

CONSTITUTION FOR WOMEN'S GLEE CLUB AT THE OHIO STATE UNIVERSITY



**WOMEN'S
GLEE CLUB**
at The Ohio State University®

Article I: Organization Name & History

Section 1 — The name of this club or organization shall be Women's Glee Club at The Ohio State University, hereafter known as WGC.

Section 2 — WGC was established in 1903. The ensemble has the distinction of being the first musical organization to appear in concert in Mershon Auditorium. Membership in WGC has steadily increased over the years, as the ensemble has become well known within the OSU community. WGC represents a wide variety of majors and interests, with singers ranging from first year to graduate students.

Article II: Mission Statement

Section 1 — WGC 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.

Section 2 — WGC shall abide by the following University guidelines and procedures:

- **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:** WGC 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.

Article III: Affiliations

Section 1 — WGC is affiliated with and shall represent the School of Music and the College of Arts and Sciences at The Ohio State University.

Article IV: Membership

Section 1 — Students at The Ohio State University must comprise 100% of WGC's membership.

Section 2 — Membership in WGC 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 WGC 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.

Section 3 — 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, WGC is composed 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 WGC, the School of Music, the College of Arts and Sciences, and The Ohio State University.

Section 4 — Each member of WGC 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.

Section 5 — 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.)

Section 6 — 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.

Section 8 — Membership in this club is open to all meeting the above criteria, irrespective of gender, race, creed, color, class, age, nation of origin, nationality, disability, marital status, religion, veteran status, or sexual orientation.

Article V: Advisors

Section 1 — There shall be at least one full time Conductor who shall serve as an advisor to WGC.

Section 2 — 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.

Article VI: Officers/Executive Board

Section 1 — The officers of WGC shall be the following:

- **President:** The President oversees all operations of WGC. They are responsible for delegating responsibilities among the Executive Board members and ensuring that all tasks are completed efficiently and effectively. The President acts as the primary liaison between the Conductor, the E-Board, and the choir, facilitating communication and coordination among all parties. Additionally, the President represents WGC in interactions with the School of Music, the College of Arts and Sciences, and other external entities. The President is also responsible for leading E-Board meetings, setting agendas, and ensuring that the organization adheres to its mission and goals. The President must have at least one semester of previous E-Board experience and be a rising third-year or higher.
- **Vice-President of Finance:** The Vice-President of Finance handles all monetary operations for WGC. This includes managing the club's budget, collecting dues, and overseeing fundraising efforts. The VP of Finance is responsible for sending invoices and processing payments, ensuring that all financial transactions are accurately recorded. They work closely with the President and the Conductor to develop financial plans and

strategies that support the club's activities and events. Additionally, the VP of Finance must ensure that all financial obligations are met and that the club remains in good financial standing. In cases of financial difficulty among members, the VP of Finance will work with the President and Conductor to create individualized payment plans.

- **Vice-President of Communication:** The Vice-President of Communication manages alumni relations and assists the President with external communications. They are responsible for reaching out to and maintaining relationships with alumni, updating them on the club's activities and events. The VP of Communication also coordinates with external organizations, ensuring that WGC is well-represented within the broader community. They update the club calendar and keep members informed about upcoming performances, rehearsals, and other events. Additionally, this role involves running surveys and keeping track of responses to gather feedback and ensure effective communication within the club. This role involves regular communication with members to ensure that everyone is aware of important dates and deadlines.
- **Vice-President of Affairs:** The Vice-President of Affairs focuses on maintaining a healthy and positive culture within WGC. They plan and organize intra-club events and activities that promote bonding and camaraderie among members. The VP of Affairs is responsible for welcoming new members, teaching them about the club's traditions, and ensuring that they feel included and supported. They work to foster a sense of community and mutual respect within the club, addressing any issues or conflicts that arise. By organizing social events, retreats, and other activities, the VP of Affairs helps to build strong relationships among members and enhance the overall club experience.
- **Vice-President of Outreach:** The Vice-President of Outreach plans and organizes events for WGC, including reserving venues and coordinating with other student organizations and businesses. They ensure that the club remains engaged with the broader community by planning activities that align with WGC's mission of promoting equality and justice through music. The VP of Outreach is also responsible for planning the biannual Glee Ball (Glall), a formal event that functions like a prom for club members. This role involves extensive coordination and communication with various stakeholders to ensure that events are successful and meaningful.
- **Vice-President of Design:** The Vice-President of Design oversees the club's social media presence and manages its image and brand. They are responsible for keeping the club's website updated and ensuring that all online content reflects the club's mission and values. The VP of Design runs merchandise sales, designing and selling items that promote the club and generate revenue. They create promotional materials for events and activities, ensuring that WGC maintains a strong and positive public image. This role involves working closely with other E-Board members to develop cohesive branding and marketing strategies.
- **Vice-President of Archives:** The Vice-President of Archives is responsible for maintaining and documenting the history of WGC. This includes keeping track of old music, photos, and other historical artifacts. The VP of Archives ensures that the club's legacy is preserved for future generations by organizing and maintaining an archive of important documents and memorabilia. They are also in charge of documenting current events and activities, creating a continuous record of the club's history. This role involves

coordinating with other E-Board members to collect and preserve materials that reflect the club's achievements and milestones.

Section 2 — The position of President is only available to members who have had at least one semester 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. 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.

Section 3 — 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.

Section 4 — 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 WGC, 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 themselves, 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.

Article VII: Elections

Section 1 — Election of officers shall be held on a time established by the President and Conductor, but no later than the allotted exam time for Spring semester (which usually occurs on the last Friday of the semester). 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.

Section 2 — Letters of intent are required for all Executive Board positions, and are due to the President by a deadline set by the President. In the event that the incumbent President is running for a position, letters will be due to the Conductor by a deadline set by the Conductor. Any incumbent running for a position must follow the same processes as a person seeking office for the first time.

Section 3 — 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.

Section 4 — In the event of extenuating circumstances, the Conductor has the right to revoke candidacy and overturn the result of an election.

Article VIII: Rehearsals, Attendance, & Timeliness

Section 1 — Regular rehearsals of this club or organization shall be held on Mondays, Wednesdays, and Fridays, from 3:00pm to 3:55pm.

Section 2 — Members are expected to maintain regular and punctual attendance. 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.

Section 3 — 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.

Section 4 — 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.

Section 5 — 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.

Section 6 — On home football games designated by the Conductor, 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 at least 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.

Article IX: Committees

Section 1 — In addition to the Executive board members, there will be six 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.

Section 2 — 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 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 adjustments as they see needed. The Executive Board will make decisions for committee appointments with input from the Conductor.

Section 3 — 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. The President does not have to be present at every committee meeting, but must attend at least one committee meeting per office per semester.

Article X: Section Leaders

Section 1 — One to two members from each section are to be appointed by the Conductor to serve as section leaders by the fourth week of the Fall semester. These section leaders shall primarily assist members in improving their musicality. 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 positions. If any Section Leader is not fulfilling their duties, the Conductor may replace them at any time.

Section 2 — In the event that a Fall section leader is not enrolled in Glee for the Spring Semester, a new section leader will be appointed by the Conductor for the Spring Semester.

Section 3 — If a Fall section leader changes sections for the Spring semester, it is at the discretion of the conductor whether or not a new section leader will be appointed for that section.

Article XI: Finances

Section 1 — Each WGC member must pay dues each year. 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.

Section 2 — WGC has the intention of using fundraisers to cover the 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.

Section 3 — 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 manner will be held accountable for all costs and their grade can be affected if it is not resolved.

Section 4 — WGC 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.

Article XIII: Constitutional Amendments and Revisions

Section 1 — This Constitution must be fully read, reviewed, and updated as needed by the President of WGC every Summer before the beginning of Fall Semester as an addendum to the President training mandated by the University.

Section 2 — For record keeping purposes, the new President must resubmit the Constitution file every year to the Student Organization Management System as a PDF, even if there are no changes.

Section 3 — The WGC Constitution document updated as of July 2024 must be preserved (i.e. everything included in the July 2024 document may not be deleted); however, amendments to the Constitution may be proposed by any member of the Executive Board as well as the Conductor. In order for an Amendment to be officially written in, it must be unanimously approved by the Executive Board and have the approval of the Conductor. The Conductor reserves the right to deny any proposed Amendments, even if they have been unanimously approved by the Executive Board.