

Bylaws of the Penn Singers

Last Updated: November 3, 2021

I) Board Election Procedures

- A. Timing
 - 1. Board elections should be held after the shows have been selected for the semester
- B. Quorum and voting eligibility
 - 1. A quorum is required to elect Board positions
 - 2. Quorum may be overridden by a unanimous vote of present company members, but only if at least one-half of active company members are present
 - 3. A company member may only vote in the election for a particular position if they are present for all of the proceedings for that position
- C. Supervision and vote-counting
 - 1. Elections shall be supervised by the current president of the company, unless the president is running for a board position, in which case the next highest ranking board member not running for a board position shall supervise. If all board members are running for a board position, the president may designate a supervisor from the company.
 - 2. If the President is unable to attend the elections, then the highest-ranking board member who is present at the election shall act as supervisor
 - 3. Votes shall be counted by the supervisor, plus one additional company member designated by the supervisor
- D. Order of positions
 - 1. Election of the various officers shall proceed in the order in which they appear in Article V, Section 1 of the Constitution
- E. Nomination of candidates
 - 1. Members who wish to nominate themselves for a board position must notify the president of their decision in writing at least 24 hours before the start of elections
 - 2. Once election for a board position has begun, a company member has the right to nominate themselves or any other company member to that position
 - a. These nominations will accepted only if the nomination is seconded, and only if the nominated company member accepts
- F. Speeches, questions, and discussion
 - 1. Each candidate for a position must make a speech explaining the reasons for their candidacy
 - a. Candidates for President are allowed 5 minutes for their speeches
 - b. Vice-Presidential candidates are allowed 4 minutes
 - c. Candidates for all other positions are allowed 3 minutes
 - d. Opposing candidates must leave the room while a speech is being given
 - 2. Once all candidates for a position have made their speeches, all candidates for a given position must make themselves available for questions by the company
 - a. The company is allowed 10 minutes to formulate questions for all candidates of a certain board position. This time may be extended by a majority vote of the present company members at the discretion of the supervisor. During this period, the candidates for the position discussed must leave the room.
 - b. Ten minutes are allowed for questions, but this time may be extended by a majority vote of present company members at the discretion of the supervisor
 - c. The questioning period may be ended early only if there are no more questions from company members
 - d. The maximum number of questions allow per board position is:
 - i. 7 for President

- ii. 5 for Vice-President/Technical Director
 - iii. 3 for all other board positions
- 3. Upon the conclusion of the questioning, all candidates must leave the room as company members begin a period of discussion
 - a. Speakers during the discussion period must be recognized by the supervisor
 - b. Ten minutes are allowed for discussion of candidates, but this time may be extended by a majority vote of present company members at the discretion of the supervisor
 - c. Motions to end the discussion period early must be seconded in order to be considered, and supported by a majority of company members in order to be carried
- 4. Upon the conclusion of the discussion period, an optional clarification period may be requested by a company member
 - a. If during the discussion period an issue with one of the candidates was raised that would be better explained or clarified by the candidate themselves, one of the company members present may motion for a clarification
 - i. The clarification must be approved by a majority vote of the present company members
 - b. Once the discussion period is concluded, the candidate in question will be brought in to clarify the issues that were raised
 - c. A maximum number of 3 clarifications can be raised per candidate
 - d. Each candidate will have a maximum of 1 minute per clarification. This time may be extended by a majority vote of present company members at the discretion of the supervisor.
- 5. Upon the conclusion of the clarification period, the candidates must be called back into the room for voting

G. Methods of balloting

- 1. All elections where two or more candidates are nominated shall be conducted by secret ballot, and once cast may only be viewed by the designated vote-counters
 - a. Ballots of this type must clearly indicate the candidate preference.
 - b. If the vote-counters find a ballot unintelligible or in some other way unsatisfactory, they must count it as an abstention
 - c. Votes counted towards the result of secret ballot elections shall consist of all of the votes submitted, minus those votes counted as abstentions
- 2. Positions for which there is no opposition may be decided by acclamation
 - a. A motion for acclamation can be accepted once the unopposed nominee has left the room for the discussion period
 - b. If a motion for acclamation is unopposed, then the acclaimed candidate is declared the winner of the election
 - c. If a motion for acclamation is rejected, then the discussion period resumes
 - d. No more than two motions for acclamation will be entertained for a given candidate

H. Election procedures for when there is only one candidate for a single position, or only two candidates for Vice Presidents, Publicity Manager or Member-At-Large

- 1. Candidates of this type may be elected by acclamation
- 2. If two motions for acclamation fail, then company members must vote by secret ballot
 - a. Company members can vote only for the nominated candidate(s), and not for any other nominees
 - b. If a company member is unwilling to vote for the unopposed candidate(s), then they may cast a vote for "None"
 - c. If a majority of votes (minus abstentions) are cast for "None," then the position shall be considered vacant until the next board election

I. Election procedures when there are two candidates for a position (excluding board positions for which there are two openings)

- 1. These elections shall be decided by secret ballot
- 2. Company members must vote for one, and only one candidate

3. A candidate must win a simple majority of the votes in order to be declared the winner of the election
 4. In the case of a tie, the supervisor shall call for a re-vote, which shall be held without further discussion
 5. If vote remains tied after one re-vote, the outgoing board members who are present at the election shall temporarily fill the position by choosing between the two candidates
 - a. Board members in this case must vote by secret ballot without any discussion
 - b. All present board members must vote; no abstentions are allowed
 - c. The election supervisor cannot vote unless the vote is tied
 - d. An election to permanently fill positions selected in this manner must be held within six weeks of the election day, excluding times when classes are not in session
- J. Election procedures when there are three or more candidates for a single board position (or for when there is a single opening for Vice Presidents, Publicity Manager and Member-at-Large)
1. These elections shall be decided by secret ballot
 2. All company members must rank the candidates in order of preference on their ballot
 - a. If a company member indicates a tie between two candidates in their preference, the vote must be counted as an abstention
 - b. If a company member turns in a ballot without a complete listing of candidates by preference, the vote must be counted as an abstention
 3. The vote-counters must first determine the total number of first preference votes for a given candidate; if a single candidate wins a majority of first preference votes, that person is declared the winner of the election
 4. If no candidate receives a majority of first preference votes, then the second-preference votes of the candidate receiving the fewest first preference votes shall be redistributed to the remaining candidates and counted as first-preference votes
 - a. This procedure shall continue for the candidates receiving the next-lowest number of first-preference votes until there are only two candidates left under consideration
 5. If the procedures outlined in subsections 3 and 4 result in a tie between two or more candidates or otherwise fail to produce a winner, then the candidate receiving the largest number (plurality) of first-preference votes shall be declared the winner of the election
 6. In the case of an absolute tie between two or more candidates, the outgoing board members who are present at the election shall temporarily fill the position by choosing between the tied candidates
 - a. Board members in this case must vote by secret ballot without any discussion
 - b. All present board members must vote; no abstentions are allowed
 - c. The election supervisor cannot vote unless the vote is tied, and then must vote for one of the tied candidates
 - d. An election to permanently fill positions selected in this manner must be held within six weeks of the election day, excluding times when classes are not in session
- K. Election procedures for when there are three or more candidates for two openings for a single board position (i.e. Vice Presidents, Publicity Manager or Member-at-Large)
1. These elections shall be decided by secret ballot
 2. Company members must vote for exactly two candidates
 - a. Ballots turned in with the name of only one candidate shall be counted as abstentions
 3. The vote-counters shall tally up the total number of votes cast for each candidate, and the two members receiving the highest number of votes shall be declared the winner of the election
 4. If there is a clear winner for one of the two openings, but a tie between two or more candidates for the second opening, then a run-off shall be held between the tied candidates in order to fill the second opening
 - a. These runoffs shall be decided by secret ballot
 - b. Company members must vote for exactly one candidate in the runoff
 - c. The candidate who receives the greatest number of votes (whether a majority

- or a plurality) shall be declared the winner of the election
- d. If there is a tie in the runoff election, then the board must proceed as described in Section H, subsection 5 to temporarily fill the position

II) DEI Chair Election Procedures

- A. Timing
 1. Chair elections shall be held annually every spring at the same time as Fall Show Vote
 - a. The DEI Committee may determine whether there should be an exception to this timing. Notable exceptions may include the first Chair election, and if the case occurs that current Chair steps down or is removed by unanimous vote of the DEI Committee. In these cases, elections shall be held at the discretion of the DEI Committee.
- B. Election meeting context
 1. The DEI Chair shall be elected in an open meeting of the DEI Committee in which all Company members are welcome to run and/or vote
 2. No quorum of either the Company or the DEI Committee is necessary for an election
- C. Supervision and vote-counting
 1. Elections shall be supervised by the current Chair of the Committee, unless the Chair is running for reelection, in which case the President of the Company shall supervise. If the President is also a candidate for the DEI Chair, the DEI Committee may designate a supervisor from within it.
 2. If the Chair is unable to attend the elections, then the President of the Company shall supervise
 3. Votes shall be counted by the supervisor, plus one additional Company member designated by the supervisor
- D. Nomination of candidates
 1. Members who wish to nominate themselves for DEI Chair must notify the current Chair of their decision in writing at least 24 hours before the start of elections
 2. Once the election has begun, a company member has the right to nominate themselves or any other company member to that position
 - a. These nominations will be accepted only if the nomination is seconded, and only if the nominated company member accepts
 3. If no company members nominate themselves or accept nomination, the DEI Chair position must be assumed by the board's President until the next Chair election
- E. Speeches, questions, and discussion
 1. Once all candidates have made their speeches, all candidates for a given position must make themselves available for questions by the company
 - a. Each candidate is allowed up to five minutes to make their speech
 - b. The company is allowed ten minutes to formulate questions for all candidates. This time may be extended by a majority vote of the present company members at the discretion of the supervisor. During this period, the candidates for the position discussed must leave the room.
 - c. The maximum number of questions allowed is 7
 - d. Ten minutes are allowed for questions, but this time may be extended by a majority vote of present company members at the discretion of the supervisor
 - e. The questioning period may be ended early only if there are no more questions from company members
 2. Upon the conclusion of the questioning, all candidates must leave the room as company members begin a period of discussion
 - a. Speakers during the discussion period must be recognized by the supervisor

- b. Ten minutes are allowed for discussion of candidates, but this time may be extended by a majority vote of present company members at the discretion of the supervisor
 - c. Motions to end the discussion period early must be seconded in order to be considered, and supported by a majority of company members in order to be carried
3. Upon the conclusion of the discussion period, an optional clarification period may be requested by a company member
- a. If during the discussion period an issue with one of the candidates was raised that would be better explained or clarified by the candidate themselves, one of the company members present may motion for a clarification
 - i. The clarification must be approved by a majority vote of the present company members
 - b. Once the discussion period is concluded, the candidate in question will be brought in to clarify the issues that were raised
 - c. A maximum number of three clarifications can be raised per candidate
 - d. Each candidate will have a maximum of one minute per clarification. This time may be extended by a majority vote of present company members at the discretion of the supervisor.

F. Methods of balloting

- 1. All elections where two or more candidates are nominated shall be conducted by secret ballot, and once cast may only be viewed by the designated vote-counters
 - a. Ballots of this type must clearly indicate the candidate preference
 - b. If the vote-counters find a ballot unintelligible or in some other way unsatisfactory, they must count it as an abstention
 - c. Votes counted towards the result of secret ballot elections shall consist of all of the votes submitted, minus those votes counted as abstentions
- 2. If one candidate is running unopposed, the position may be decided by acclamation
 - a. A motion for acclamation can be accepted once the unopposed nominee has left the room for the discussion period
 - b. If a motion for acclamation is unopposed, then the acclaimed candidate is declared the winner of the election
 - c. If a motion for acclamation is rejected, then the discussion period resumes
 - d. No more than two motions for acclamation will be entertained for a given candidate

G. Election procedures for when there is only one candidate for DEI Chair

- 1. Candidates of this type may be elected by acclamation
- 2. If two motions for acclamation fail, then company members must vote by secret ballot
 - a. Company members can vote only for the nominated candidate(s), and not for any other nominees
 - b. If a company member is unwilling to vote for the unopposed candidate(s), then they may cast a vote for "None"
 - c. If a majority of votes (minus abstentions) are cast for "None," then the position shall be assumed by the President until the next Chair election

H. Election procedures when there are two candidates for DEI Chair

- 1. These elections shall be decided by secret ballot
- 2. Company members must vote for one, and only one candidate
- 3. A candidate must win a simple majority of the votes in order to be declared the winner of the election
- 4. In the case of a tie, the supervisor shall call for a re-vote, which shall be held without further discussion

5. If vote remains tied after one re-vote, the outgoing DEI Chair shall fill the position by choosing between the two candidates
- I. Election procedures when there are three or more candidates for DEI Chair
 1. These elections shall be decided by secret ballot
 2. All company members must rank the candidates in order of preference on their ballot
 - a. If a company member indicates a tie between two candidates in their preference, the vote must be counted as an abstention
 - b. If a company member turns in a ballot without a complete listing of candidates by preference, the vote must be counted as an abstention
 3. The vote-counters must first determine the total number of first preference votes for a given candidate; if a single candidate wins a majority of first preference votes, that person is declared the winner of the election
 4. If no candidate receives a majority of first preference votes, then the second-preference votes of the candidate receiving the fewest first preference votes shall be redistributed to the remaining candidates and counted as first-preference votes
 - a. This procedure shall continue for the candidates receiving the next-lowest number of first-preference votes until there are only two candidates left under consideration
 5. If the procedures outlined in subsections 3 and 4 result in a tie between two or more candidates or otherwise fail to produce a winner, then the candidate receiving the largest number (plurality) of first-preference votes shall be declared the winner of the election
 6. In the case of an absolute tie between two or more candidates, the outgoing board
 7. members who are present at the election shall temporarily fill the position by choosing
 8. between the tied candidates
 - a. Board members in this case must vote by secret ballot without any discussion
 - b. All present board members must vote; no abstentions are allowed
 - c. The election supervisor cannot vote unless the vote is tied, and then must vote for one of the tied candidates
 - d. An election to permanently fill positions selected in this manner must be held within six weeks of the election day, excluding times when classes are not in session

III) Membership Types

- A. Performing membership
 1. All singers and accompanists shall be considered performing members, and have the rights and responsibilities outlined in the Constitution.
- B. Technical membership
 1. Interview and Offer of Technical Membership
 - a. Vice-Presidents must hold technical interviews in order to fill the necessary technical positions for that semester's show
 - b. Any person who is selected to be on the technical staff during these interviews may be offered a technical position on the staff at the discretion of the President and Vice-Presidents. These positions must be offered within a week of New Member Auditions
 2. Rights of Technical membership
 - a. Technical members have the same rights and responsibilities as performing members, except the following:
 - i. Technical members do not have to attend or participate in group rehearsals unless they hold a technical position involved in the rehearsal process.
 - ii. Technical members must have worked on the tech staff of one show within the past two semesters to run for a Board position or to vote on company business
 - iii. If a technical member chooses to run for President or Secretary, they

must attend a number of rehearsals as determined between the President and Directors

- iv. Technical members must pay dues at the same rate of performing members, as determined by the business manager
 - a. Technical members who serve on the Board must pay dues at the full rate of performing members, unless they are financially unable to do so

C. Orchestra Membership

1. Rights of Orchestra Membership

- a. Orchestra members have the same rights and responsibilities as performing members, except the following
 - i. If an orchestra member's instrument is not needed for the given semester's show, they have the option to go O-TECH, become a full TECH member, or go NOOE.
 - ii. Orchestra members do not have to attend or participate in group rehearsals.
 - iii. Orchestra members who serve on board must be involved in every production the semesters they serve, either as an orchestra member, O-TECH, or TECH.
 - iv. Orchestra members must pay dues at the same rate as performing members, as determined by the business manager
 - a. Orchestra members who serve on the Board must pay dues at the full rate of performing members, unless they are financially unable to do so

IV) Membership Changes

A. Rules Governing Membership Changes

- 1. Any member wishing to change their membership type must request such status from the board by the following times:
 - a. In the fall semester, before new member auditions or as determined by the Board
 - b. In the spring semester, before the end of winter break or as determined by the Board

B. Performing Membership Changes

- 1. A performing member may request to temporarily change their status to that of NOPE (Non-Performing member) on a show-by-show basis at the discretion of the board.
 - a. NOPE membership will only be offered to those going abroad or those with a severe conflict as determined by the board.
- 2. A performing member may request to temporarily change their status to that of "PTECH" (a performing member working in a technical capacity) on a show-by-show basis at the discretion of the board.
 - a. PTECH members are required to fulfill all production related requirements that performing company members must fulfill, including, but not limited to, paying dues, completing production hours, and attending Load In and Strike.
 - b. PTECH members must also serve on the technical staff of the production, in a capacity approved by the President and the Vice Presidents.
 - c. PTECH members are considered active members of the company.
- 3. No performing member may request to change their membership after trying out for a lead.
- 4. Performing members are only allowed to change their status once per academic year, including leaves taken for medical reasons, family reasons, or any other reasons.
 - a. A performing member may change their status to TECH but must re-audition if they want their performing membership back,
- 5. In order to maintain performing membership status, a member must have performed once in the academic year.
 - a. Members who fail to meet this requirement forfeit their performing status and must re-audition in order to become a performing member again.

C. Technical Membership Changes

1. A technical member may request to temporarily change their status to that of NOTE (Non-Technical member) on a show-by-show basis at the discretion of the board.
 2. A technical member may change their status to that of a performing member by going through the standard performing member audition process
 - a. If the technical member in question does not make the group as a performing member, they will still retain their status as a technical member
 3. A technical member may request to temporarily change their status to that of "TTECH" (a technical member working in a smaller capacity with a limited time commitment) on a show-by-show basis at the discretion of the board.
 - a. TTECH members are required to fulfill all production related requirements that technical company members must fulfill, including, but not limited to, paying dues, completing their assigned production hours, and attending Load In and Strike.
 - b. TTECH members must serve on the technical staff of the production, in a capacity approved by the President and Vice Presidents.
 - c. TTECH members are considered active members of the company.
- D. Board-Specific Membership Changes
1. Board members are allowed to change their status to PTECH.
 - a. A board member who wishes to become PTECH must fulfill their board duties as well as the duties outlined in Section III.A.2
 2. Board members are NOT allowed to change their status to NOPE/NOTE/NORCH.
 - a. A board member who wishes to become NOPE must forfeit their board position.
- E. Dues
1. Each membership type is required to pay dues at a rate determined and agreed upon by the Board

V) New Board Transition and Inauguration

- A. New Board Inauguration
 1. The new Board will assume office two weeks after the completion of Board elections
- B. Outstanding disciplinary issues
 1. All disciplinary issues pertaining to individual company members must be decided by the outgoing Board before the new Board takes office
- C. Transitional Board decisions
 1. On issues which arise after Board elections concerning company during the following year, decisions should be made by the new Board members
 - a. Disciplinary issues pertaining to individual company members are excluded from this requirement, and should be decided by the outgoing Board
- D. Transition process
 1. New Board members may not assume office without holding transition meeting with the outgoing Board member or members they are replacing
 2. The outgoing and new Boards must hold at least one joint meeting before the new board takes office to ensure an adequate transition process

VI) Board vacancies

- A. Definition of vacancy
 1. There are three ways in which a board position can be vacated: Resignation, leave of absence, or board decree
 - a. Resignations must be submitted in writing to the full board
 - i. The resigning board member may be censured or disciplined by the board
 - b. Under extraordinary but temporary circumstances, a board member may request a leave of absence from their board position
 - i. A request for leave must be submitted in writing to the full board
 - ii. Leaves of absence may not exceed 21 days in length, from the time the request is submitted
 - iii. The request must be approved by a 2/3 vote of the other board members in order to take effect

- iv. If the request is denied, the board member must choose to either withdraw the request for a leave of absence, or give up their position on Board
 - v. If the request is approved, the board may either explicitly divide the officer's duties amongst themselves, or else appoint someone as an interim officer to fill the board position until the officer-on-leave returns
 - vi. A board member may take only one leave of absence per academic year
 - c. The board may, by unanimous vote, declare a board position vacant if the member elected to that position is for any reason rendered unable to perform their duties
- B. Filling a board vacancy
- 1. If a board position is vacated before new member auditions for a given semester, a board election must be held to fill the vacated position within one week
 - 2. If a board position is vacated after new member auditions, the board may choose whether or not to fill the position
 - 3. A vacated board position may only be permanently filled by an election
 - a. The President may, with 2/3 approval of the board, appoint an interim officer to fill the position until a full election may be held
 - b. Interim officers may only cast votes in deadlocked board decisions
 - 4. If another board member chooses to run for and wins the board position that has been vacated, their former position will be considered vacant, and an election to fill that position must take place immediately
 - a. The board member may then run for their former board position again, and will be allowed to exercise the duties of both positions if elected
 - b. A board member who holds two board positions in such a manner will only have one vote on the board

VII) New Member Auditions

- A. The new member audition committee shall consist of 5-7 people: The President, and 4-6 others chosen by the president at their discretion
- B. In the fall semester, the committee must be appointed before the end of New Student Orientation
- C. In the spring semester, the committee must be appointed before the end of winter break
- D. For the purposes of the audition committee, a majority is required to either accept or reject a member in question
 - 1. If the vote on a certain member is tied after three votes on him or her, the prospective member will be considered accepted
- E. No company members other than the audition committee can be present during the committee's deliberations

VIII) Directors

- A. Fall and Spring show directors
 - 1. In order to choose directors for the fall show, the President must appoint 3-5 other members to serve on a Director Search Committee, responsible for selecting both the Director and Music Director for the production. The Committees for the selection of Spring and Fall directors need not be composed of the same members.
 - a. The debate process for the appointment of directors may be done however the committee chooses, but both directors must ultimately be approved by a majority of the committee members in order to be approved
 - 2. All committee members must be present at all interviews for directors
 - a. If a committee member does not attend an interview, they are allowed to listen to a recording of the interview as a way to be able to vote on that prospective director
 - b. If a committee member does not attend an interview or listen to the interview recording, they forfeit their right to vote on that prospective director, although that right may be restored by consent of the other committee members
 - 3. Each committee must also name an alternate director, in case the chosen director does not

- accept the job, or else resigns before the beginning of the rehearsal process
- 4. The Director may both Artistic and Music Direct or the Committee may hire a separate person to fill each position
- 5. In the case that the selected Artistic or Music Director drops the position after being hired, it is up to the Board to establish how the new director search will be conducted.
 - a. If the Board decides to re-open applications to fill the empty position, the original Director Search Committee – if able – will be responsible for conducting the search and selecting the new Artistic Director/Music Director among the applicants.
- B. Compensation of directors
 - 1. All directors will be compensated by VPUL through the office of Student Performing Arts
 - 2. Additional compensation for directors may be made with the surplus revenue of the company
 - a. Such funding must be approved by a 2/3 vote of the full board

IX) Show proposals and voting

- A. Review of Show Proposals
 - 1. For Fall and Spring Show Proposals
 - a. The content of any show proposed to the company shall be reviewed by at least two Board members.
 - b. These Board members are responsible for bringing any content that may be culturally inappropriate or otherwise offensive to the rest of the Executive Board's attention.
 - 2. For Spring Show Proposals
 - a. Any show proposed to the company for the spring semester shall be reviewed by the Executive Board to determine whether it is of similar quality to the works of Gilbert and Sullivan.
 - i. The Executive Board shall vote on whether to classify a show as such.
 - ii. A ¾ vote of the Executive Board is required for this confirmation.
 - b. A show may only be considered by the company if it fulfills the requirements of section VIII A.2.a
- B. Spring show proposals
 - 1. The company will vote to perform one of the Gilbert and Sullivan operettas, or any light opera proposed by a company member in the manner of section VIII C below.
 - 2. Spring show voting will take place sometime after new member auditions.
- C. Fall show proposals
 - 1. Show proposals for the fall show will be made by company members, and must be submitted to the President within a date determined by the president, after the closing performance of the spring show
 - a. The President and Vice Presidents may submit a show proposal to the Board in order that they may vote to reject it if they both conclude it does not fit the "ensemble oriented" requirement of fall musicals
 - i. The company member submitting the proposal may appeal the decision to the full board, who may overturn the President and Vice Presidents' decision by a 2/3 vote
 - 2. Fall show proposals must clearly outline the synopsis, character breakdown (including part size and voice part), a list of all songs and which character(s) performs those songs, technical requirements, costume requirements, and orchestral requirements
 - a. The President must determine the completeness of the proposals
 - i. Incomplete proposals must be returned to the company member(s) who submitted it
 - a. The company member(s) must then re-submit the proposal to the President in completed form within 48 hours or before the show proposal submission deadline, whichever is later
 - 3. Any member proposing a show must also choose clips of songs from an audio recording of the show in question to be played at a listening session
 - a. The total length of these clips must not exceed a time limit determined by the Board based on the number of show proposals or other considerations

- b. No member may vote on fall show proposals unless they are present at the listening session, or else prove to the President's satisfaction that they have reviewed information about each of the shows
- D. Show voting procedures
 - 1. Presiding officer
 - a. The presiding officer at the show vote will be either the current president, or else the highest-ranking board member present
 - b. The presiding officer must choose a vote-counter from among the present company members to assist in the counting of the votes in all show votes
 - 2. Quorum Requirement
 - a. A quorum must be present in order for the show voting to proceed
 - i. This quorum may be overridden by the unanimous consent of members present, assuming at least half of the company members are present
 - ii. Graduating seniors may participate in the discussions, but are ineligible from voting and do not count towards quorum
 - 3. Discussion period
 - a. After a quorum has arrived, the discussion period may begin
 - b. The discussion on the shows will be moderated by the presiding officer
 - c. Throughout the discussion period, a company member may motion to strike a show title. This motion must be seconded by another company member. If a simple majority of the company present votes in favor of striking the title, the show must be removed from consideration and may not be voted on in the voting period.
 - 4. Motion to vote
 - a. The discussion on the show proposals may be ended if a company moves to vote on the shows
 - b. The motion must be seconded in order to be considered, and must be approved by a majority of members present in order to be adopted
 - 5. Initial voting procedures
 - a. If there are only two shows still in consideration, a simple majority will be necessary for selection
 - b. If three or more shows are still in consideration, all company members must rank their top three candidates in order of preference on their ballot
 - i. If a company member indicates a tie between two candidates in their preference, the vote must be counted as an abstention
 - ii. If a company member turns in a ballot without a complete listing of shows by preference, the vote must be counted as an abstention
 - iii. The vote-counters must first determine the total number of first preference votes for a given show; if a single show wins a majority of first preference votes, that show is selected
 - iv. If no show receives a majority of first preference votes, then all shows must be awarded a set number of points based on their place on the preference lists. First-place votes count as three points, second place as two, and third place as one. Once all ballots are counted and their shows' respective points are tallied, the show with the highest number of points is selected.

X) Reprimands and expulsion of company members

- A. Removal of Board Officers
 - 1. Board officers may only be removed by a vote of company members
 - a. In order to hold a vote to remove a board member, an active company member must submit a petition to the board signed by $\frac{1}{4}$ of all active company members, and clearly stating the reasons for the removal of the board member in question
 - i. The board member in question may not view the names on the petition
 - b. Once such a petition is submitted, the board must schedule a vote to remove the board officer in question within one week

- c. The highest-ranking board member not in question will preside over such a vote
 - d. The board member in question must make a speech answering the charges laid out in the petition, and a questioning and discussion period will follow according to the rules laid out in section I.E of the Bylaws
 - e. A 2/3 vote is required for the removal of a board member
 - f. If a board member is removed in such a fashion, the board must then follow the vacancy procedures laid out in section IV.C of the Bylaws
- B. Repeated attempts to remove a board member
 - 1. If a board member survives a vote for removal, the process to remove him or her from office cannot be repeated again for the same reasons until the following academic semester
- C. Suspension of Board Members
 - 1. A board member may be temporarily suspended by the President if they determine that the board member has not been filling the requirements of their position and/or have taken actions which seriously undermine the board or the company
 - a. The President must notify the rest of the board of this decision, and must clearly state both the terms of the suspension and the reasons for the suspension
 - b. The board member in question has the right to appeal the decision suspension to the rest of the board, and both the President and the board member in question must recuse themselves from the appeal vote
 - i. If the appeal is accepted by a majority of the board, the suspension ends immediately
 - ii. If the appeal is rejected by a majority of the board, the suspension will proceed as outlined by the President
 - c. No suspension may extend beyond the end of the academic semester in which it began
- D. Expulsion of company members
 - 1. Company member can be expelled by vote of either the board or the full company
 - a. A full company vote on expulsion, which will require a 2/3 vote for passage, can be held if an active company member submits to the board a petition signed by 1/4 of all active company members
 - i. The questioning, discussion, and voting procedures shall then follow the rules described above in section A
 - b. The board may choose to expel a company member by a unanimous vote of all board members
 - i. The board may only expel a company member for repeated or egregious infractions of company rules
 - ii. If the board expels a company member, the company member in question has the right to appeal the vote to the full company, in which case the expulsion vote will proceed as if a full company petition for the removal of the member had been submitted to the board
 - c. If a company member is removed from a show by either of these processes, he or she must readmission to become a member of the company in subsequent semesters.
- E. Reprimands of company members
 - 1. A company member may also be given reprimands or punishments by the board if they fail to meet their obligations as company members
 - 2. All punishments and reprimands must be approved by a majority of the board

XI) Auxiliary Board Positions and Board Assistantships

- A. Auxiliary Board positions
 - 1. The Board may choose to appoint auxiliary Board members to perform functions not specifically assigned to existing Board positions, or to help the Board with specific tasks which the Board decides would be best-handled by a company member not currently serving on Board
 - a. Possible auxiliary Board positions may include:

- i. Historian
 - a. The Historian must compile a record of company events during their term in office, and maintain existing historical records of the group
 - ii. PAC/SMAC liaison
 - a. The PAC/SMAC Liaison must attend all meetings of the Performing Arts Council, including non-mandatory town hall meetings, as well as all meetings for the PAC subcommittee of which Singers is a member (Singers, Musicians, and Comedians)
 - b. The President should advise the PAC/SMAC Liaison on the company's position on any key issues which are discussed at PAC and SMAC meetings, and advise the Liaison on how to vote on these issues, if the President cannot attend the meetings him/herself
 - c. After attending each meeting, the Liaison should report back to the Board at the next Board meeting, and provide the Board with a copy of the agenda for the meeting, as well as a report on any relevant issues that were discussed
 - iii. Webmaster
 - a. The Webmaster is responsible for updates of the Website, and communicates with the Publicity Managers and the rest of the Board to make any changes that may be deemed necessary.
 - iv. Alumni Relations Liaison
 - a. The Alumni Relations Liaison assists the Publicity Managers in maintaining the Alumni Contact Database, contacting Alumni, ensuring the creation and distribution of the Alumni Newsletter, "Shreds and Patches," and helps to coordinate Alumni events, including, but not limited to, the Alumni Reception
 - v. Social Committee
 - a. The Social Committee will provide assistance to the Social Member-at-Large in planning, hosting, and executing social events. They may also perform any other social-related tasks that the Social Member-at-Large sees fit or needs assistance with.
 - b. The Social Committee will be comprised of up to four members who will be selected by the Social Member-at-Large. When selecting membership for the Social Committee, it is recommended that the Social Member-at-Large attempts to get at least one member from each of the three different Singers branches.
2. When possible, appointments of auxiliary Board members should be made after the conclusion of Board elections by members of both the outgoing and incoming Boards, in accordance with the requirements laid out in the section on New Board inauguration and transitions
 3. Instructions on how to apply for auxiliary should be sent out by the current President
 4. Auxiliary Board members must be approved by a majority vote of the board
 5. Auxiliary Board positions may be suspended or eliminated by the Board at the Board's discretion, and auxiliary Board members may be removed by a majority vote of the Board

XII) Amendment of Bylaws

- A. These bylaws may be amended by the process outlined in the constitution.

XIII) Temporary suspension of Bylaws

- A. These bylaws may be temporarily suspended by a 2/3 vote of present company members.
- B. Any decision made while the bylaws are suspended may be overturned by a majority vote of the company, assuming a quorum is present at the time of the vote

