

Marist College Singers By-Laws

Amended March 12, 2009

Article I: Name

The name of this organization shall be Marist College Singers.

Article II: Purpose

The purpose of this organization is to provide a variety of organized choral groups for the Marist College community.

Article III: Membership

Section 1: Qualifications of Membership

Any full/part time Marist student or faculty/staff member may sing in the choir. Members must be present at every rehearsal for any/all groups in which they choose to participate. The attendance policy is as follows:

- Members are allowed four absences per semester in any group under Singers jurisdiction, with the exception of Chapel Choir, Time Check and Sirens, who will be responsible for constructing their own attendance policies. A fifth absence during a single semester will result in removal from the group for the remainder of the semester. Members will be notified in writing (see Appendix A). A warning letter will be sent after the fourth absence.
- Members who experience a class conflict with rehearsal times and can only attend one rehearsal per week are permitted three absences per semester. A fourth absence during a single semester will result in removal from the group for the remainder of the semester. Members will be notified in writing (see Appendix A). A warning letter will be sent after the fourth absence.
- Missing the final dress rehearsal before any event will count as two absences.
- Members who are removed from Marist College Singers during a semester will also be removed from additional groups which require Singers participation for the remainder of the semester.
- Members who are more than 7 minutes late will be marked “late” for the rehearsal, with two lates equaling one absence.
- Members must participate in all mandatory concerts, events, and preparatory duties. An unexcused absence will result in immediate removal from Singers for the remainder of the semester. Members will be notified in writing (see Appendix A). Special circumstances requesting excusal from a concert must be submitted in writing to the Director and the Executive Board for approval a week prior to the event. Members who are absent as the result of an emergency situation must submit their excusal requests by the day after the event. Excusal is not guaranteed for any reason.

- Members of all groups under Singers jurisdiction, with the exception of Chapel Choir are required to participate in Marist College Singers. Additionally, members of the student-run a cappella groups, Time Check and Sirens, may be exempt from participation in Marist College Singers, if he or she participates in Marist College Band or Marist College Orchestra.
- Any appeals/special circumstances regarding attendance and membership must be brought before the Executive Board in writing (see Appendix A).

Section 2: Priority Points

Members of Marist College Singers will receive 2 priority points per semester. Members of Chapel Choir who do not participate in Singers may receive up to 2 priority points per semester. An additional point is given to Executive Board members. Priority Points may be taken away from any member who fails to comply with Singers procedures. Students who resign or are removed during a semester will not receive any priority points for that particular semester. Exceptions to priority point distributions will be considered on an individual basis. Students questioning a reevaluation of their priority points must email the Marist Singer's email address for reconsideration by the Executive Board, Choral Director and Faculty advisor for approval. The email must include a rationale for the reconsideration.

Section 3: Required Dues

There will be no required dues. Members will be asked to contribute to various funds throughout the year. All members of each group must actively participate in the yearly fundraisers required by Student Government.

Section 4: Provisions of Resignation

Any member may resign from any group at any time. Resignation must be submitted to the Executive Board in writing (see Appendix A).

Section 5: Membership Obligations

Every member of Marist Singers, male or female, freshman or otherwise are required to participate in a minimum of 1 crew per semester, not exceeding 2 per semester. Under extenuating circumstances, such as medical issues, such person will be assigned a subsequent library/replacement crew. If an individual misses his or her crew for any reason, the individual is required to contact the Crew Chief within the week of missing assigned crew. If the person has made no attempt at contacting the Crew Chief within 7 days, they may have the possibility of losing a priority point, or another equivalent

response as deemed by the current Executive Board. If a person misses assigned crew, he or she will be assigned to the following crew until they fulfill their obligation.

Section 6: Dress Code

All members of Marist College Singers and associated ensembles may be required to perform in uniforms as prescribed by the director/leader of each ensemble. Failure to prescribe with said dress code may result in removal from a performance where in subsequent attendance violations and disciplinary measures may be enforced.

Article IV: Officers

The Executive Board is the managing body of the Marist College Singers. All Board Members must be members of Marist College Singers. This Board shall consist of:

1. Elected President, Executive Secretary, Executive Treasurer/Operations Assistant, VP of Attendance, Crew Chief, Librarian and Publicity Chair.
2. The Director of Choral Activities and the Faculty Advisor.

Section 1: President

1. Shall oversee the entire organization to insure smooth operation.
2. Shall preside over the Executive Board meetings.
3. Shall only have the right to vote in case of a tie.

Section 2: Executive Secretary

1. Shall be first in command in the absence of the President.
2. Shall work with the President to generate all official internal/external communications for the club as a whole.
3. Shall have voting power.

Section 3: Executive Treasurer/Operations Assistant

1. Shall work with the Music Department Operations Manager to maintain the funds and financial records of Marist College Singers.
2. Shall assist the Operations Manager and any board member in need of assistance and fill in if he/she cannot be in attendance.
3. Shall attend the mandatory Student Government Financial Board budget meetings.
4. Shall have voting power.

Section 4: VP of Attendance

1. Shall oversee a committee of representatives – one from each choir.
2. Shall oversee attendance records for all choirs.
3. Shall have voting power.

Section 5: Librarian

1. Shall maintain the music library and distribute music folders.

2. Shall have voting power.

Section 6: Crew Chief

1. Shall organize crews for the setup, maintenance, and breakdown of performance equipment.
2. Shall have voting power.

Section 7: Publicity Chair

1. Shall be in charge of the general publicity for Singers as a whole.
2. Shall get the word out about concerts and events to the community on and off campus.
3. Shall have the responsibility of either being the webmaster or appointing a webmaster to maintain the Singers website.
4. Shall have voting power.

Section 8: Director of Choral Activities

1. Shall be chiefly responsible for all students participating in any choral activities and those on Vocal Scholarship.
2. Shall sit on the Executive Board; shall NOT have voting power.

Section 9: Faculty Advisor

1. Shall assist in the planning and monitoring of the budget.
2. Although it may not be necessary for the advisor to attend every meeting or session of the group, he/she should generally be available as a resource person.
3. The advisor is encouraged to be present at social or cultural events sponsored by the club.
4. Shall submit an annual report of the organization's activities to SGA. The report will be conveyed to the Dean of Student Affairs who will present the report of the Academic Vice President.
5. The advisor should assist the club in setting realistic goals and objectives for each academic year.
6. Shall not have voting power.

Article V: Elections

Section 1: Nominations

Nominations shall adhere to parliamentary procedure. Nominations for each group shall be made in accordance with the Student Government Association's calendar. Nominations shall be held one week before elections. All nominations will be made through Marist College Singers. All candidates must have been active members during both the previous and current semester with the exception of transfer students and previous members who are returning from abroad studies. Candidates for all positions must be full time undergraduate students of Marist College.

Section 2: Election of Officers

Elections shall adhere to parliamentary procedure. Elections shall be held according to the Student Government Association calendar, in a meeting of all Marist College Singers members. Three-fourths of the membership (quorum) must be in attendance to vote for the elections to be valid. Officers are elected by a majority vote via a secret ballot.

Section 3: Transition of Officers

New officers will begin their term on the date of transition set by the Student Government Association. From the time of elections until that date, both Boards will work together to ensure smooth transition.

Section 4: Length of Term

The length of term for each position shall be determined by the SGA calendar.

Section 5: Replacement of Officers

In the event that an officer must resign or is removed from office, the Board will promote a different officer or appoint a qualified member to the vacant position. Should this appointment be a promotion, the new vacancy must be filled as well. This position shall re-open for elections along with all other positions according to the Student Government Association calendar.

Article VI: Meetings

Section 1: General Meetings

General meetings shall take place during rehearsals of each group.

Section 2: Executive Board Meetings

1. The Executive Board shall meet twice a month. The current President shall determine meeting times. Two absences in a semester will result in a written warning and three may result in removal from office.
2. A minimum of three-fourths of the Executive Board must be present when a vote is taken in order for the outcome to be valid.
3. Executive Board meetings are open to general membership unless the President calls an executive session.

Section 3: Emergency Meetings

The President may call a meeting of the Board or general membership at any time in the case of an emergency.

Article VII: Parliamentary Procedures

Unless suspended, all meetings will run according to Robert's Rules of Order, Newly Revised.

Article VIII: Amendment of By-Laws

These by-laws may be amended provided that a quorum is present. If such amendments pass by the majority, it must then be presented to the Student Government Association for final approval.

Article IX: Policies and Actions

The Marist College Singers, and any individual associated with said club, shall abide and conform to all Federal Laws, New York State Laws, all rules and regulations of Marist College, and all directives of the Student Government Association. Any violation of the aforementioned criteria may result in disciplinary action taken on the club charter.

Appendix A

The phrase "in writing" shall be defined as: A letter delivered to the Executive Board via a e-mail to the primary Marist College Singers e-mail address.

Appendix B

Music Policy: All members are given a numbered folder of music and are responsible for numbering the music in their folders and holding onto them for the entirety of the semester. Music will be collected at the end of every semester and members who are missing pieces will be charged for the music that they are missing. Copies of the music are available on ILearn, but members will still be charged for the original missing piece.