

Wheaton College Concert Choir Constitution

Revised: July 14, 2005

Mission Statement: The Wheaton College Concert Choir's mission is to serve the undergraduate music curriculum with appropriate rigor by engaging in and exploring choral literature of all musical styles and traditions. The ensemble affords students vital performance experience in diverse venues, serving the College's mission to help build the Church and improve society.

Motto: "The aim and final reason of all music should be nothing else but the glory of God and the refreshment of the spirit" (J.S. Bach).



Article I: Choir Membership

Section 1 - Eligibility

A. Members must be registered as students of Wheaton College or of the Conservatory. However, exceptions to this rule may be made by the Director. For example, alumni of the Choir or college employees who are not currently enrolled in the College or the Conservatory may also become members of the Choir if no qualified currently enrolled student is excluded as a result.

B. Members must be eligible for extra-curricular activities according to the regulations of the College.

Section 2 - Selection and Termination

A. The Director has the final authority for selection and dismissal of members.

B. Members may be dismissed for the following reasons:

1. Expulsion or withdrawal from the College or the Conservatory.
2. Violation of the attendance policy and/or other Cabinet rulings.
3. Ineligibility as defined in Article I, Section 1.

Section 3 - Obligations

A. Members are expected to participate in rehearsals and all other functions as required by the Cabinet and the Director.

B. Members are expected to abide by this the Attendance Policy, Constitution, by the rulings of the Cabinet, and by the statutes of the College and the Conservatory.

Article II: Choir Functions

Section 1 - Concerts

- A. The Choir will perform concerts as scheduled by the Conservatory and the Director.
- B. The concert schedule will include concerts on campus and in the Chicago area, as well as tours approved by the Conservatory, the Director, and the Cabinet.

Section 2 - Other Functions

- A. The Choir will participate in social activities and fund raisers as proposed by the Cabinet and approved by the Director, the Conservatory, and the College.

Article III: Cabinet

Section 1 - Membership

- A. The Cabinet consists of the elected officers of the Choir.
- B. The Director serves the Cabinet in an advisory capacity and carries ultimate responsibility and authority for all Cabinet actions. While the Director does not vote, the Director may overrule a Cabinet decision. To encourage free expression in voting, the Director is encouraged to not observe how individual votes are cast.

Section 2 - Function

- A. The Cabinet is the legislative body of the Choir, acting with the approval of the Director.
 - 1. The Cabinet appoints committees and chairs as necessary.
 - 2. The Cabinet institutes dues and fines as necessary.
 - 3. The Cabinet initiates policies and regulations as necessary.
- B. The Cabinet enforces Choir policies and regulations, which includes the collection of dues and fines.
- C. The Cabinet abides by the policies set by the Conservatory for music organizations.

Section 3 - Meetings

- A. The Cabinet meets on a weekly basis at a time approved by its members.
- B. An official quorum is constituted by two-thirds of the Cabinet.
- C. Regular Cabinet meetings may be cancelled and/or additional meetings may be called by the President, or the Vice-President in case of the President's absence.

Section 4 - Officers

A. Title and Function

1. President - with the Director, is responsible for the overall operation of the Choir. She/He presides over meetings, serves as the official representative of the Choir, and encourages the Choir's spiritual focus.
2. Vice-President - serves as assistant to the President, presides over Cabinet meetings and other proceedings in the absence of the President. He/she enforces the attendance policy and handles excuses for absences.
3. Business Manager - works with the Operations Manager and other Conservatory employees to manage the physical and fiscal operations of the Choir.
4. Assistant Business Manager - serves as assistant to the Business Manager and takes the office of Business Manager in the succeeding year. *Election of the ABM occurs early in Fall Semester—the intended purpose is to allow eligibility to new members.*
5. Secretary - is responsible for the choir newsletter, correspondence and recording minutes at Cabinet meetings.
6. Social Chairs - are a man and a woman who initiate, plan, and carry out the social activities of the Choir, including Fall Workshop, Tour, and Spring Banquet.
7. Librarian - is responsible for the distribution and maintenance of the Choir's music.
8. Publicity Chair - is responsible for audience development for campus concerts, for the fall recruitment booth, and for posters, banners, and other publicity materials needed throughout the year. She/He also assists the Operations Manager in preparing and mailing publicity materials for tours and concerts.

B. Eligibility

1. Candidates for the office Assistant Business Manager must commit themselves to participating in the Choir for two academic years.
2. Other elected Cabinet members must be sophomores, juniors, or seniors for the year in which they seek to hold office.
3. Social Chairs must run on the same ticket as a male-female team.
4. All candidates must be current members of Concert Choir.

C. Election

1. All officers are elected by current Choir members in the spring before their year of office *except for the Assistant Business Manager*.
2. The recommended procedure for nomination is as follows:
 - a) Nomination of candidates is open to all choir members. Each nomination must be seconded. The nominee must accept nomination for the nomination to stand.
 - b) Nominations remain open up until the election.
3. The procedure for election is as follows:
 - a) Three-fourths of the members of the Choir must be present for the election to be valid. In the event of inadequate attendance, a new date and time is announced immediately by the President.
 - b) The President chairs the elections without a personal vote. The Vice-President chairs the election for any office in which the President is a nominee. In the President's absence, the Vice-President chairs the entire elections.

- c) Nominees are required to present a speech no longer than three minutes and must be seconded by a Choir member with a speech no longer than one minute.
 - d) Nominees are elected to office by a simple majority vote.
 - e) In the event that no nominee receives a simple majority vote, the candidate receiving the fewest votes is removed from the ballot and a new vote is taken. The process continues until one nominee receives the simple majority. In the event of a tie, the vote is recast. If a tie still remains, the President casts the deciding vote. NOTE: No one may run for more than one office for the same term.
 - f) A paper ballot is to be distributed to all present choir members following the conclusion of the seconding speeches.
 - g) A tallying committee consisting of three seniors appointed by the President is to tally all votes and give results to the President. Committee members should be members of the Cabinet and include the President, except in the case that the President is not a senior. In the event that there are not three members of Cabinet who are seniors, the President should appoint members of the choir to the remaining slots.
4. The term of all elected officers runs from the completion of the spring semester in which they are elected to the end of the following school year.

D. Resignations and Impeachments

- 1. In the event that an officer feels unable to fulfill his/her obligations, he/she may resign by submitting a letter of resignation to the Director who will then notify the Cabinet and the Choir.
- 2. In the event that an officer fails to fulfill her/his obligations to the Cabinet, Choir, Conservatory, or College, she/he may be impeached. The procedure for impeachment is as follows:
 - a) Any member of the Choir may petition the Director for the impeachment of a Cabinet officer.
 - b) If the Director finds sufficient reason in the petition, the Director meets with the officer in question.
 - c) If the Director feels that impeachment is in order, he meets with the Cabinet to recommend impeachment.
 - d) A two-thirds vote of the Cabinet is required for impeachment to take place.
- 3. The Cabinet may make temporary appointments to fill a vacancy until the earliest possible date for a special election which is conducted according to Article III, Section 4, C3. In the case where the President or Business Manager resigns or is impeached, the vacancy is filled by the successor to that position and the resulting vacancy is filled through a special election.
- 4. Officers elected to fill a vacancy serve a term of office commencing at their election and concluding at the end of that school year.

Article IV: Amendments

Section 1 - Proposals

- A. A proposed amendment to this constitution may be presented by any member of the Choir to the Cabinet for approval by the majority vote of the Cabinet.
- B. The President then presents the amendment orally to the Choir and provides a written copy of the same to each member.
- C. After the presentation of the amendment, the President announces the date of the adoption vote, which may be cast no later than seven days later.

Section 2 - Adoption

- A. The vote to adopt an amendment is valid if three-fourths of the members of the Choir are present. In the event of inadequate attendance, a new date and time is announced immediately by the President.
- B. The President chairs the voting session. In the President's absence, the Vice-President chairs.
- C. In order to be adopted, an amendment must be approved by at least two-thirds of the voters.

Section 3 - Updating by the Director

- A. The Director may update the Constitution when necessary. This may include bringing the document in line with current practice, editing errors and making changes as deemed appropriate for the well being and prosperity of the choir.
- B. The Director will submit major changes to the amendment procedure.