Officer Committee are responsible for chorale morale.
12. All members of the Officer Committee have the right to know the financial status of the Arts Chorale at any time.
13. The Arts Chorale bank accounts will require at least two signatures. The President and the Treasurer will be authorized signers on the operating bank accounts. In case either is unavailable, or at the discretion of both the President and the Treasurer, another committee member shall be an authorized signer.
14. The Officer Committee shall schedule social events throughout the school year for the Arts Chorale.

15. The Officer Committee will decide the amount of dues each term.

B. Judiciary Committee

1. A Judiciary Committee consisting of the President, Vice President, and an elected member of each of the four vocal sections (Soprano, Alto, Tenor, Bass) of the Arts Chorale shall convene at the direction of the Officer Committee upon the request of a student whose membership has been revoked.
2. At the time the Judiciary Committee is called, each section shall elect its own representative by majority vote. Current Officer Committee members are not eligible to represent their sections.
3. The Judiciary Committee shall be elected at the first possible rehearsal following a member's appeal.
4. The Judiciary Committee shall convene and render a decision within one week following its election.
5. Each member of the Judiciary Committee has an equal vote. A tie shall be considered a non-affirmative vote.
6. The Judiciary Committee shall have the power to restore membership which has been revoked by the Officer Committee.

V. Officers and Duties

A. Officers

1. The elected officers of the Arts Chorale shall be the President, Vice President, Secretary, Treasurer, Music Manager, Webmaster, and Historian.
2. The Director will be appointed by the School of Music.

B. Duties

1. President
 - a. The President shall preside over all meetings of the Arts Chorale as a whole and all meetings of the Officer and Judiciary Committees.
 - b. The President shall have the prerogative of delegating responsibilities to the Officer Committee.
 - c. The President shall be the official representative of the Arts Chorale.
 - d. The President shall be responsible for enforcing the concert dress code with the aid of the Officer Committee.
 - e. The President is responsible for replying to all general e-mails sent to either artschorale@umich.edu or acofficers@umich.edu.
 - f. The President, with aid from the Vice President, is responsible for recruiting new members and promoting the growth of the Arts Chorale.
 - g. The President is responsible for providing nametags for all members of the Arts Chorale for at least four rehearsals each semester in an effort to foster chorale morale and fellowship.
 - h. The President, with aid from the Vice President, is responsible for organizing and facilitating Arts Chorale social events.
2. Vice President
 - a. The Vice President shall assist the President.
 - b. In the case of the resignation or loss of membership of the President, the Vice President shall fill the vacancy until a new election is held.

- c. The Vice President is responsible for recruitment and membership retention.
 - d. The Vice President is responsible for making all flyers, banners, and Diag boards that advertise auditions and concerts for the Arts Chorale.
 - e. The Vice President is responsible for putting together an information table for Festifall and Winterfest if so desired.
3. Secretary
- a. The Secretary shall keep attendance records in accordance with the attendance guidelines and make them available to any member of the Arts Chorale at any time.
 - b. The Secretary shall serve as recording secretary for all meetings of the Officer Committee.
 - c. The Secretary is responsible for maintaining the Arts Chorale group e-mail lists.
 - d. The Secretary is in charge of organizing and executing the purchase of Arts Chorale shirts once per semester if the majority of the members of the Arts Chorale so desire.
4. Treasurer
- a. The Treasurer is responsible for keeping all financial accounts in balance.
 - b. The Treasurer is responsible for collecting dues from every member of the Arts Chorale at the beginning of both the Fall and the Winter semesters.
 - c. The Treasurer is responsible for reimbursing any member of the Arts Chorale for personal money that is spent on the Arts Chorale.
 - d. The Treasurer, with the aid of the President, is responsible for renewing the MSA and SOAS accounts and any other accounts at the beginning of September.
 - e. The Treasurer is responsible for paying the guest instrumentalists and vocalists for their services at Arts Chorale concerts.
 - f. The Treasurer is responsible for organizing all fundraising events and maintaining a sufficient amount of funds in the Arts Chorale account.
5. Music Manager
- a. The Music Manager is a paid position. In order to receive his/her salary, he/she must fill out the necessary papers at the School of Music.
 - b. The Music Manager is responsible for buying concert flowers for the primary soloists (including any organists), the Director, the Assistant Director(s), and the piano accompanist(s).
 - c. The Music Manager is responsible for checking out music and getting folders from the School of Music.
 - d. The Music Manager shall distribute the music and the folders to the members of the Arts Chorale at the beginning of each semester and collect them at the end of the term.
 - e. The Music Manager is responsible for obtaining and distributing copies of previous semesters' concerts to any member of the Arts Chorale who wishes to purchase them.

6. Webmaster

- a. The Webmaster is responsible for maintaining the Arts Chorale official website (www.umich.edu/~singac) as necessary. This includes mass meeting, audition, and concert information, pictures from past concerts, and song files of current performance pieces.
- b. The Webmaster is responsible for posting the attendance records and the Officer Committee's meeting minutes on the Arts Chorale website.

7. Historian/Alumni Correspondent

- a. The Historian shall be in charge of storing all of the Arts Chorale memorabilia, including concert programs.
- b. The Historian is responsible for keeping a record of past Arts Chorale directors.
- c. The Historian is responsible for maintaining interest lists and membership rosters over the semesters.
- d. The Historian shall use all membership and Alumni information for the purposes of maintaining the Alumni Database.
- e. The Historian is responsible for utilizing the Alumni Database for its purpose inviting past members to concerts and asking for donations.

8. Director

- a. The Director is responsible for the selection of music to be performed each semester.
- b. The Director shall conduct all musical auditions for the Arts Chorale in accordance with the rules of membership selection as defined in the constitution.
- c. The Director shall appoint an accompanist. The accompanist's duties shall be assigned by the Director, and the accompanist is considered a non-voting member of the Arts Chorale.
- d. The Director is responsible for selecting the guest musicians, if necessary, for Arts Chorale concerts.
- e. The Director shall work in consultation with the other members of the Officer Committee on all matters pertaining to the Arts Chorale.
- g. The Director is considered a non-voting member of the Arts Chorale.
- h. The Director shall determine the attendance policy of the Arts Chorale.
- i. The Director shall distribute a syllabus at the beginning of each semester, and it shall contain all pertinent information regarding the structure of Arts Chorale, including the attendance policy.

VI. Selection of the Officers

A. Election

1. Any voting member of the Arts Chorale shall be eligible for election to office.
2. Nominations for office shall be accepted from any voting member of the Arts Chorale.
3. Elections will be held in December and terms shall run from one December to the next.
4. Notice shall be given at least two weeks in advance for all elections.
5. A quorum of 2/3 shall be required to hold elections.

6. It is the responsibility of the members of the Arts Chorale to be present at the day of elections.
 7. Elections shall be held by a straight count of hands.
 8. Any current officer not running for a new position may conduct elections. If all current officers are running for new positions, then the Director will conduct elections.
 9. No member can serve as President for more than two elected terms.
 10. No current officer can hold the same position for more than two elected terms.
 11. No absentee ballots shall be allowed during elections.
 12. A simple majority of the votes cast shall be required for election.
- A. Impeachment and Resignation
1. A petition signed by 3/5 of the membership of the Arts Chorale shall be required to bring up an elected officer for impeachment. This petition shall be presented to the Officer Committee.
 2. A 3/4 majority of the memberships shall be required to impeach an officer from his/her position. This vote shall be by secret ballot.
 3. Should a member on the Officers Committee choose to resign, the reinstatement of a new officer shall be handled in one of two ways. i. The remaining Officer Committee may provide an application in which the Committee fairly reviews all applicants. ii. The choir may vote according to standard election procedures.

VII. Membership

- A. Selection
1. Any enrolled student, faculty, staff, or alumnus/alumna of the University of Michigan may audition for membership.
 2. Auditions shall be held by the Director in accordance with the membership selection guidelines as defined in the constitution.
 3. Notice of the time and place of the mass meeting shall be made public.
 4. The Director shall allow students to sign up for an audition time slot.
 5. Each candidate shall be given an individual audition and shall be notified about the result of his/her audition within a reasonable length of time.
 6. To not offer an interested individual membership requires outstanding circumstances to be determined by the Director and Accompanist and reviewed by the officers.
- B. Voting
1. A quorum must be established in order for a vote to be binding.
 2. A quorum shall be 2/3 of the total membership.
 3. The membership shall vote before the Arts Chorale is committed to any concerts, fundraising activities, or extra rehearsals. This does not include regularly scheduled rehearsals, the annual Fall and Spring concerts at the specified venue, or their respective dress rehearsals which are considered to be permanent commitments.
 4. A simple majority vote shall be required to commit the Arts Chorale to any function.
 5. A simple majority vote's cast is binding. That is, if a motion passes, the total voting membership is required to abide by that motion.
- C. Attendance Rules
1. Absences due to unavoidable exams (within a week's notice), death in the family, or religious holidays will not count if discussed with the Director.

2. Members with minor illnesses are encouraged to attend rehearsal if only to listen, as they are responsible for music learned in missed rehearsals. Failure to attend performances is grounds for dismissal. Extenuating circumstances shall be brought to the attention of the Director.
 3. The attendance policy is at the discretion of the Director, with a minimum of two excused absences per term. The attendance policy is to be given, in writing, to the members of the Arts Chorale at the beginning of each term.
 4. Excessive tardiness or early leaves from a rehearsal may be grounds for dismissal.
 5. An Arts Chorale member is allowed to miss one hour of rehearsal per week due to a class conflict, but no more. Exceptions to this rule are at the discretion of the Director.
 6. Registration for the Arts Chorale via “Wolverine Access” (or another official method of class registration) is optional but highly encouraged.
- D. Grounds for Loss of Membership
1. Failure to comply with the attendance requirements and policies of the Arts Chorale.
 2. Resignation.
 3. The Officer Committee has the power—in extraordinary circumstances involving an indiscretion on the part of an Arts Chorale member—to revoke membership.
 4. The decision to expel a member may be appealed to the Officer Committee.
- E. Reinstatement
1. Once a person successfully auditions for the Arts Chorale, that student is automatically reinstated each term unless he/she loses his/her membership.
 2. If a student withdraws from the Arts Chorale for one or more full terms, he/she must re-audition.
 3. Loss of membership because of failure to comply with the attendance requirements of the policies of the Arts Chorale, or a decision of the Officer Committee, may be sufficient grounds to permanently deny reinstatement to the group.
 4. Any member who loses his/her active status in the Arts Chorale by reason of personal health may be re-admitted without a new audition, subject to the approval of the Director.
- F. Membership Dues
1. Each member of the Arts Chorale is required to pay dues each semester. The amount will be determined by the Officer Committee.
 2. For those who do not complete a full semester in the Arts Chorale, dues will not be refunded after that semester’s official “drop/add” date.
 3. In addition to these dues, members are required to pay a one-time-only music deposit, which will be returned upon receipt of their music and departure from the Arts Chorale. Members may receive the deposit any time before the following semester’s official “drop/add” date.
 4. Members will be charged an additional five dollars for any bounced checks. Checks should be made payable to “U of M Arts Chorale.”

VIII. Ensembles

- A. Membership in any small ensembles associated with the Arts Chorale shall be contingent upon membership in the Arts Chorale.
- B. Activities of any such ensemble shall be consistent with the welfare of the Arts Chorale.

XI. Budget

- A. A musically based budget for each semester must be prepared by each officer and the Director based upon the expected needs for the following term.
- B. The budget must be presented, discussed and approved by the officers and Director by the second week of rehearsals
- C. The budget must be presented to the choir the rehearsal before the drop/add deadline.
- D. The budget must be approved by a simple majority of the choir on the rehearsal following the dues payment deadline.
- E. The budget is subject to fluctuation and change as the semester progresses but must serve as guidelines for spending.
- F. Requests for reimbursement by any member of the Arts Chorale must be submitted to the treasurer within one month of said purchase. After one month from purchase, reimbursement will not be granted. Reimbursements are subject to approval by the executive board.

X. Rehearsals

- A. Rehearsals shall be conducted on a regular schedule as determined by the Director
- B. Being absent from only these rehearsals can count against a member's attendance
- C. Rehearsals other than those regularly scheduled and dress rehearsal cannot be made mandatory and count against member's attendance.

IX. Supremacy of the Constitution and its By-Laws

This Constitution and its By-Laws shall be the supreme law of the University of Michigan Arts Chorale. They shall supersede and replace all former Constitutions of the Arts Chorale.

X. Amendments to the Constitution

Amendments to this Constitution shall be presented to the Arts Chorale by the Officer Committee where they may originate; or that committee shall act when presented with a proposed amendment signed by $\frac{1}{2}$ of the total membership of the Arts Chorale. Each amendment thus presented shall be read to this Arts Chorale at two consecutive regular meetings and voted upon at the second meeting. A $\frac{3}{4}$ majority of the total membership at a properly scheduled meeting is necessary to pass an amendment.

XI. Ratification of the Constitution

This Constitution shall be considered ratified and operative only after it has been presented to the Arts Chorale and signed by $\frac{3}{4}$ of the total membership.