

Constitution of the Penn Singers of the  
University of Pennsylvania  
*Last Updated: November 3, 2021*

Article I: NAME

The name of the Organization shall be the Penn Singers of the University of Pennsylvania, hereinafter referred to as the group

Article II: PURPOSE

The purpose of the group shall be to provide an extra-curricular singing and theatrical organization for students at the University who desire a musical outlet. In addition to any other repertoire deemed desirable by the group, the primary production each year will be a Gilbert and Sullivan opera or another light opera of similar quality to be performed during the second semester.

Article III: MEMBERSHIP

Membership is granted only to those students at the University of Pennsylvania who have gained admittance according to the Bylaws. Upon acceptance into the group, an individual is considered a new member. After a new member has completed one full semester of active participation in the group or has participated in one of the group's major productions, he/she becomes a full member of the group.

Sec. 1: The rights and responsibilities of full members are the following:

- a.) The right and obligation to attend and participate in all group rehearsals, performances, and other functions prescribed by the attendance policy.
- b.) The right to audition for leading roles and solos in any and all shows of the group.
- c.) The responsibility to pay dues in a timely fashion.
- d.) The right to attend and participate in all meetings of the Executive Board.
- e.) The right to suggest material for performance by the group.
- f.) The responsibility to participate in non-musical activities of the group, including, but not limited to set construction, ticket sales, and promotion of group productions.
- g.) The right to receive a copy of the Constitution of the group.
- h.) The right to vote in the election of officers and in all other decisions requiring a vote of the entire group.
- i.) The right to run for, and hold office on the Executive Board.

Sec. 2: The rights and responsibilities of the new members are the same as those of full members with the following exceptions:

- a.) New members do not have voting privileges either in elections for the Executive Board or in decisions requiring a vote of the entire company.
- b.) New members may not become members of the Executive Board.
- c.) In the case that the show vote must take place before new members have become full members-- specifically before the completion of the semester's production-- the full company members may move to vote to grant the new members the privilege to vote on the show for the following semester. A 2/3 majority of the full members present at Show Vote may pass the motion and suspend this rule. This vote must take place at each show vote to which this situation applies, and cannot be passed without a quorum of full company members present.

Sec. 3: Two-thirds (2/3) of those who are active members shall constitute a quorum for any vote or decision of the entire group. An active member is a member who is participating in or has participated in the most recent major production of the group. Unless otherwise specified, all votes of the group shall require a simple majority of this quorum.

#### Article IV: LEADERSHIP

The group shall be directed in the fall by one professional Director chosen by the company and compensated by the office of the Vice Provost for Undergraduate Life and one volunteer Director chosen by the company. It shall be directed in the spring by one or two Directors, one of which must be a professional, chosen by the company and compensated by the office of the Vice Provost for Undergraduate Life. The group shall be governed by an Executive Board of elected officers hereinafter referred to as the "Board." The group's Diversity, Equity, and Inclusion efforts shall be determined, monitored, and led by a board-adjacent committee hereinafter referred to as the "Diversity, Equity, and Inclusion Committee" or the "DEI Committee."

##### Sec. 1: **The Director's responsibilities shall be the following:**

- a.) To direct the designated major production of the group.
- b.) To be aware and responsive to the needs and ideas of the members of the group.
- c.) To assist in scheduling arrangements and to be available to the Business Manager in such dealings.
- d.) To meet with the Board when specifically requested by them or to initiate such meetings when deemed necessary.

##### Sec. 2: **The Board's responsibilities shall be the following:**

- a.) To be aware of and responsive to the needs and ideas of the group.
- b.) To meet regularly to discuss business and determine policy.
- c.) To maintain liaison with the University administration and

faculty.

d.) To have discretion over the selection of the major production.

e.) To enforce the attendance policy, including participation in non-musical events such as set construction, ticket sales and promotion of group productions.

f.) To place members on probation, to grant non-performance, and in extreme cases to recommend expulsion from the group.

g.) To supervise and coordinate all technical aspects of production including but not limited to costuming, set design and construction, properties and recruitment of production specialists. Each board member will be responsible for the specific technical duties associated with their position as outlined in Article V.

h.) To interpret the Constitution to apply to all situations not expressly and explicitly provided for herein.

Sec. 3: The DEI Committee's responsibilities shall be the following:

a.) To facilitate active conversations about diversity, equity, and inclusion within the Company.

b.) To work with the Director to ensure that they are conscious of racial considerations in the way they lead shows.

c.) To provide or direct Company members toward trainings in antiracism and inclusivity.

d.) To respond to the needs and requests of Company members from marginalized backgrounds.

e.) To facilitate antiracist rehearsal room and production environment protocols.

f.) To meet regularly to monitor the state of DEI in the Company, and take action when issues arise.

## Article V: DUTIES OF OFFICERS

Sec.1: There shall be ten (10) elected officers. Each officer will have one vote and in case of a tie the President will be the designated tie-breaker.

a) The elected officers in descending rank shall be the following:

President

Two Vice Presidents

Business Manager

Two Publicity Managers

Secretary

Librarian and Orchestra Manager

Two Members-at-Large

b) Two members may run for a position traditionally held by one person (Business Manager, Secretary, Librarian and Orchestra Manager, and both Member at Large positions) if one of the

members will be going abroad or taking a leave of absence the following semester. That spring semester one person will serve as that position, followed in the fall by the other serving in that same role.

Sec. 2: The duties of the President shall be the following:

- a.) To preside at all meetings of the Board and any nonmusical meetings of the company; to call meetings of the board
- b.) To work with other officers in the execution of their duties
- c.) To keep in close communication with the Director at all times
- d.) To assist in the determination of the budget of the company
- e.) To serve as a representative to the Performing Arts Council
- f.) To be responsible for all performance bookings
- g.) To be the company's primary student representative
- h.) To be a member of the DEI committee
- i.) The President must have at least one semester of experience on the board

Sec. 3: The duties of the Vice Presidents shall be the following:

- a.) To work closely with the President
- b.) To assume the duties of the President in the absence of the President
- c.) To assume responsibility for the technical aspects of all major productions
- d.) For at least one of whom to be a member of the DEI committee

Sec. 4: The duties of the Business Manager shall be the following:

- a.) To determine the budget of the company
- b.) To serve as a representative to the Student Activities Council
- c.) To approve and monitor disbursement of company funds
- d.) To collect revenue, including dues
- e.) To provide financial information to the company
- f.) To be the chief financial representative to the company
- g.) To track and report donations made to the company

Sec. 5: The duties of the Publicity Managers shall be the following:

- a.) To create a consistent and identifiable image of the company to the outside.
- b.) To produce publicity for all auditions, performances, and other functions
- c.) To print programs for all performances
- d.) To be or oversee the official liaisons to company alumni and parents, program advertising forms, alumni newsletters, and other company publications, and to update alumni records
- e.) To oversee the maintenance of the web page

Sec. 6: The duties of the Secretary shall be the following:

- a.) To create and enforce, with the assistance of the Board, an attendance policy
- b.) To take attendance at all board meetings, and to notify the Board of violations of the attendance policy
- c.) To distribute information of a non-musical nature to the company
- d.) To update the company roster as necessary
- e.) To assume responsibility for all properties, exclusive of costumes and sets

Sec. 7: The duties of the Librarian/Orchestra Manager shall be the following:

- a.) To distribute and catalogue all music, and catalogue all music and other permanent properties of the company
- b.) To maintain the music library of the company
- c.) To assume responsibility for assembling an orchestra for major productions
- d.) To be responsible for keeping audio/visual records of the productions

Sec. 8: The duties of the Members-at-Large shall be the following:

- a.) To supervise all activities for new members
- b.) To organize all social functions
- c.) To assume responsibility for the costumes for major productions
- d.) To assist other officers in their duties

Sec. 9: DEI Committee membership shall be open to all Singers who volunteer, although the President and at least one of the Vice Presidents must be members of the Committee.

Sec. 10: The DEI Committee shall be helmed by an elected DEI Chair. The duties of the DEI Chair shall be the following:

- a.) To preside at all meetings of the DEI Committee and any nonmusical meetings of the company; to call meetings of the Committee
- b.) To communicate the DEI Committee's needs to the Board, and represent the DEI Committee at all relevant Board meetings at least once a month
- c.) To represent the DEI Committee in communications with the Director
- d.) To serve as the point of communication between Company members, including Company members who wish to stay anonymous, and the DEI Committee

## Article VI: MEETINGS AND REHEARSALS

Sec. 1: There shall be regular rehearsals for all members, the length and

frequency of which shall be determined by the Director and the Board.

Sec. 2: Special rehearsals may be called at the discretion of the Director, and with the approval of the producer.

Sec. 3: Special meetings of the group may be called at the discretion of the Board.

Sec. 4: There shall be regular meetings of the Board, the frequency of which shall be determined by the Board.

#### Article VII: **REHEARSAL AND PERFORMANCE ATTENDANCE**

Sec. 1: Attendance at all regular rehearsals, announced special rehearsals, performance rehearsals, and performances is mandatory.

Sec. 2: Failure to comply with the rules of attendance or production requirements shall result in review before the Board.

#### Article VIII: **DUES**

Dues may be requested by the Board: the amount, frequency, and time of payment of such dues shall be decided by the Business Manager. Reduced dues will be an option for those members who appeal to the board, and granted at the discretion of the board members for each dues payment. Failure to pay dues by the appointed deadline may result in review before the Board.

#### Article IX: **AMENDMENTS**

Any proposed amendment to either the Constitution or the By-Laws must be announced at least 48 hours prior to its discussion and vote. All amendments shall require the approval of two-thirds (2/3) of present members to be ratified. All amendments shall take effect upon ratification. Minor modifications to proposed amendments made during a quorate, extant vote discussion, if approved by 5/6 of the company present, may be voted on as a replacement for the original proposal.