

The Constitution of the Choir of the College of William & Mary

I. Name

The official name to be used in all correspondence and publications shall be “The Choir of the College of William & Mary.” The phrase “William & Mary Choir” may also be used.

II. Mission

The Choir of the College of William & Mary seeks to provide opportunities for learning and service through the joy and discipline of communal singing. Through their many public appearances both national and international, the members of the Choir endeavor to be worthy of their role as ambassadors of goodwill.

III. Membership

A. Eligibility

Membership is open to all students enrolled in the College after completing a successful audition.

B. Auditions

The Director shall schedule, announce, and hold open auditions during the Fall Orientation Period.

C. Term

Membership in the Choir is for a full one-year term, beginning on the first day of classes of the fall semester and ending on Commencement Day in the spring. The Choir will not accept new members after the first week of classes of the fall semester except in exceptional cases, at the discretion of the Director. Candidates who foresee significant conflicts with their participation for a semester should disqualify themselves for the entire term.

D. Academic Credit

Choir members will receive academic credit through their enrollment in the course Music E04.

E. Exceptions

The Director may grant special exception for returning Choir members to serve a partial term of one semester. Members seeking exceptions should notify the Director in the semester preceding absence.

IV. Government

A. Executive Committee

1. Composition

The Choir is governed by an Executive Committee of no fewer than sixteen (16) members including all elected, appointed, and special officers, and the Director as an ex officio member.

2. Term of Office

The members of the Executive Committee shall serve a term of one year beginning and ending on the last day of classes of the spring semester. In an International Tour Year, the officers of the previous year will serve until the completion of the International Tour.

3. Meetings and Voting

a. The Executive Committee shall meet in open session at least once per month on a basis determined by the President of the Choir. The date, time, and place of these sessions shall be announced to the entire Choir. All Choir members have the right to seek recognition before the Executive Committee during an open session.

b. The Executive Committee may meet in closed session at its discretion. The results of any such meeting shall be included in the minutes of the Executive Committee.

c. Voting is reserved for the elected members of the Executive Committee.

4. Resignation and/or Removal

a. If a member of the Executive Committee is found to be failing in the performance of his or her duties, s/he may be removed by a unanimous vote of the Executive Committee in which the accused officer and the presiding officer must abstain. The Executive Committee will hold an open session to discuss the removal of an officer; any vote to remove an officer must take place in closed session.

b. Any member of the Executive Committee who chooses to resign must inform the Director and the President of the Choir in writing.

B. The Director

1. The Director is a member of the faculty of The College of William and Mary in Virginia with the responsibility for the class Music E04. As such, all powers ascribed to the Director are derived from his status as a member of the faculty and not from this Constitution.

2. Shall have ultimate jurisdiction over the Choir.

C. Officers

1. President of the Choir

- a. Shall be the chief governing officer of the Choir.
- b. Shall serve as the chief liaison officer between the Choir and the Director.
- c. Shall serve as chair of the Executive Committee.
- d. Shall break any tie in conflicting matters concerning the Choir.
- e. Shall preside over the announcement period during regular rehearsal.
- f. Shall direct any logistics associated with official Choir performances.
- g. Shall organize and oversee the annual spring tour.
- h. Shall appoint additional officers as necessary throughout the year.

2. Vice President

- a. Shall assist and stand in for the President of the Choir when necessary.
- b. Shall serve as chief publicist, overseeing all publicity efforts in print, apparel, and online.
- c. Shall oversee the Choir's participation in the annual William & Mary Alumni Association Homecoming Parade.
- d. Shall oversee the design and distribution of Choir t-shirts.
- e. Shall compile publicity materials at the end of each academic year into a digital submission to Swem's Special Collections.
- f. Shall be responsible for any other duties as delegated by the President of the Choir.
- g. If no member stands for election to the position of Diversity & Inclusion Officer, the Vice President shall assume the responsibility of promoting Diversity & Inclusion within the choir.

3. Treasurer

- a. Shall prepare the Choir's annual budget in consultation with the Executive Committee and the Director.
- b. Shall be responsible for all Choir funds and all funds designated for use by the Choir by the College.

- c. Shall collect all dues and/or fines and maintain accurate records thereof.
- d. Shall report regularly to the Executive Committee on the state of the Choir's finances.
- e. Shall be responsible for any other duties as delegated by the President of the Choir.

4. Administrative Secretary

- a. Shall take attendance for all official Choir performances, rehearsals, and required events.
- b. Shall keep and post the minutes of all meetings of the Executive Committee.
- c. Shall prepare and maintain the Choir Directory beginning in the second week of class in the fall semester.
- d. Shall prepare regular reports detailing the number of absences and instances of tardiness for each member of the Choir.
- e. Shall be responsible for any other duties as delegated by the President of the Choir.

5. Alumni Correspondence Secretary

- a. Shall conduct all Choir correspondence.
- b. Shall regularly write and distribute an Alumni Newsletter.
- c. Shall maintain the alumni address file.
- d. Shall supervise all alumni relations.
- e. Shall host receptions during Homecoming Weekend and following the final Holiday and Spring Concerts.
- f. Shall be responsible for any other duties as delegated by the President of the Choir.

6. Librarian

- a. Shall maintain the Choir music library.
- b. Shall assign folders and music.
- c. Shall be responsible for any other duties as delegated by the President of the Choir.

7. Fundraising Chairs

- a. One (1) team of Fundraising Chairs shall be elected.
- b. Shall initiate and organize all fundraising activities.
- c. Shall appoint such assistants as are necessary to meet the fundraising needs of the Choir.

- d. Shall be responsible for any other duties as delegated by the President of the Choir.

8. Social Chairs

- a. One (1) team of Social Chairs comprised of two persons of different genders shall be elected.
- b. Shall provide regular social programming for the Choir.
- c. Shall be responsible for any other duties as delegated by the President of the Choir.

9. Historians

- a. Two (2) Historians shall be elected individually.
- b. At the end of the academic year, shall submit a representative sampling of pictures to the Swem's Special Collections.
- c. Shall make an end -of -the -year slideshow to be presented at banquet.
- d. Shall maintain the Choir bulletin board.
- e. Shall be responsible for any other duties as delegated by the President of the Choir.

10. Wardrobe Managers

- a. Two (2) Wardrobe Managers of different genders shall be elected individually.
- b. Shall maintain Choir -owned apparel.
- c. Shall oversee the outfitting of all members with the appropriate uniforms.
- d. Shall establish wardrobe fines for the replacement or repair of lost and damaged uniforms.
- e. Shall determine the official dress code for Choir events in consultation with the Executive Committee and the Director.
- f. Shall be responsible for any other duties as delegated by the President of the Choir.

11. Recording Producer

- a. Only those members who have served as a Recording Assistant are eligible for the position of Recording Producer.
- b. Shall manage and oversee the recording and production process of the Choir.
- c. Shall appoint such assistants as are necessary to manage the Choir's recording needs efficiently.

- d. Shall manage and oversee the use of all Choir owned audio equipment for use by the Choir or by other College ensembles under a system agreed to by the Executive Committee.
- e. Shall schedule and ensure the recording of official Choir concerts in consultation with the Director.
- f. Shall maintain the library of all recordings made by and for the Choir.
- g. Shall be responsible for the compilation and distribution of a senior CD at the end of each academic year, as well as an annual digital submission to Swem's Special Collections of a few select recordings from the most recent year representative of the best performances of the Choir.
- h. Shall be responsible for any other duties as delegated by the President of the Choir.

12. Webmaster

- a. Shall regularly update and maintain the website of the Choir with accurate and timely information.
- b. Shall regularly update the Choir's social media outlets (including but not limited to Facebook and Twitter), with the guidance of the Vice President.
- c. Shall maintain the alumni listserv.
- d. Shall maintain the Choir listserv provided through the College's Division of Information Technology Services, including but not limited to removing members who resign or graduate, and adding new members to the listserv.
- e. Shall be responsible for any other duties as delegated by the President of the Choir.

13. Riser Coordinators

- a. At the beginning of the fall semester, there will be a process of nomination wherein new members will accept or decline the offer to run for this position. They will deliver a short speech outlining their qualifications. The Choir will vote the Riser Coordinators into office.
- b. Shall be responsible for the Choir risers including the management of setup and strike for performances and rehearsals.
- c. Shall be responsible for any other duties as delegated by the President of the Choir.

14. Diversity & Inclusion Officer

- a. Shall be a self-nominated position.
- b. Shall be responsible for completing diversity & inclusion training.

- c. Shall be responsible for making sure each member in the choir feels represented.
- d. Shall be responsible for having a conversation with the director regarding the diversity of our repertoire at the beginning of the year. Note: Not every semester or year will show diversity in the commonly understood sense (meaning music outside the Western European tradition) but over the course of a Choir member's time in Choir there should be a wide variety and diversity of music addressed.
- e. Shall serve as an ombudsperson, providing guidance and serving as a resource to Choir members concerning diversity and inclusion, as for example in matters of culture, race, religion, gender, sexuality, socioeconomic status, neurodiversity, and ethnicity.
- f. Matters requiring mediation should be brought by the diversity officer to the attention of the Director and may also be brought directly to the Director by any member of the Choir.
- g. Shall be responsible for connecting with multicultural organizations on campus for social and musical collaboration.
- h. Shall be responsible, when possible, to network with professors and other professionals who are well-versed in diversity & inclusion and, when possible, set up educational assemblies for the choir.
- i. If no member stands for election to the position of Diversity & Inclusion Officer, the Vice President shall assume the responsibility of promoting Diversity & Inclusion within the choir.

15. Appointed Officers

- a. Officers appointed by the President of the Choir shall serve as Special Assistants to the President for their delegated responsibilities.
- b. Officers appointed by another other officer shall serve as Assistant officers for their delegated responsibilities.

D. International Tour Committee

1. Composition

In the year preceding an International Tour Year, the President of the Choir shall call for the creation of an International Tour Committee. Committee membership should be open to all interested members of the Choir. The Committee shall stand for two years under the leadership of a manager(s).

2. Responsibilities

The International Tour Committee shall be responsible for the planning and operation of the International Tour, including assisting the Executive Committee officers with the discharge of their duties while on International Tour as needed.

3. International Tour Manager(s)

- a. The International Tour Manager(s) must be a member(s) of Choir and/or the Botetourt Chamber Singers who is/are elected to this position. There may be a maximum of two International Tour Managers during International Tour years.
- b. Shall assist the Director in the organization and operation of the International Tour.
- c. Shall meet regularly with the Director, any co-manager, and the tour guide to facilitate tour progress and management.
- d. Shall generate and post or distribute a daily schedule.
- e. Shall supervise and verify all attendance taking and shall be the sole officer responsible for signaling all clear and ready for departure.
- f. Shall manage the transportation of all Choir-owned equipment, with the exception of audio equipment.
- g. Shall be prepared to coordinate any emergency response as needed.

V. Official Policies of Operation

A. Elections

1. General elections shall be held annually after the Spring Tour at a meeting scheduled by the Choir Director in consultation with the Executive Committee and placed on the syllabus for that purpose.
2. At least one week prior to the scheduled election date, the most senior non--returning officer shall be appointed as the Director of Elections and a second non--returning choir member shall be appointed as the Assistant Director. The Director and Assistant Director shall be responsible for the conduct of the election including the tabulation of votes and the moderation of discussion under any system of their choosing that is compatible with the requirements of this Constitution.
3. Beginning one week prior to the scheduled election date, the Director of Elections shall post Discussion Rules to ensure the quality, courtesy, and efficiency of the election. These rules may include but are not limited to limits on time, number of speakers, or pro-con-pro discussion requirements.
4. All returning members of the Choir are eligible to stand for election. All potential candidates are encouraged to post letters of intent for consideration by the Choir. All letters of intent must include the offices for which the candidates wish to be considered and should include any qualifications and/or ideas the candidate may have for the offices. These letters may be posted beginning one week prior to the scheduled date of the election.
5. On the day of the election, the Director of Elections shall preside over the Committee of the Whole for Elections. The Assistant Director shall keep time and assist with the conduct of elections. After convening the Committee of the Whole, the chair shall read

the posted Discussion Rules and the order of elections to the Committee before taking up the first office.

6. The order of elections shall be determined by the presiding officer in accordance with the following requirements:

- a. The elections for President, Vice President and Treasurer shall take place first in that order.
- b. Elections for offices with multiple letters of intent shall take place before offices in which there are single or no letters of intent.

7. All candidates for election must be nominated:

- a. Candidates posting letters of intent for a given office shall be nominated en masse by the chair, seconded by the Assistant Director of Elections, and considered accepted by the nominees.
- b. The chair will then recognize members of the Choir to make nominations from the floor. Any nomination must be seconded by another member and accepted by the nominee.
- c. Nominations are closed by a unanimous consent motion.

8. Discussion shall take place under the Rules established by the Director of Elections in accordance with the following requirements:

- a. Discussion may only be waived in the event of a single candidate for an office.
- b. Each candidate must be given an opportunity to address the Choir.
- c. Candidates shall be discussed individually.
- d. No candidate may be present for individual or general discussion.
- e. General Discussion may take place with a motion, second, and a simple majority of those present, determined through a standing division.
- f. Discussion shall be closed by either the expiration of the time allotted or by unanimous consent motion.
- g. The Rules of Discussion may be suspended to extend or modify discussion through a motion, second, and two thirds majority of those present, determined through a standing division.
- h. The presiding officer and deputy may not seek recognition during discussion.

9. Voting for offices shall take place through secret ballot:

- a. For offices in which there is a single candidate or team, a motion can be made to elect the candidate or team through acclamation. When a second is given, the election shall be determined through a standing division.

- b. For offices in which a single member or team is chosen, a simple majority of the votes cast is required to attain election with each Choir member voting only once. If no candidate or team of candidates receives a simple majority of votes cast, a runoff election shall immediately take place. The candidate receiving the fewest number of votes shall be stricken from the ballot and another vote be taken.
- c. For the offices of Historian and Wardrobe Manager, each Choir member shall vote twice. The two candidates receiving the most votes shall be elected.

10. The results of the Election shall be announced by the Director of Elections and are final once announced.

B. Meetings and Attendance

1. The Choir shall meet for regular rehearsal during the hours scheduled for the course Music E04 by the Department of Music. Additional meetings and concerts shall be scheduled and published on the syllabus for Music E04 by the Director.
2. All members are expected to attend all meetings, concerts, and required events in their entirety unless excused by the Director. Members may miss a maximum of three (3) regular rehearsals without excuse or penalty from the Director in a semester. The records of the Recording Secretary are the official source regarding a member's attendance.
3. The Director may approve any absence in accordance with the policy printed in the syllabus for the course Music E04.
4. Attendance and grading for the course Music E04 are at the discretion of the Director who has sole authority to enforce the policies and procedures printed on the course syllabus.

C. Dues and Finances

1. All Choir members shall pay dues in an amount set by the Executive Committee by the second week of classes in the fall semester.
2. The Choir's Budget shall be proposed by the Treasurer and approved by the Executive Committee.

D. Dress and Uniforms

1. Appearance on Tour

The official dress code of the Choir while on Tour shall be determined by the Wardrobe Managers. When appearing as a group away from the

campus, the Choir shall be attired in a manner reflecting its status as an ambassador of goodwill in behalf of the College.

2. Uniforms

- a. Tuxedo Uniform: Black tuxedo jacket and pants, black bow tie and cummerbund, white tuxedo shirt, black socks, and black dress shoes (property of the member).
- b. Dress Uniform: Black dress, nude hose, and black closed -toe dress shoes (property of the member).
- c. Gender-Neutral Uniform: Fancy black slacks and a black blouse or dress shirt (property of the member)
- d. Each Choir member may choose among the Tuxedo Uniform, the Dress Uniform, and the Gender-Neutral uniform.

E. Committees

Committees may be appointed by the President of the Choir at the direction of the Executive Committee. The chair and/or membership of any committee may be appointed by the President of the Choir if necessary.

F. Communications and Information Technology

1. Choir Websites

The Choir shall maintain a website through the College's Division of Information Technology services provided to student organizations. The President of the Choir shall appoint a webmaster who shall serve until his/her graduation or resignation from the Choir.

2. Email Listserv(s)

The Choir shall maintain a listserv through the College's Division of Information Technology services provided to student organizations and academic departments for the distribution of official Choir announcements via email. The email addresses placed in the Choir Directory shall be considered official and will be automatically subscribed to the listserv at the beginning of each year. Members who resign or graduate will be removed. The listserv shall be managed in such a manner as to limit damage to members' computers from email worms or viruses.

G. Fundraising

The Choir's fundraising activities shall be directed by the Fundraising Chairs. Major fundraising initiatives are subject to majority approval by the Choir.

VI. Amendment

A. This Constitution may be amended through a Committee process initiated by the President of the Choir.

B. Any Choir member may raise a motion before the Executive Committee to seat a Committee on Constitutional Initiatives. If successful, the Executive Committee shall direct the President of the Choir to appoint a Committee and chair to review the Constitution and submit proposals for amendment.

C. Proposals for amendment will be presented to the Choir by the chair of the Committee on Constitutional Initiatives and will be voted on by all members. A two thirds majority is required for an amendment to be accepted.

VII. Ratification

This Constitution took effect immediately on Wednesday, April 4, 2001 following its ratification by a two thirds majority of the members of the Choir.

Voted to amend on September 21st, 2001:

Article V, Section D, Subsection 2b

Voted to insert on April 14th, 2010:

Article IV, Section C, Subsection 12

Voted to amend on April 8th, 2013:

Article IV, Section C, Subsection 2
Article IV, Section C, Subsection 12

Voted to amend on February 13th, 2017:

Article III, Section C
Article IV, Section B, Subsection 1
Article IV, Section C, Subsection 4
Article IV, Section C, Subsection 5
Article IV, Section C, Subsection 7a
Article IV, Section C, Subsection 8a
Article IV, Section C, Subsections 9a, 9b, and 9c
Article IV, Section C, Subsection 10a
Article IV, Section C, Subsection 13
Article IV, Section C, Subsection 13a
Article IV, Section D, Subsection 1

Article IV, Section D, Subsection 3
Article IV, Section D, Subsections 3a, 3b, and
3c
Article V, Section D, Subsection 2a

Voted to insert on February 13th, 2017:

Article IV, Section B, Subsection 2
Article IV, Section C, Subsection 2e
Article IV, Section C, Subsection 7d
Article IV, Section C, Subsection 11g
Article IV, Section C, Subsection 12d

Voted to amend on April 5th, 2019:

Article V, Section A, Subsection 9c

Voted to amend on April 28th, 2020:

Article V, Section D, Subsection 2

Voted to insert on April 28th, 2020:

Article V, Section D, Subsection 2c

Voted to amend on August 28th, 2020:

Article IV, Section A, Subsection 1
Article V, Section D, Subsection 2d

Voted to insert on August 28th, 2020:

Article IV, Section C, Subsection 2g
Article IV, Section C, Subsection 14a, 14b, 14c,
14d, 14e, 14f, 14g, 14h, 14i
Article V, Section D, Subsection 2c