

Group Constitution

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The Group

Name

The name of this organization shall be the Chorallaries of MIT. Within this constitution, the word "group" shall mean the Chorallaries of MIT.

Group Make-up

The group consists of 12-20 men and women from the MIT Community, including undergraduates, graduates, staff, and faculty. The group shall be primarily students.

Goals

The goals of the group shall be:

- To promote the singing and enjoyments of mixed close-harmony music in the MIT community
- To provide musical and social contact with other colleges.
- To travel.
- To provide music for the private sector of the Boston area.
- To record group music for the periodic production of album.
- to provide a good social atmosphere and basis for friendship for all group members.

Membership

Status

Applications for membership shall be taken from:

- the MIT Undergraduate Community.
- the MIT Graduate Community.
- the MIT Staff.
- the MIT Community

Acceptance

Members shall be accepted at auditions on the basis of musical ability and compatibility with

present members. Auditions shall occur during the week prior to Reg Day of the Fall term and may occur at other times at the discretion of the Music Director or President. Attendance at an open rehearsal and/or social gathering may also be required prior to acceptance.

Length of Membership

MIT Community Members

Once accepted, a member of the MIT Community shall retain membership until the member: completes his fourth year as a member of the group, asks to leave the group, or loses membership due to poor attendance (see section 4.3), musical liability, personal obnoxiousness, or other high crimes or misdemeanors.

Non-MIT Community Members

Once accepted, a member from outside the MIT Community shall retain membership until the start of auditions of the following Fall term, or until he or she meets any requirement outlined in Section 1.4.3.1.

Loss of Membership

After loss of membership, a member may reaudition at the next general audition or may be reinstated without audition by unanimous consent of the group.

Leaves of Absence

A leave of absence shall be defined as voluntary withdrawal from rehearsal and performance activities of the group for a period not less than two weeks. A leave of absence is treated as loss of membership and reaudition is required unless prior consent for a specific duration is granted by 3/4 of all members.

Activities

All group activities are paid for by the group.

Rush

Rush is the introduction of prospective members to the group. This takes place at:

- the Activities Midway.
- auditions.
- open rehearsals.
- the Rush party.

Retreat

Retreat is 2-4 days of intensive rehearsal to acquaint new and old members with the repertoire and prepare for GBIS. It takes place Columbus Day Weekend and occurs out of town.

GBIS

GBIS is the Greater Boston Invitational Songfest which is co-sponsored with the Logarhythms and all other MIT-affiliated acappella groups: the MIT/Wellesley Toons, MIT Cross Products, MIT Techiya, and MIT Muses. GBIS is an historical name and may or may not be the official title for this MIT-wide concert. It is held in late October or early November. Following the concert, there is a party for all participants.

Tour

Tour is 1-2 weeks of fun during IAP to a location predetermined by the group's tour manager and approved by the group. It is financed by concert revenues and grants to the group.

Bad Taste Concert

The Bad Taste Concert is a concert in which no hold are barred. It is held at midnight in late February or early March in 10-250.

Spring Sing

Spring Sing is the group's invitational concert held in April or early May and consists of our group and two or more other groups to be chosen by the Chorallaries business manager. Following the concert, there is a party for all participants.

Recording

Recording with the intention of periodic album production occurs during IAP or at other times at the group's discretion if funds are available.

Miscellaneous concerts and Special occasions

Given the availability of a sufficient number of group members, to be determined by the director, the group will participate in other performances. These are in keeping with the goals stated in section 1.3, and may include but are not limited to:

- Birthday or holiday serenades
- Blood Drives
- Hospitals and Nursing Homes
- Other colleges
- Alumni Association and other Institute functions

- Boston area private sector concerts.

Serenades are performed for a fee with group member discounts.

Offices

Expectation Clause

First term members are only responsible for learning the music. Other members are expected to participate in the administrative functions of the group.

Tenure

All officers are elected for one year commencing immediately upon election and may be reelected.

Elected Officers

Hierarchy

The hierarchy is outlined as follows.

President

The President shall:

- Preside at all meetings.
- Be the principal representative of the group.
- Oversee and ensure the proper performance of duties of all officers.
- Oversee and maintain a proper balance between the responsibility of the group to the individual and the responsibility of the individual to the group.
- Oversee all fundraising activities.
- Mediate all intragroup problems.
- Call for special auditions and special elections.
- Call business meetings immediately following a break in each regularly scheduled rehearsal.
- Assume the duties of *in absentia* immediate subordinates.
- Coordinate the formulation of business meeting agendas.
- Be the representative of the group to the Alumni Association.

Music Director

The Music Director shall:

- Plan and direct all musical aspects of all rehearsals and performances.

- Propose the program for all concerts other than Bad Taste.
- Plan and direct all musical aspects of retreat.
- Present recommended repertoire for all performances no later than two weeks prior to each performance, when scheduling permits.
- Conduct auditions.
- Call special auditions.
- Assign non-feature solos.
- Direct try-outs for feature solos.
- Inform prospective members of failure.
- Invite prospective members to open rehearsals.
- Inform the Librarian when music is needed.
- Appoint section leaders (one each for Soprano, Alto, Tenor, Bass) to coordinate sectionals.
- Appoint a Sound Engineer for each concert and recording session.
- Assume the duties of *in absentia* subordinates.

Assistant Director

The Assistant Director shall:

- Assist the Music Director in evaluation of the performance of the group.
- Plan and direct the musical aspect of rehearsal and performance in the absence of the Music Director.

Business Manager

The Business Manager shall:

- Oversee the non-musical aspects of all concerts, including transportation, housing, and financial.
- Preside at business meetings in the absence of the President.
- Obtain guest groups for on-campus concerts including Winter Concert and Spring Sing.
- Coordinate housing for guest groups.
- Obtain concerts at other colleges.
- Obtain private sector concerts.
- Inform the secretary of upcoming events.
- Assume the duties of *in absentia* subordinates.
- Maintain a current directory of other groups.

Treasurer

The Treasurer shall:

- Maintain an accurate record of group finances.
- Make all necessary reports to the undergraduate Associations Finance Board (FinBoard) and the Graduate Student Council (GSC).

- Promptly oversee all group and outside disbursements.
- Inform and collect from members who owe the group money.
- Regularly inform the President and Business Manager of the financial status of the group.
- Provide the Tour Manager with information on pre-tour finances.
- Oversee the financial aspects of the recording process.
- Prepare and organize all aspects of fundraising, including applications and letters.

Secretary

The Secretary shall:

- Maintain accurate attendance records for rehearsals and performances.
- Inform the group of attendance violations.
- Maintain a working intragroup communication system.
- Record minutes at all meetings.
- Prepare a calendar of events for distribution to all members.
- Schedule GBIS and the Bad Taste concert at least six weeks in advance and Spring Sing at least three months in advance
- Schedule concerts subject to group approval.
- Obtain drop poster permission from Lobby 7 Coordinator.
- Obtain concert and warm-up rooms for GBIS and all other on-campus concerts prior to the end of the previous term.
- Distribute addresses and phone numbers of all current members to all other current members.
- Assume the duties of *in absentia* subordinates.
- Coordinate all institute mailings.
- Maintain an accurate list of all group alumni, including name, address, phone, and biographical information.
- Oversee the production of an Alumni Newsletter each term.

Librarian

The Librarian shall:

- Maintain the group music library, including copying.
- Ensure that each member of the group has a copy of all applicable music.
- Distribute new music to all members.

Rush Chairman

The Rush Chairman shall:

- Prepare an insert for the Freshman Packet before May 1st.
- Send letters to incoming freshman and graduate students during August.
- Set up the Midway booth, including tapes and a stereo, booth poster and decorations and sign-up sheets.

- Set up auditions, including audition forms and obtaining a room.
- Obtain a room and oversee the Rush party.
- Invite prospective members to the Rush party.
- Oversee the publicity campaign.

Tour Manager

The Tour Manager shall:

- Obtain lodging for retreat
- Schedule tour concerts.
- Arrange transportation and housing for tour.
- Prepare a tentative group itinerary for group approval by November 1st.
- Manage all financial aspects of tour, including collecting receipts, coordinating group credit cards and cash, and collecting payments from employers.
- Write group thank-you notes.
- Prepare a post-tour report by March 1st.

Publicity Chairman

The Publicity Chairman shall prepare publicity for all on-campus events, including concerts and auditions.

Suggested methods are as follows:

- LSC slide.
- Posters.
- Drop poster.
- Ads in The Tech.
- Invitations to dignitaries and the press.
- Postcards to radio stations.

Intro Chairman

The Intro Chairman shall:

- Propose the program for the Bad Taste concert.
- Maintain a complete directory of all intros used for all concerts.
- Coordinate Intros meetings prior to all concerts requiring intros.

Social Chairman

The Social Chairman shall:

- Coordinate the refreshments for auditions and recording sessions.

- Coordinate the Rush party and parties after GBIS and other on-campus concerts.
- Obtain party rooms for GBIS and other on-campus concerts.
- Oversee social aspects of Retreat.
- Coordinate the group Birthday Party in early February.
- Obtain parties at Christmas and the end of the Spring term.

Historian

The Historian shall maintain a written and pictorial record of all group activities.

This record shall contain:

- Programs and posters.
- A list of songs performed at each major concert.
- A list of groups who attended each major concert.
- Pictures from any activities.
- A written account of all concerts.

Web Apprentice

The Web Apprentice shall:

- Maintain the choral@mit.edu and chorallaries@mit.edu mailing lists
- Maintain the [locker /mit/choral](http://mit.edu/choral)
- Maintain the acapella@mit.edu emailing list by handling mail to acapella-request@mit.edu
- Maintain the Chorallaries WWW page

Appointed Officers

These officers are appointed by the director. Appointees may decline appointment.

Section leaders

Tenure

Section leaders are appointed at the beginning of each term and hold office for that term.

Duties

Each section leader shall:

- Schedule sectional rehearsals as often as determined necessary.
- Lead the section in learning current music.

- Assess the section's progress and report to the Director.

Sound Engineer

With the group's approval, the Sound Engineer need not be a current member of the group.

Tenure

The Sound Engineer shall be appointed as necessary for each concert and recording session. The Sound Engineer serves until his duties have been fulfilled for that event.

Duties

The Sound Engineer shall:

- Copy tapes.
- Oversee the taping of concerts and other group events.
- Oversee the recording sessions, including finding a studio, making appointments, and acting as a liaison for the group.
- Coordinate the use of PA systems for concerts.

Procedures

Rehearsals

Attendance

Attendance shall be mandatory at all rehearsals.

Time

The president shall call the first meeting of the term. Regular rehearsals shall be scheduled at that meeting by unanimous consent. They shall be on Sunday and on one weeknight. In the event of long weekends or conflicts, rehearsals may be rescheduled by majority vote at the discretion of the President.

Breaks

Time taken for breaks during rehearsals in excess of 5 minutes shall be made up at the end of the rehearsal.

Business

Two hours of a rehearsal shall be reserved exclusively for the practice of music and choreography. Business may be called for at the discretion of the Music Director, President,

Business Manager, or Secretary at a preappointed time in the rehearsal's agenda.

Special Rehearsals

Special rehearsals may be called for by majority vote of those present at a business meeting.

Preparation

The rehearsal shall be prepared in advance by the Music director or the Assistant Director in the absence of the Music Director.

Absences

A member shall advise the Secretary, Music director, or President of intent to be absent from a rehearsal prior to the absence.

Business Meetings

Preparation

The President shall prepare an agenda for all business meetings.

Presiding Officer

The President shall preside at all meetings. The Business Manager shall preside in the absence of the President or the desire of the President to participate in the discussion.

Quorum

The quorum for a business meeting shall consist of 2/3 of all group members.

Time

All group members shall be given at least 24 hours notice of a business meeting to be held at a time other than after or during a rehearsal or after auditions or other rush functions.

Origination

Any group member may call a meeting after a rehearsal. Only the Music Director, President, Business Manager, or Secretary may call a meeting during a rehearsal.

Termination of Membership

Attendance

A motion to terminate the membership of a member shall be automatically raised when the member has reached three absences in any term. One absence shall be defined as missing more than half of the total time of the rehearsal. A half absence shall be defined as missing more than ten minutes but less than one half of the total time of the rehearsal. Any absence for any reason will receive the appropriate number of points, unless the group was informed when the rehearsal or event was scheduled that the member would be unable to attend. The motion to terminate membership shall be tabled if the member is not present until the next time that the member is present.

Passage

Passage of such a motion shall require 2/3 of the other group members. If the motion is not passed conditions shall be determined for another automatic membership termination motion for the member.

Repeated Motions

If 3 automatic membership termination motions are raised for a member during any academic year, membership shall be terminated immediately.

Discussion

Discussion on automatic termination of membership motions shall not exceed five minutes with the member present and five minutes without the member present.

Other

Any member may raise a motion to terminate the membership of another member at any business meetings.

Passage

Passage of such a motion shall require 2/3 of the other members of the group.

Discussion

Discussion of such a motion shall not exceed fifteen minutes total time.

Rush/Auditions

Rush

Rush is coordinated by the Rush Chairman but all group members are expected to participate in

some way.

Auditions

All group members are required to attend all auditions as auditions are probably the most important task of each year. Auditions shall be 10-20 minutes in length and conducted by the Music Director. The format of the auditions shall be determined by the Music director. Any member may request additional material of the auditionee when the Music Director is finished.

Ratification

Ratification of a prospective member shall require 3/4 of all members. A vote on a prospective member may be taken immediately following auditions or the rush party if the Music Director so advises. The final vote on all prospective members shall be taken at a meeting following the last open rehearsal. Upon ratification, the group shall sing in all new members.

Elections

Nominations

Nominations shall be entertained, in order, for all offices listed in Section 3.3. A discussion of the nominees shall occur following the nominations for each office. Each discussion shall not exceed ten minutes with the nominees and ten minutes without the nominees. Due to the size of the group, a member may be nominated for more than one office. A nominee may decline the nomination.

Elections

Elections shall be held immediately upon completion of discussion for each office.

Repertoire

Recommendations

Recommendations for repertoire shall be made by the Music Director at three times during the year, as follows:

- Between Rush and Retreat for the Fall term.
- Before Thanksgiving for the Winter Concert.
- Two weeks after Bad Taste for Spring Sing

Voting and Scoring

Any member opposed to a recommended song may request a vote. Members shall vote +1 for

yes, -1 for no, and 0 for abstain. Only songs receiving positive scores will be included in the repertoire, and priority will be given to songs with higher scores. Only old members shall vote for the Fall repertoire.

New Arrangements

New arrangements shall be brought to the Director to be included in the rehearsal agenda. After two weeks, a new arrangement will be included in the present repertoire as long as the Director receives favorable reports from the section leaders.

Committees

All committees shall be open to all members. Committees shall be formed at a business meeting. Decisions of a committee shall be absolutely binding for one concert. All committee meetings shall be scheduled at a business meeting.

Intros

The Intro Committee shall be chaired by the Intro Chairman and shall meet prior to each concert requiring intros.

Other

Ad hoc committees shall be formed to discuss and determine dress, choreography, and other applicable topics.

Ratification of Concerts

Anyone obtaining a concert offer shall give the details to the Business Manager. The Business Manager shall then present it to the group. The concert shall be accepted by 2/3 of all members. The Music Director may veto the decision on the grounds of musical preparedness. The veto can be overruled by 2/3 of the other members.

Tour

Destination

The destination of Tour shall be that proposed by the Tour Manager unless otherwise decided by a majority vote of the continuing members not later than April 1st.

Dates

The dates of Tour shall be the last 2 weeks of IAP, weekend to weekend, unless otherwise

decided by a majority vote of the continuing members not later than May 15th.

Ratification

A tentative tour schedule shall be presented by the Tour Manager by November 1st to be ratified by a majority vote of those members attending Tour.

Ratification

Ratification of this constitution shall require 3/4 of all group members.

Suspension of the Rules

Any member may motion to suspend the rules at any time. Passage of this motion shall require 2/3 of those present at the meeting. Duration of that suspension shall not exceed the duration of that business meeting.

Amendments

Any member may motion to amend this constitution at any time. Passage of the amendment shall require 3/4 of all group members.

Statement of Compliance

The Chorallaries of MIT shall abide by the rules and regulations of the Association of Student Activities its Executive committee, the Undergraduate Association Finance Board and the Graduate Student Council.