MISSION STATEMENT

The Women’s Glee Club at The Ohio State University strives to connect and empower our members through music-making and community by challenging them to find their own voices. We aim to be activists at The Ohio State University and in the larger community by promoting the themes of equality and justice through the power of music and song.

HISTORY

The Women’s Glee Club at The Ohio State University was established in 1903. The ensemble has the distinction of being the first musical organization to appear in concert in Mershon Auditorium. Membership in the Women’s Glee Club has steadily increased over the years, as the ensemble has become well known within the OSU community. The Women’s Glee Club represents a wide variety of majors and interests, with singers ranging from first year to graduate students.

NON-DISCRIMINATION POLICY

*This organization does not discriminate on the basis of age, ancestry, color, disability, gender*

*identity or expression, genetic information, HIV/AIDS status, military status, national origin, race,*

*religion, sex, sexual orientation, protected veteran status, or any other bases under the law, in its activities, programs, admission, and employment.*

HAZING POLICY

Women’s Glee Club follows policies set by The Ohio State University, which strictly forbid hazing of any form. WGC members found to be in violation of this policy will meet with the Conductor and Executive board and, if necessary, reported to the University. WGC strives to promote a culture of mutual support, encouragement, and acceptance.

MEMBERSHIP

Membership in the OSU Women’s Glee Club is by audition and permission of the Conductor. Auditions are held during the first week of fall semester and the end of fall semester (for spring semester) by appointment. Anyone interested in auditioning for Women’s Glee Club should come prepared to sing: scales and short melodies, an unaccompanied melody, a melodic retention exercise, a rhythmic exercise, and sight reading. Any questions on auditions can be answered by contacting a current executive board member, or the Conductor.

As membership to this organization is completely voluntary, it is vital that all participants are committed to bettering the group. Membership is competitive, as it is an auditioned ensemble; therefore, inappropriate behavior will not be tolerated. Positive contribution by all members is required. Traditionally, the Women’s Glee Club is comprised of more non-music majors than music majors, which allows representation from a wide variety of majors and colleges within Ohio State.

Members should always conduct themselves in a professional manner, as they are representing Women’s Glee Club, the School of Music, the College of Arts and Sciences, and The Ohio State University.

**Music**

Each member of Women’s Glee Club will need to purchase a black binder. Each member is responsible for each piece of music given to them by the graduate assistant conductor(s). Each member is required to bring their music binder and a pencil with them to all rehearsals and performances. Failure to do so may result in a lowering grade at the discretion of the Conductor. Failure to return music at the end of the semester will result in the member’s music deposit being withheld.

LEADERSHIP

Conductor

The Conductor of the WGC is appointed by the School of Music and has final say on all issues regarding the Women’s Glee Club. The Conductor holds the Advisor position in Women’s Glee Club and must complete training at the Ohio Union on a biennial basis. It is the responsibility of the Executive Board (or any WGC member) to contact the Conductor with concerns.

Executive Board

The Executive Board of Women’s Glee Club consists of seven positions. The position of President is only available to members who have had at least one full year of previous executive board experience, and are at least a rising third year in the organization. All other positions may be filled by any rising second year or higher. All candidates are subject to the approval of the Conductor. In the event of extenuating circumstances, the Conductor has the right to revoke candidacy and overturn the result of an election. Elections for the executive board of a given school year are to be held at the end of Spring Semester of the previous year. Eligibility to run for office is contingent on the completion of a letter of intent submitted to the current President by a deadline set by the current President. Any member running is making the commitment to serve all terms of the upcoming year. All elected positions last for a term of one academic year. If an executive board member is unable to complete their term, they must notify the President and be available to assist during the transition period of electing a new executive board member. A new executive board member will be elected after submitting a letter of intent to the President by a deadline set by the President, and voted on by the entire executive board.

**Procedure**

The outgoing WGC President conducts elections. If the incumbent President is not graduating and chooses to run for an executive board position, the Conductor will choose one to two graduating seniors from the executive board to conduct elections. If no executive board members are graduating the conductor will form a committee of two to three graduating seniors to help with the process. Any incumbent must follow the same processes as a person seeking office for the first time. Elections will be held on dates chosen by the Conductor and President. The process of elections and dates are to be explained in class to all members at least one week prior to elections. Letters of intent are required for all executive board positions, and are due to the President by a deadline set by the President.

A candidate may run for up to three positions. This could be President and two Vice-President positions, or three Vice-President positions. A letter of intent must be submitted for each position. Each candidate will have the opportunity to present up to a three-minute speech detailing why they would be the best candidate for a specific position. General members vote by secret ballot. All votes will be counted by the Conductor and outgoing President (or appointed committee). The candidate who receives the most votes for a specific position wins the election and will serve in that position for the following year. In the event of a tie, the group will cast an additional vote on the two candidates who received the same number of votes. If this vote also results in a tie, the Conductor will choose the candidate they feel is best fit for the position.

Elections will run as follows:

1. President

2. Vice-President of Finance

3. Vice-President of Communication

4. Vice-President of Affairs

5. Vice-President of Outreach

6. Vice-President of Design

The official transfer of power is at 3:55 pm on the last day of WGC rehearsal.

**Elected Executive board Position Descriptions**

**President:** The President is responsible for the general functioning of the Glee Club and the delegation of duties to the other members of the Executive board. The President is expected to organize and facilitate all Executive board member meetings. They should act as a liaison between the Conductor, other executive board members, members of the organization and community when needed. They are in charge of communicating with MGC on joint events and concerts. They are also the primary person in charge of announcements to the club. They are in charge of planning tour with the conductor, and consulting with the Vice-President of Finance for the tour budget. Additionally, they are in charge of overseeing the tailgates in the fall. They oversees larger projects and works to help facilitate the committees of the other executive board members. They must attend training through the Ohio Union at the beginning of the academic year.

**Vice-President of Finance**: The Vice-President of Finance is responsible for all expenses associated with WGC. Primary expense responsibilities include the collection and recording of dues each semester, as well as fees for uniforms and any other deposits needed. The Vice-President of Finance is also responsible for overseeing CD sales for all tailgates and events. They are in charge of approving WGC purchases along with the president and conductor. They must attend training through the Ohio Union at the beginning of the academic year. Additionally, they are the head of all fundraising efforts. They are responsible for planning a determined number of fundraisers throughout the year. The Finance committee will be the primary support system to raise the funds needed.

**Vice-President of Communication**: The Vice-President of Communication acts as the main means of communication within the group and community. They will be responsible for sending emails in a timely manner to the members of the Women’s Glee Club detailing any pertinent information as well as dates, times, and locations of affiliated events. They will be in charge of filtering and responding to the requests for performances WGC receives from the community, and coordinating run-out performances and events with the president and conductor. The Vice-President of Communication is also in charge of composing at least one issue of *The Medley* per semester. They are responsible for promoting WGC events to the public. This may include concert promotion, advertisement for fundraisers, and any other aspect of communication that might enhance the visibility (both on and off campus) of the WGC. They are also in charge of communicating with MGC regarding any information that affects both organizations. Finally, they should work with their committee members to achieve the above tasks.

**Vice-President of Affairs:** The Vice-President of Affairs is responsible for planning social events for the group. The Vice-President of Affairs will work with the Vice-President of Finance to set budgets for all club events. They are in charge of coordinating social events with MGC. Furthermore, they are responsible for overseeing new member retreat and full member retreat at the beginning of autumn semester, and potential follow-up activities/retreats throughout the remainder of autumn and spring semester. They should work closely with the President, Vice-President of Outreach and Vice-President of Finance on producing event logistics (i.e. off-campus transportation, venue, sleeping arrangements, food, activities, materials, etc.) to develop events that go beyond the music in order to create a community for the women to break barriers and develop leadership skills. This woman should have experience with leadership training and event planning. The Vice- President of Affairs will be responsible for organizing a committee to help plan these events.

**Vice-President of Outreach:** The Vice-President of Outreach is responsible for the experience of the group for new, returning, and past members. Their primary responsibilities include organizing the WGC presence at the Student Involvement Fair with MGC, coordinating the Glee Club Cookout, and running the mentorship program. They must work closely with the President and Vice- President of Affairs to maximize the benefits of the mentorship program. They should work closely with MGC to create an all-encompassing history of the two groups. They will also serve as the primary liaison between current group and alumni. They will work jointly with the alumni representative to send email updates to other alumni. They are responsible for planning at least one event per semester to keep alumni actively involved with the current group. Additionally, the Vice-President of Outreach is in charge of heading the Outreah committee.

**Vice-President of Design:** The Vice-President of Design is responsible for coordinating the uniforms for all members. They are responsible for fitting all new members for uniforms, pants, and polo’s, as well as communicating with the Director what sizes need to be ordered. They are also the primary person in charge of enforcing uniform policy and concert conduct outlined in the syllabus and handbook. They should work to document the club’s history through photographs at all events. Additionally, they will work to order new apparel for the club each year. They are in charge of updating the WGC bulletin board and the calendar in Weigel 177 throughout the year. In addition to this, they are in charge of managing all social media for WGC. This includes but is not limited to: Facebook, Twitter, and Instagram. They will be in charge of designing any promotional material needed for the club. The Vice-President of Design is also responsible for keeping the WGC website (music.osu.edu/wgc) up to date at all times throughout the year, and must work with the School of Music and the College of Arts and Sciences to update it. The Vice-President of Design will be in charge of delegating tasks as needed to their committee.

**Vice-President of Musicianship:** The Vice-President of Musicianship is a senior, Music major appointed by the Conductor. This position allows a highly trained, trusted, and committed member of the organization to still hold a position of influence and dedication for the Fall semester while student-teaching in the Spring. This role is responsible for coordinating with the Conductor about warm up and conducting opportunities throughout the semester. They should be prepared to stand in as a conductor at tailgates, events, and in class, and to assist the leadership team (Conductor, Ta’s, President, etc.). In addition, in semesters with section-leaders, the VP of Musicianship should help manage, prepare, and update section-leaders.

**Duties listed above are not firmly assigned to the respective Vice-Presidents and are subject to change. All Vice-Presidents should work together to accomplish the goals of this organization.**

**Committees**

In addition to the Executive board members, there will be five committees made up of WGC members. These are intended to give members the opportunity to experience how the organization functions. Each Vice-President will be in charge of heading their own committee. Members of WGC will be able to submit a one-page letter of intent to join the committee of their choice. These letters will be submitted to the specified Vice-President at a date determined by the President. Members may submit a letter of intent to up to three of committees. Each committee appointment lasts for an academic year. However at the beginning of each new semester, the Vice- President overseeing the committee has the right to review the work of the committee members and make adjustment as they see needed. The Executive Board will make decisions for committee appointments with input from the Director. Each committee will hold up to 5 members. The President does not form their own committee, but serves as a de facto member on each committee. However, the President does not have to be present at every committee meeting.

Vice-Presidents should use their committee meetings in order to delegate tasks. Examples of the breakdowns are listed below.

**Finance Committee:** Fee collection, fundraising, CD sales

**Affairs Committee:** Retreats, social events

**Communication Committee:** Internal emails, the Medley, advertising, external communication

**Outreach Committee:** Involvement fair, mentorship program, alumni relations

**Design Committee:** Creation and distribution of marketing materials, management of social media (including the website), orders for apparel, revision and implementation of uniform policy

*Additional Points*:

All non-graduating Executive Board members will work together to plan the end of the year banquet.

All Vice-Presidents will appoint a committee with help from the President of no more than five members.

The President oversees the Vice-Presidents who work in a horizontal distribution of power.

Although the Vice-Presidents operate in a horizontal manner, there must be a delegated second- in-command in case of President's absence. The president and the conductor will appoint the second-in-command executive board member.

Removal of Incumbents

At any time during the term of office another member of the executive board may call into question an executive board member who they feel is not fulfilling the duties of their elected position. As all members of the Executive Board are considered representatives of Women’s Glee Club, any member may raise their concerns to an Executive Board member who will then be able to write a complaint on behalf of that person. The challenging Executive Board member must write a formal complaint to the Conductor expressing their concern with the execution of unfulfilled duties. This letter is to be shared with the highest Executive Board member in command who is not being challenged. At that point the highest in command Executive Board member and Conductor will call for a mandatory emergency meeting for all current Executive Board members where the Conductor will anonymously read the formal complaint aloud. After reading the complaint, the Conductor will question the Executive Board member in question on the execution of unfulfilled duties. The Executive Board member will then have five minutes in which they will have the opportunity to explain why the duties were not fulfilled, and refute the claims against them. The remainder of the Executive Board may ask the officer in question to elaborate on their explanation or refute at any time. After the officer in question has had an opportunity to explain themself, they must then leave the meeting. At this time, the remainder of the Executive Board and the Conductor will further discuss the duties which the officer in question has not fulfilled and their reasoning for it. This discussion is not to exceed ten minutes. After the discussion has ended, the Conductor will call for a secret ballot. **Five votes for the removal of the executive board member in question will warrant an official removal.** The Conductor is to announce the result of the ballot after counting it. If five votes are cast in favor of the removal of the officer in question, the officer is removed and the Executive Board will then begin to fill the position. The executive board will proceed to nominate any current appointed Executive Board member to fill that position **in addition to the one they currently hold**. Nominations are to take the form of “I nominate \_\_\_, because \_\_\_\_”. The reasoning behind each nomination must reflect evidentiary support as to why the nominated individual would succeed in that position. The President (or second-in-command officer) and Conductor must recuse themselves from making nominations. After all nominations have been taken, the Executive Board will leave the meeting, at which point the Conductor and President (or second-in-command officer) will choose from the nominated Executive Board members. The final decision is to be emailed out to the remainder of the Executive Board that night, and announced at the next class period. If the Executive Board member who was removed wishes to stay in glee, they have the right to make a formal and professional resignation to the remainder of the club before the announcement of the Executive Board member taking over their duties is to occur. The former Executive Board member’s membership in Glee is contingent on the discretion of the Conductor. The newly chosen Executive Board member is responsible for fulfilling all of their original appointed duties, as well as all duties of the new position that they hold. In the event of a resignation due to unforeseen circumstances in the incumbent’s life, the same nomination procedure is to be followed.

Section Leaders

One to two members from each voice section are appointed by the Conductor to lead within their section, assist members in improving their musicality, take attendance at every mandatory rehearsal, and plan several events for the section they lead with the intent of fostering community in the Women’s Glee Club. These appointed section leaders will be under the guidance of the head section leader, who will finalize all attendance records with the help of the graduate student conductor(s). Interested members must submit a letter of intent to the Conductor at the end of spring semester for the following academic year. The Conductor will choose the most qualified applicants to fill the Section Leader and Head Section Leader positions. If any Section Leader is not fulfilling their duties, the Conductor may replace them at any time. Section Leaders are expected to attend New Member Retreat.

ATTENDANCE

It is imperative that each member of all choral ensembles at The Ohio State University contributes 100% to the group on a daily basis. Regular, punctual attendance is expected. Grades are based on attendance, participation, knowledge of rehearsed music, and contribution to the group. WGC members must attend every class rehearsal (M-W-F, 3:00-3:55pm), as well as retreats. Additional rehearsals may be added at the discretion of the Conductor. Attendance at such rehearsals is mandatory and will be treated as a regular class rehearsal. Grades will drop one letter grade (i.e. A to A-) for each absence incurred after one unexcused absence unless a documented emergency is noted. Legitimate absences (for severe illness, a death in the family, etc.) must be called in or emailed to the Conductor prior to the missed rehearsal. Proper documentation must be submitted immediately to the Conductor. The Conductor has sole discretion to decide what is, and what is not, considered an excused absence. If an excused absence is granted it is expected that the individual will be responsible for anything they missed while absent. After three unexcused absences, you may be dismissed from the ensemble at the Director’s discretion. All dress rehearsal and performances are mandatory; no absences will be excused unless by prior approval of the Conductor. All potential conflicts (scheduled absences, tardiness, or recurring tardiness, or need to leave early) must be noted in writing to the Conductor by the second Monday of each term. **After this date, excused absences will be granted solely for unforeseen circumstances or emergencies (for example: illness, family situation, university-sanctioned excuses, etc.) Check the Women’s Glee Club calendar against your personal calendar and report any and all conflicts by the above date.** If you are unable to speak with the instructor prior to the absence, you may have your absence reviewed by the instructor up to no later than one week after the missed event. If one has a special circumstance which conflicts with this policy, please contact the Conductor.

Tailgating and Run-out-gig Attendance

On four home football games designated by the Executive Board, WGC members will promote Ohio State spirit by singing Buckeye tunes for fans cheering the Buckeyes onto victory. Members meet at Weigel Hall approximately 3 hours before game time and sing at locations including the Ohio Union, and tailgates around campus and the Shoe. Attendance will be taken and all WGC members are expected to attend three tailgates. Each semester members must complete three approved events to help the organization fundraise. These include Tailgates in the fall semester, run-out-gigs as they come up and other events that are deemed appropriate by the Executive Board and/or Conductor. Failure to complete your required events will result in your grade being lowered half of a letter grade (i.e. A to A-). If you are having any issues completing your requirements please reach out to the Conductor or the President and they will work with you to find a solution.

Behavior

Appropriate behavior is expected during all functions of the ensemble class in accordance with university policy. No member of Women's Glee Club may come to rehearsal or performance of any kind while in possession of or under the influence of alcohol or any other illegal substance. Any member who violates this policy will be removed from rehearsal or performance. Additional consequences may include receiving a lowered grade for the semester, suspension, removal from leadership position/office, or removal from the ensemble. These decisions will be made in consultation with the appropriate university official (for example: Director of Choral Activities, Division Head, Director of the School of Music, Dean, Executive Board etc.)

The above policy further extends to any Women’s Glee Club or Men’s Glee Club sponsored events. If the name of an event includes the use of *Women’s Glee Club, Men’s Glee Club, WGC, MGC, Glee* or *Glee Club*, it is considered a Glee Club sponsored event. If possession of or influence under any substance is suspected, the member will be asked to leave the event. Repeat offenders will face additional consequences decided upon by the Conductor and the Executive Board.

**FINANCIAL OBLIGATIONS**

Dues

Each WGC member must pay dues each semester. This money helps defray the cost of various social events throughout the year. Dues are $50 per semester (subject to change annually). Dues must be paid in full at the discretion of the Vice-President of Finance. Failure to pay dues on time will result in an increase of $1 per rehearsal (subject to change). If dues are not paid, members are subject to grade penalties. If a member is experiencing financial difficulties, they must discuss a payment plan with the Vice-President of Finance prior to the deadline of payment.

Travel

WGC has the intention of using fundraisers to cover partial cost of travel. Members are required to cover the remaining costs. WGC takes an annual tour during Spring Semester, and members should plan to budget for this throughout the year.

Note on Financial Hardship

If a member is in a financial situation that would prevent them from the participation of WGC they should bring this to the attention of the President, Vice-President of Finance and Conductor, and a plan can be created specific to that individual member. Members will not be turned away if they are unable to meet the financial obligations of this organization. Members who fail to call attention to the Conductor and the Vice-President of Finance about their financial situation in a timely matter will be held accountable for all costs and their grade can be affected if it is not resolved.

**WGC Attire**

OSU Women’s Glee Club prides itself in being a unified group when performing; therefore it is mandatory that all members follow the uniform instructions. Attire for each event will be announced in the class prior to the performance.

Concert attire:

1. Black outfit consisting of items pre-approved by the VP of Design
	1. Formal attire is required- you should look like you are going to a recital/wedding/cocktail hour
	2. Outfit is expected to be either a pantsuit or formal floor-length dress
	3. No cotton materials (i.e., no cotton t-shirts, t-shirt dresses, leggings, jeans, faded clothing, etc.)
	4. Fabrics that are partially synthetic are recommended to reduce the appearance of fading
		1. Polyester, Nylon, Acrylic, Rayon
	5. All blacks must be matching
	6. No spaghetti straps, strapless tops or dresses
	7. If you decide to wear a dress it should be full length. Knee length dresses may be approved depending on how formal it is on a case by case basis.
		1. If shorter dress is approved, opaque black tights are required
	8. All clothing is to be clean and pressed
2. Black shoes
	1. All black shoes (including soles)
		1. Flats; heels are okay (make sure you are able to walk easily in your heels)
	2. Any detail on shoe must be black
3. Hair
	1. Members must wear their hair pulled out of their face with hair tie, clips, or bobby pins
	2. Any clips, hair ties, or headbands must be hair-colored
4. Makeup
	1. Makeup is to look natural and professional
	2. No vibrant colors or excessive makeup
5. Nails
	1. Painted nails are okay, but must be well maintained
	2. Chipped nail polish is unacceptable
6. Jewelry
	1. Jewelry (bracelets, necklaces, earrings) is permitted but must be approved by VP of Design along with the rest of your attire
	2. Jewelry should complement outfit and not be a distraction
	3. No rings, except wedding, engagement, or religious rings
7. Perfume is not to be worn to any performance due to potential allergies.
8. Any religious attire that must be worn at all times but does not meet uniform guidelines may be worn at all performances. However, the member must first notify the conductor and the Vice- President of Design.
9. Uniform guideline agreement: a signed agreement that each member will uphold the uniform guidelines, as designated by the Vice President of Design.

Attired for Events

Formal Concert Black:

* Blazers
	+ Solid Black
		- No prints
		- Single fabrics
		- No adornments
		- No silk/mesh/see-through
	+ Sleeve length ¾ or longer
	+ Hem meets the pants or longer
	+ Avoid colored/shiny buttons
		- Buttons are no required
* Shirts under blazer
	+ Solid black, unadorned
	+ Hem of shirt meets pants
* Bottoms
	+ Option of slacks/dress pants or skirt (w/ black tights)
	+ You may also wear a solid black, unadorned dress (w/ black tights) beneath your blazer
* Closed toed, black shoes
	+ Prioritize your comfort and ease of movement
* Black socks/tights (if wearing)

Casual Concert Black:

* Shirt
	+ Black
	+ T-shirt length or longer sleeves
	+ Blazers are not required, but are allowed
* Bottoms
	+ Black jeans, slacks, skirt (w/ tights)
* Black closed toed shoes
* Black socks/tights (if wearing)

Buckeye Gear:

* OSU Apparel
	+ Please prioritize comfort and ease of movement
* Casual bottoms
* Comfortable shoes

Uniform Inspection

A dress rehearsal will be held. All members are expected to attend in the required attire as requested by the Conductor and EBoard (subject to change).

Any questions or concerns regarding the Women’s Glee Club Handbook can be directed to the Conductor or Executive board. This Handbook is to be updated in order to reflect the changing needs of the group. All updates must be approved by the Conductor before being written into the Handbook.