

## **Constitution**

**The Pennsylvania State University Glee Club  
(Penn State Glee Club)  
Founded in December 1888  
Ratified by membership on February 17, 2016**

### **Article 1: Purpose**

The purpose of the Penn State Glee Club is to rehearse and perform music written or adapted for male (tenor and bass) voices in an effort to spread awareness of Male Choruses.

### **Article II: Membership**

**Section 1. Active Membership.** Active members shall consist of currently registered students at Penn State. The majority of active members (50%+1) must be currently registered, full-time undergraduate students.

In order to be admitted to the Penn State Glee Club, all potential members, must successfully complete an audition with the director or assistant director. Following a successful audition, currently registered students must be admitted as active members.

Active members who are currently registered undergraduate students must take Music 90 for credit unless the director grants an exception.

**Section 2. Attendance.** For all issues relating to attendance policy (general policy, absences, excused absences, tardiness etc), refer to current Course Outline.

**Section 3. New Membership and Recruitment.** Any and all new members will be given full disclosure during recruitment, including but not limited to the disclosure of:

- A. Organizational documents (Constitution, Bylaws, Manuals, etc.)
- B. Organization events and activities
- C. A list of responsibilities of members
- D. A copy of the University Hazing policy, prescribed by Policies and Rules for Student Organizations (These documents will be available upon request by the Office of Student Activities).

All members, including but not limited to new members and recruits, reserve the right to refrain from participating in any activities without consequence, based upon personal/religious beliefs, personal values, or moral reserve as defined by the member.

Any and all interaction/activity between members and/or new members will be limited to guidelines stated by university policy, as well as local, state, and federal laws.

**Section 4. Membership Removal.** The Glee Club reserves the right to remove a member from the club who does not follow the policies of the organization. To be removed a clear violation of policies must be observed. The Director shall make the decision upon removal. Members may at any time leave the organization by their own will, but must also drop the course from their university course schedule and notify the Director.

## **Article II: Officers**

**Section 1. Requirements.** Only full time, officially registered students are eligible to serve as an appointed or elected officer. All full-time registered student members are eligible, provided they meet any limitations specified below. The UPUA, whether currently listed or imposed in the future, must approve all limitations.

**Section 2. Executive Committee.** The Executive Committee shall consist of the director, assistant director, president, vice-president, secretary-treasurer and tour manager.

The Executive Committee shall have the power to form ad-hoc or standing committees when necessary.

The Executive Committee in collaboration with the director shall determine all club policies not specifically defined in this constitution and shall provide social activities for club members.

The Executive Committee shall appoint all appointed officers and shall do so before the first rehearsal of the fall semester.

**Section 3. Executive Board.** The Executive Board shall consist of the Executive Committee, the director and all appointed officers.

The Executive Board shall make recommendations to the Executive Committee concerning any aspect of club operations and activities, but shall not have the power to enforce such recommendations.

**Section 4. Terms of Office.** The terms of each officer shall be one calendar year and shall begin on the day of election or appointment. No person shall hold two elected offices at the same time. There shall be no limit on the number of terms a person may serve in any office.

**Section 5. Vacancies.** Vacancies occurring in an elected office shall be filled at the first rehearsal following the vacancy. Vacancies in appointed offices shall be filled at the first Executive Committee meeting following the vacancy. Nominations to fill the vacancy shall open when the vacancy occurs and shall close at the time of voting. Election procedures are the same as those specified in Article IX.

At least fifty percent of active members must be present to fill a vacancy in an elected office. A majority vote (50% plus one) of present active members is required to elect an Executive officer to a vacancy.

**Section 6. Impeachment.** If an officer fails to uphold the responsibilities of his/her office, impeachment proceedings may be initiated by any member.

Impeachment of elected officers shall be executed by a two-thirds majority vote of the entire active membership. Impeachment of appointed officers will be under the discretion of the Executive Committee.

### **Article III: Officer Duties**

**Section 1. President (elected).** The president shall:

- A. Be at least a fourth semester student at the time of his or her selection and must be a member through the following spring semester.
- B. Upon taking office, he or she shall have been an active member for at least four semesters and shall have attended at least two tours.
- C. Preside over meetings of the Executive Committee, the Executive Board, and the General Membership.
- D. Preside over elections and voting unless the President is a candidate.
- E. Shall confer regularly with each executive committee member to ensure completion of his or her duties.

**Section 2. Vice President (elected).** The vice-president shall:

- A. Be at least a fourth semester student at the time of his or her election and must be a member through the following spring semester.
- B. Upon taking office, have been an active member of the club for at least two semesters and shall have attended at least one tour.
- C. Assume all duties of the president in his or her absence.
- D. Be responsible for enforcing the concert dress code
- E. Preside over elections and voting when the President is unable.
- F. Be responsible for the executive board members.

**Section 3. Secretary-Treasurer (elected).** The secretary-treasurer shall:

- A. Be at least a second-semester student at the time of his or her election and must be a member through the following spring semester.
- B. Upon taking office, have been a member of the club for at least two semesters.
- C. Handle and record all club finances, including withdrawal and depositing of all monies and collection of club fees.
- D. Record the proceedings of all Executive Committee, Executive Board and General Membership meetings.

**Section 4. Tour Manager (elected).** The tour manager shall

- A. Be at least a second semester student, have been a member of the club for at least two semesters, and have attended at least one tour.
- B. Arrange accommodations and transportation for all Glee Club travel in cooperation with the Executive Committee and director.
- C. Supervise the completion of all tour arrangements and be responsible for all logistics in cooperation with the Executive Committee and director.
- D. Assist fellow members of the Executive Committee as necessary.

**Section 5. Publicity and Recruitment Manager (appointed).** The publicity and recruitment manager shall:

- A. Work to publicize all club activities.
- B. Initiate and oversee recruitment initiatives in association with the Executive Committee.

**Section 6. Librarian (appointed).** The librarian shall:

- A. Distribute and collect all music in cooperation with the director.
- B. Maintain the club's music library.

**Section 7. Historian (appointed).** The historian shall:

- A. Keep a record of all club activities and shall make these records available to the club.
- B. Keep a record of materials within the University's Special Collections Library.

**Section 8. Recordings and Merchandise Manager (appointed).** The recordings and merchandise manager shall:

- A. Maintain a library of all club recordings.
- B. Be responsible for any club recording orders in addition to the sale of club recordings and promotional items.

**Section 9. Performance Manager (appointed).** The performance manager shall:

- A. Work with the director to insure that proper preparations have been made for each performance. These include, but are not limited to:
  - i. The Setup and striking of the stage.
  - ii. Distribution of programs.
  - iii. Setup of any sales tables.
- B. Ensure that all uniform requirements are met by the membership.

**Section 10. Social Chair (appointed).** The social chair shall:

- A. Arrange social events for the membership.

**Section 11. Webmaster (appointed).** The Webmaster shall:

- A. Manage all aspects of the Glee Club website. This includes, but is not limited to:
  - i. Making updates to the site as needed
  - ii. Responding to inquiries made through the site.

**Section 12. Alumni Relations Manager (appointed).** The alumni relations manager shall:

- A. Be responsible for liaising with the Penn State Glee Club Alumni Interest Group.
- B. Attend all meetings of the Penn State Glee Club Alumni Interest Group and report to the Executive Committee of the Glee Club.
- C. Be the first point of contact for alumni at alumni events and special occasions.
- D. Be responsible for updating all alumni contact information received through the Glee Club website. Updates shall be forwarded in a timely fashion to the Assistant Director of Alumni Relations for the College of Arts and Architecture.

**Section 13. Fundraising Manager (appointed).** The Fundraising Manager shall:

- A. Be responsible for devising and coordinating Fundraising projects for the Penn State Glee Club, and when necessary, in consultation with the Executive Committee and director.
- B. Establish and oversee a sub-committee when necessary to help devise and coordinate fundraising projects. All decisions of a Fundraising sub-committee must first be approved by the Executive Committee and director.
- C. Attend meetings of the Executive Committee as required, and when necessary will work closely with the Recordings and Merchandise Manager, and liaise with the Alumni Interest Group.

**Section 14. Service Chair (appointed).** The Service Chair shall:

- A. Be responsible for devising and coordinating service projects that connect members of the Glee Club with the community, in consultation with the Executive Committee and director. Service projects might include but are not limited to:
  - i. visiting retirement communities
  - ii. raising money for charities
  - iii. giving practical help to service organizations.
- B. Establish and oversee a sub-committee when necessary to help devise and coordinate projects. All decisions of a Service sub-committee must first be approved by the Executive Committee and director.
- C. The Service Chair shall attend meetings of the Executive Committee as required. All proposed projects must first be approved by the Executive Committee and director.

## **Article V: Meetings**

**Section 1. General Membership Meetings.** Each semester at least one General Membership Meeting shall be held as determined by the Executive Committee in association with the director.

**Section 2. Annual General Meeting.** The annual general meeting shall be held not later than the last day of class in the spring semester. The meeting will begin with a review of the previous year's activities, as well as a discussion of the future plans for the Glee Club. Election proceedings shall follow this discussion.

### **Section 3. Meeting Policy.**

- A. Adequate advance notice must be given to the membership of each meeting via email and announced at rehearsals.
- B. Meetings shall follow Parliamentary procedure.
- C. Special Meetings may be called by the Director or Executive Committee as necessary.

## **Article VI: General Business**

**Section 1. Conducting Business.** A quorum of 33% of active members shall be present for the conduct of general business.

## **Article VII: Finances**

**Section 1. Associated Student Activities (ASA).** All finances shall be deposited and handled through the Associated Student Activities (ASA) in room 240, Hetzel Union Building. This Organization will not have an off campus bank account.

### **Section 2. Dues and Sheet Music.**

- A. Dues for semesterly blazer cleaning will be collected by the treasure.
- B. Individual members are responsible for returning all music at the end of semester.

**Section 3. Expenditures.** The executive committee has the right to spend up to \$50,000 per expense without the approval of the general membership. Any expense above this amount will need to be approved by simple majority of the membership.

## **Article VIII: Director**

**Section 1. Director.** The director shall be the advisor to the Penn State Glee Club and must be a full-time faculty or staff member of The Pennsylvania State University.

**Section 2. Duties.** The director shall make all final decisions concerning:

- A. Concert activities and selection of music
- B. Performance dates, times and places with the exception of the spring tour, in which case the director shall consult with the tour manager and the Executive Committee.

The director shall appoint an assistant director and shall decide the duties of the assistant director.

The director and assistant director must be members of the Penn State University committee.

The director conducts these activities in accordance with the students of the Glee Club.

## **Article IX: Voting and Elections**

**Section 1. Order of Elections and Appointments.** Elections for the Executive Committee shall proceed in order listed in Article II, Section 2. The selection for appointed officers shall proceed in order listed in Article III.

**Section 2. Nominations.** Nominations for the Executive Committee may be made at any meeting or gathering of the Penn State Glee Club beginning with the first day of spring break. Nominations for each Executive Board position shall be closed before elections for that position end.

**Section 3. Quorum.** Only active members of the Penn State Glee Club are permitted to vote. A quorum of 50% of the active membership is required for nominations and elections.

**Section 4. Election.** Elections shall occur at the Annual General Meeting as prescribed in Article V, Section 2.

After Nominations are closed, elections shall proceed as follows:



- A. **Speech.** Each candidate may choose to speak in front of the Glee Club. A candidate may also decline to speak.
- B. **Primary Vote.** In the event that there are more than 3 candidates, a primary vote will be held and the 3 candidates with the most ballots will continue on in the election process. Candidates that do not continue on may choose to run for one of the remaining positions on the Executive Committee.
- C. **Voting.** After speeches have been given and the primary vote if necessary, voting shall take place. All elections shall be held with a secret show-of-hands ballot. No voting by mail or proxy shall be allowed. Candidates may not vote, and are required to leave the room during voting. If there is only one nominee for an office, it may be decided to take a hand count to elect the candidate.
- D. **Majority.** In all cases, a candidate attaining a simple majority of votes wins the election. In an election of three candidates where no candidate attains simple majority, the candidate with the least votes will be dropped from the ballot and another voting session will take place. In the event of two candidates tying for last place with no majority, the President shall break the tie.
- E. **Tie Breaker.** The president's vote shall be withheld during voting unless the result of the vote is a tie, at which time the president shall cast a vote to break the tie.
- F. **Installation.** Newly Elected officers will be installed at the conclusion of this process and their term shall begin immediately.

## **Article X: Structure**

**Section 1. Structure.** There shall be two performing groups within the Penn State Glee Club, the Glee Club, and, the Hi-Lo's. At any time, the Director and Executive Committee may choose to disband or form groups except the Glee Club.

**Section 2. Glee Club.** All active and associate members shall perform with the Glee Club.

**Section 3. Hi –Lo's.** The Hi-Lo's shall consist of members of the Glee Club.

- A. Each section of the Hi-Lo's will have four members. Exceptions to this will be made at the discretion of the Hi-Lo's and the director.
- B. The Hi-Lo's shall hold auditions at the beginning of each semester to fill all positions. The director will make the final decision concerning new members.

- C. Once the initial membership each semester has been determined by the director, the members of the Hi-Lo's, including the director, shall make policy concerning selection, expulsion and replacement of its members in the event that such decisions are required.
- D. The members of the Hi-Lo's shall have final say on all of their performance activities.
- E. Attendance policies shall be in accordance with Article II, Section 2.

## **Article XI: Amendments**

**Section 1. Submission.** Amendments may be introduced or voted upon at any general membership meeting. Amendments may be proposed by any member of the Glee Club. Amendments shall be submitted to the Executive Committee in writing. The Executive Committee shall consider the amendment and present it to the membership with recommendations within two weeks.

**Section 2. Approval.** Proposed amendments shall be read at two consecutive general meetings before a vote is taken. The amendment is not open to changes from the floor. The active membership must vote on the proposed amendment within two weeks of the first reading.

A quorum of 67% of the active membership is necessary to consider an amendment. A two-thirds majority of the entire active membership is necessary to approve an amendment.

All amendments are subject to the approval of the Office of Student Activities. Amendments shall go into effect immediately following approval by the Office of Student Activities.

## **Article XII: Parliamentary Authority**

**Section 1. Parliamentary Procedure** In any circumstance not covered by this constitution, Robert's Rules of Order, Newly Revised by Sarah Corbin Roberts shall be used as parliamentary authority. In any circumstance not covered by either the constitution or Robert's Rules, an emergency executive decision may be made.

## **Article XIII: Copies of the Constitution**

**Section 1. Availability.** A copy of the constitution shall be posted on the Glee Club website. Copies of the Penn State Glee Club Constitution are available to any interested person upon request.

#### **Article XIV: Ratification**

This constitution shall be ratified at a general membership meeting by a two-thirds majority of the entire active membership. The constitution shall go into effect upon approval by the Office of Student Activities and shall supersede any former constitutions or bylaws.