



Men's Glee Club at Ohio State

2023-2024 Handbook

MISSION STATEMENT:

The Ohio State University Men's Glee Club is an inclusive community committed to enhancing the lives of its singers by developing musicianship skills through the performance of choral music for lower voices.

HISTORY:

The Men's Glee Club at Ohio State was organized in 1875. It is the oldest of hundreds of student organizations at the university. The Men's Glee Club has performed at many OMEA, MENC, and ACDA conventions, proudly representing the university at state, regional, and national levels.

MEMBERSHIP:

General Membership

Membership in the Men's Glee Club at Ohio State is by audition and permission of the conductor. Auditions are held in the first week of both fall and spring semesters or by individual appointment with the conductor. Members are expected to demonstrate high levels of vocal ability, as well as rhythm, pitch, and sight-reading skills.

Statesmen

The Statesmen represent the Glee Club in many run-out functions throughout the year. Entrance into this 12-16 member ensemble is based on audition and ensemble needs. The repertoire of the Statesmen is musically diverse, and typically specializes in contemporary selections.

MGC RULES:

Rule #1: Show Up

Rule #2: Pay Attention



Rule #3: Tell the Truth

Rule #4: Don't Be Tied to The Outcome

LEADERSHIP:

The Men's Glee Club leadership structure allows tasks to be delegated to student leaders. There are four tiers of involvement: Appointed Leadership, Executive Board, Committee members, and General members.

Conductor

The conductor of the MGC is appointed by the Director of the School of Music and has final say on all issues regarding the Men's Glee Club.

Accompanist

The MGC accompanist is selected by the MGC conductor and appointed by the Director of the School of Music.

Student Leadership

The Executive Board Committee consists of six positions: President and five Vice Presidents who serve as chairs of the Logistics and Marketing committees.

President

The President is responsible for organizing and facilitating all executive meetings and delegating section leader responsibilities in conjunction with the MGC Conductor. They serve as the primary student contact for the conductor and the university at large, particularly concerning the MGC's Student Organization status through the Ohio Union. They will also organize, revise, and update the MGC Handbook and the MGC Standard Operating Procedures annually. The President will attend annual President's training through the Ohio Union and represents the membership of MGC through conflicts.

Vice Presidents

VP of Communications: The VP of Communications drafts emails and schedules Remind messages. They will also facilitate the scheduling of Executive Board meetings. During these meetings they will take meeting minutes, and at the meetings' conclusion they will discuss the contents of the week's internal newsletter. They will create a pdf calendar and an iCal calendar and distribute it to MGC membership. Additionally, they will maintain and organize the MGC OneDrive and its various archives and is responsible for the organization and distribution of all MGC accounts/ passwords.

VP of Finance: The VP of Finance works with the conductor to facilitate MGC's financial initiatives. The VPF and the conductor are responsible for all money flowing into and out of the organization, especially for matters of



apparel, wardrobe, and awards. The VPF reports the status of all MGC accounts to the conductor and Executive Board and will attend annual Treasurer training through the Ohio Union.

VP of Operations: The VP of Operations oversees all equipment transportation as it relates to rehearsals and performances, and they organize the MGC Locker. The VP of Operations initiates planning and execution of the annual Spring Banquet and directs the Big/Little Program, as well as the carpool. They assist with matters of community service and event planning.

VP of Alumni Relations: The VP of Alumni Relations oversees the existing and evolving relationship between current MGC membership and MGC Alumni. They will attend all MGC Alumni Board meetings and create and distribute the Alumni Newsletter each semester. They will also organize events between MGC Membership and Alumni throughout the semester (such as homecoming and Dinner for 12 Buckeyes).

VP of Networking: The VP of Networking drafts all social media posts for MGC. They advertise upcoming events and post content from previous events. The VPN meets frequently with the Social Media Director for the Ohio State School of Music and sends recordings to the School of Music for their own distribution. They oversee the maintenance and creation of MGC social media accounts, and they store and organize all photos and recordings in the MGC Digital Archives.

Election Procedure

Officer elections are held at the end of every spring semester for the next academic year (the length of one term). Elections are conducted by outgoing MGC officers. If less than two MGC officers are available to administer the process, the Conductor will appoint up to three graduating members to assist. Any incumbent seeking election to the same or different office must dismiss themselves from assisting in the election process.

Members are eligible to run for President if they are entering their third year of membership or later. Members entering their second year or later can run for up to two VP offices. Candidacy for any position is contingent upon a 2.5 minimum cumulative GPA and the completion of a one-page letter of intent. Letters of intent must be submitted by the posted deadline or will be subject to disqualification.

Each office requires a separate letter of intent. Officers are elected in the following order: President, VP of Communications, VP of Finance, VP of Operations, VP of Alumni Relations, and VP of Networking. Letters of intent are distributed to the club immediately following the rehearsal before the election is scheduled to occur.



On election day, each candidate presents a short speech and receives questions. Each presidential candidate is allotted 4 minutes to give their speech and 4 minutes for questions. Each vice-presidential candidate is allotted 3 minutes to give their speech and 3 minutes for questions. Time not taken for speeches can be used for questions. After all candidates have taken their turns, members vote by secret ballot and the votes are counted by the individuals administering the election. The winner is announced immediately, and if that person had planned to run for subsequent elections, they are removed from those races. The official transfer of power occurs at 5:05pm on the last day of classes in spring semester.

Removal from Elected Office

Any member of the club can start a petition to remove an officer whom they think is failing to uphold their basic duties. The petition will need one-third of the current club's support for further consideration. If this is achieved, the nominated officer must submit a letter to MGC members outlining what they have done so far during the academic year. The officer will also give a 3-minute speech to the club outlining why they should remain in office. After reviewing this letter and hearing the speech, members will vote on their removal from elected office. For the officer to be removed, at least a two-thirds vote from membership is required. An incumbent that is removed is barred from pursuing an elected office until the election for the next academic year.

Executive Board Vacancies

Should the MGC President be unable to fulfill their term or execute the duties of the office of President, the MGC conductor will appoint one of the VPs to fill the role of Interim President.

Should any officer be unable to fulfill their term or execute the duties of their officer, members of the club will have one week to submit a letter of intent to the Executive Board upon notice of vacancy. Remaining Executive Board members will vote to elect an interim officer. The vote requires a unanimous majority and approval from the conductor.

The interim President/Officer will serve in their role until a general membership vote is called (this vote must occur within a month of assuming the role of interim President/Officer). A simple majority of club members is needed to officially assume the role of President/Officer for the remainder of the academic year.

Committees

The Men's Glee Club divides its operations between three committees, the Executive Board, Logistics Committee, and Marketing Committee, each chaired by members of the E-Board. Committees are designed for all administrative responsibilities to be delegated amongst a larger proportion of members.



Appointment

The Executive Board Committee is elected via the election procedures outlined above. Members of general membership committees (Logistics and Marketing) are appointed by members of the MGC Executive Board for their respective joint committee. General members may sit on only one committee per semester. Members seeking admittance into a committee should approach the Vice Presidents who oversee the committee.

Appointment to general membership committees is on an at-will basis, and Executive Board members (with the approval of the MGC conductor) may remove any general membership committee member if their commitment and dedication to the role is not appropriate for the position.

Responsibilities

The Vice President of each committee is responsible for taking initiatives assigned by the Conductor and Executive Board to their committee, to be delegated and completed by the membership. Executive Board members are required to meet at least once per week and to report on their committee's progress at all executive meetings and to the conductor as needed. General Membership Committees are expected to meet on a biweekly basis. The work and commitment of committee members should be worthy of placing on a professional resume.

Executive Board

The MGC Executive Board will plan and execute initiatives essential to the overall advancement of the Men's Glee Club and is chaired by the President and the Vice President of Communications. The Vice President of Communications is responsible for taking meeting minutes and scheduling all E-Board meetings. Membership includes the MGC President and all MGC Officers.

Logistics Committee

The MGC Logistics Committee will plan and execute initiatives essential to the advancement of internal club affairs and is chaired by the Vice President of Operations and Vice President of Finance. The Logistics Committee is responsible for internal social event planning and execution (such as game nights, pizza nights, etc.), managing and ensuring the safe transportation of MGC Equipment (televisions/tripods/ recording devices/etc.), wardrobe management (assisting with blazer distribution), and other initiatives at the discretion of the committee chairs. Members of the Logistics Committee are each expected to plan and execute internal social events with assistance from the committee chairs.

Marketing Committee



The MGC Marketing Committee will plan and execute initiatives essential to the advancement of external club affairs and is chaired by the Vice President of Alumni Relations and the Vice President of Networking. The Marketing Committee is responsible for oval sing planning and execution (developing proposals, seeking conductor approval, and facilitating execution of oval sings), managing MGC social media accounts (posting members spotlights/brainstorming social media initiatives, distribution of concert recordings), alumni event planning and execution (alumni mixers and Dinner for 12 events), and other initiatives at the discretion of the committee chairs. Members of the Marketing Committee are each expected to plan and execute oval signs with assistance from the committee chairs.

ATTENDANCE:

MGC members are expected to attend every scheduled MGC rehearsal and concert. Attendance will be taken using the Top Hat Application. Forgery of attendance using the Top Hat Application is subject to discipline at the discretion of the MGC Conductor. Petitions for excused absences must be presented to the conductor, President, Vice President of Networking, and section leader via email prior to the rehearsal time.

Tailgate Attendance

At home football games MGC members walk around campus singing Buckeye Tunes. Members leave the lobby of the Timashev Family Music Building about 2 hours before game time. Attendance will be taken and all MGC members are expected to adhere to the tailgate requirements posted at the beginning of fall semester. Failure to meet attendance requirements may result in a grade consequence.

MUSIC AND FOLDERS:

Each MGC member will be assigned music. Music is considered School of Music property. Failure to return School of Music property will result in financial penalties and a grade of "I" until restitution is made.

FINANCIAL OBLIGATIONS:

Below is a breakdown of several costs that may be associated with membership. The Vice President of Finance, in consultation with the executive board and with approval from the conductor, may decide to create a payment plan for members to take advantage of.

Dues

Each MGC member must pay dues. This money helps cover the cost of various social events throughout the year, including food at retreats, or required MGC apparel. Dues are subject to change on a yearly basis. Members have the option of spreading their due payment across two semesters. For the 2023-2024 academic year, Fall Dues will be due by 9/15/2023 at 8:00 PM.

MGC Attire

While the MGC provides blazers to each member, other parts of MGC attire are the responsibility of each member (see Uniforms).

Travel

Travel costs not covered by MGC will be announced and detailed well in advance. Any member with extenuating financial circumstances should discuss their situation with the Vice President of Finance and/or the conductor.

Formal Performance Attire

Some uniform items are purchased by members, while others are MGC property, to be assigned to and returned by members. These pieces combine into several different outfits members can expect to wear throughout the year, such as:

Garment Bag: Property of the Men's Glee Club and must be returned

Scarlet Blazer: Property of the Men's Glee Club and must be returned MGC

Jet Black Dress Shirt: Purchased by each member on their own

Jet Black Dress Slacks: Purchased by each member on their own

Jet Black Belt: Purchased by each member on their own

Jet Black Dress Socks: Purchased by each member on their own

Jet Black Dress Shoes: Purchased by each member on their own

Jet Black Long Tie: Purchased by each member on their own

The Logistics Committee (under the supervision of the Vice President of Finance) assigns all MGC property (blazer, garment bag). Any singer not returning in a subsequent semester will be required to return these items to MGC, and all members will return MGC property at the conclusion of the academic year.

The repair or replacement cost of any lost, stolen, damaged, or missing item shall be the sole responsibility of the student to which it was originally issued.

Travel Attire

MGC Polo: Purchased by each member from MGC

Jet Black Dress Slacks: Purchased by each member on their own

Jet Black Belt: Purchased by each member on their own

Jet Black Socks: Purchased by each member on their own

Jet Black Dress Shoes: Purchased by each member on their own



MGC will provide a garment bag to aid in the care of the uniform and all uniform parts must be transported in the garment bag. Blazers, shirts, and slacks must be clean, pressed, and wrinkle-free. Ties should be tied, and shirts should be buttoned and tucked in. Questions regarding the acceptability of accessories are to be directed to the Executive Board and Conductor.

Buckeye Attire

Casual attire may be required during some MGC events (such as tailgates). Members are encouraged to wear Ohio State or Men's Glee Club branded attire during these events. The conductor will alert members when Buckeye attire is required. Buckeye attire will focus on promoting school spirit.

Uniform Integrity

Section leaders, Executive Board members, or the conductor can perform uniform checks (both concert wear and travel attire). The conductor may remove from the performance any member not in compliance with uniform specifications.

Blazers may not be worn outside of official MGC events, and MGC branded ties/polos should be worn respectfully and appropriately. Though these ties/polos are owned by individual members, they still represent the group and should be treated as such.

BEHAVIOR POLICIES:

All MGC members, when representing the MGC at rehearsals or public functions, will act with integrity and respect. The following policies specify the position of the MGC on serious issues of misconduct. This list is intended to be representative – not exhaustive.

BuckeyeLearns

To ensure understanding of all MGC Behavior Policies, all MGC members may be required to complete the following BuckeyeLearn trainings by the posted date:

- Diversity Basics (Goal: Diversity & Inclusion)
- Colin's Law Anti-Hazing (Goal: Anti-Hazing)
- Buck-I-Care About Consent (Goal: Sexual Misconduct Understanding)
- Community Wellness Education: Mental Wellbeing (Goal: Alcohol/ Drug Prevention)

Completion of these courses is necessary for continued enrollment in the MGC. Submitted certificates certify completion, understanding, and agreement to abide by the standards outlined in these presentations. Certificates must be submitted to MGC leadership by the posted date. Lastly, certificates will not expire (and can be resubmitted to the MGC in future years).

Statement of Diversity



The MGC embraces diversity in all its manifestations. Any comment or action that targets a particular race, religion, culture, sex, sexual orientation, age, physical/mental ability, or any identity will not be tolerated and will be treated as discrimination. Anyone in the group who believes they are a victim of, or witness to, an act of discrimination should immediately contact the Conductor.

Hazing

State law, University rules and regulations, and MGC policy strictly forbids hazing of any form. MGC members found to be in violation of this policy will meet with the Conductor and Executive Board and, if necessary, be reported to the University.

Substance Abuse Policy

No member of the MGC will come to a rehearsal, performance, or any MGC sponsored event in possession of, or under the influence of, any mind-altering substance. Any member violating this policy will be removed from the performance or rehearsal.

Ohio law prohibits alcohol consumption on chartered buses. Nor is alcohol allowed on or under a bus. The use of alcohol, tobacco, and other drugs is prohibited when wearing the MGC blazer, tie, uniform polo, or insignia. Questions regarding responsible alcohol consumption should be directed to the Conductor.

Any MGC member found to be in violation of these policies may be removed from the ensemble, and if warranted, reported to the University for appropriate disciplinary action.

Language

The use of inappropriate language (profanity and distasteful conversation) will not be tolerated whenever members are representing the Men's Glee Club.

Removal of Members

If a member engages in behavior that is in violation of the expectations outlined in this document, or violates the Code of Student Conduct, university policy, or federal, state, or local law, the Conductor may impose disciplinary action or remove the member from the ensemble at their discretion. The MGC officers may bring concerns to the conductor regarding individual members, but the conductor has final say in all matters regarding member removal. In the event that the reason for member removal is protected by the Family Education Rights and Privacy Act (FERPA) or cannot otherwise be shared with members (e.g., while an investigation is pending), the conductor may choose to temporarily suspend a member.

TRADITIONS:



As the oldest active student organization at Ohio State, the Men's Glee Club maintains many important traditions as detailed below:

Carmen Ohio

Written in 1903 by MGC alumnus/Ohio State Football player Fred Cornell, Carmen Ohio is the defining song of the Ohio State University Men's Glee Club. Buckeye Tunes/ Carmen Ohio typically concludes all MGC performances. Additionally, after every performance that requires travel, MGC members will meet near the loading dock outside of Mershon Auditorium to sing Carmen Ohio.

Finger Snaps

MGC members are encouraged to "snap their fingers" as a means of showing approval/ congratulations to MGC members/associates.

Oval Sings

After Friday rehearsals, MGC members will sing Buckeye Tunes on the Ohio State Oval. Additionally, MGC members may participate and initiate traveling oval sings through the MGC marketing committee, where MGC members (with approval from the MGC conductor) will perform Buckeye Tunes and Carmen Ohio at different locations on Ohio State's Campus.

Social Events

The Vice President of Operations (in conjunction with the Logistics Committee) will plan various MGC Social Events open to membership throughout the academic year. Social events may include Big-Little Mixers, Pizza Nights, Game Nights, Movie Nights, TopGolf Nights, and other event ideas brainstormed by the logistics committee.

Tailgates

Prior to home football games, MGC members may meet to perform Buckeye Tunes across various locations on campus (such as the Ohio Union, Oval, Faculty Club, Oxley's Parking Garage, and Thompson Library). Additionally, during these tailgates members are encouraged to run through the number "6" located outside of the Emerson Classroom Building while they are cheered on by their fellow MGC members.

For the 2023-2024 academic year, 3 tailgates will be required (with the Alumni Tailgate on October 7th, 2023 being required for all members)

Spring Banquet

The annual banquet takes place shortly after the group's last performance. The banquet will include closing remarks from the Conductor and a series of award presentations by the officers. The first segment of the awards is the recognition of all members. Different



gifts may accompany recognition of a member, depending on the length of their tenure within the group.

James Gallagher Spirit Award

The most prestigious recognition awarded by the Ohio State University Men's Glee Club is the James Gallagher Spirit Award. MGC Conductor Emeritus James Gallagher served as conductor for twenty-one years. The award is given, by a vote of the membership, to an individual with at least three years of service to the group. The winner should be the member who best demonstrates a devotion to excellence, who exudes the pride associated with being a Buckeye, and moreover a member of the OSU Men's Glee Club.

The election process for this award is as follows:

1. List of eligible names (third-year members and up) is presented via printed list to MGC membership
2. First ballot: each MGC member votes for two names. List of names is then reduced to three.
3. Final ballot: Each MGC member votes for one name. The name with the most votes is declared the winner. NOTE: In case of a tie in either #2 or #3 a run-off will be conducted.

NON-DISCRIMINATION POLICY:

The Ohio State Men's Glee Club 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.

CONCLUSION:

The Ohio State University Men's Glee Club has a long-standing reputation for excellence at Ohio State. The traditions and pride associated with this group are greater than any one member or director. It is the duty of MGC members and the MGC leadership to uphold this reputation wherever we go, and to represent the organization and the university in a manner befitting our heritage.

REVISION CLAUSE:

It is the responsibility of the MGC Executive Board and Conductor to ensure that this document is reviewed and revised to meet the changing needs of the group. To officially change the handbook, the change must be approved by the Conductor.



ACCEPTANCE OF RESPONSIBILITY

My signature indicates that I...

- i. Have read the MGC Handbook
- ii. Comprehend the information contained therein.
- iii. Agree to abide by the policies and procedures established by and for the MGC.
- iv. Understand that these policies and procedures fall under the umbrella philosophy of that which is good and right in contemporary society and that any issues not specifically addressed herein will be addressed in a manner congruent with the spirit of the Handbook.
- v. Promise to make a positive contribution to the success of the MGC.

Signature

Date

Print Name



