

The Constitution of the Choir of the College of William & Mary

I. Name

The official name to be used in all correspondence and publications shall be “The William & Mary Choir.” For ceremonial university events, the historical name “Choir of the College of William & Mary” may be used. The phrase “William & Mary Choir” may also be used.

II. Mission

The William & Mary Choir seeks to provide opportunities for learning and service through the joy and discipline of communal singing. Through their many public appearances, both national and international, the members of the Choir endeavor to be worthy of their role as ambassadors of goodwill. The Choir also seeks to support and uphold traditions of the university through performing at ceremonial events, such as Convocation, Charter Day, Commencement, and more.

III. Membership

A. Eligibility

Membership is open to all students enrolled in the College after completing a successful audition.

B. Auditions

The Director shall schedule, announce, and hold open auditions during the Fall Orientation Period.

C. Term

Membership in the Choir is for a full one-year term, beginning on the first day of classes of the fall semester and ending on Commencement Day in the spring. The Choir will not accept new members after the first week of classes of the fall semester except in exceptional cases, at the discretion of the Director. Candidates who foresee significant conflicts with their participation for a semester should disqualify themselves for the entire term.

D. Academic Credit

Choir members will receive academic credit through their enrollment in the course Music E04.

E. Exceptions

The Director may grant special exception for returning Choir members to serve a partial term of one semester. Members seeking exceptions should notify the Director

in the semester preceding absence. The Director may grant special exception for students beginning their studies at William and Mary in the Spring semester to serve a partial term of one semester. Members seeking exceptions should notify the Director in the semester prior to their commencement of studies at William & Mary.

IV. Government

A. Officers

1. Composition

The Choir is governed by a group of Officers no fewer than fourteen (14) members including all elected, appointed, and special officers, and the Director as an ex officio member.

2. Term of Office

The Officers shall serve a term of one year beginning and ending on the last day of classes of the spring semester, or in an International Tour Year, the day after the completion of the tour, whichever is later.

3. Meetings and Voting

- a. The Officers shall meet in open session at least once per month on a basis determined by the President of the Choir. The date, time, and place of these sessions shall be announced to the entire Choir. All Choir members have the right to seek recognition before the Officers during an open session.
- b. The Officers may meet in closed session at their discretion. The results of any such meeting shall be included in the minutes of the Officers.
- c. Voting is reserved for the elected members of the Officers.

4. Resignation and/or Removal

- a. If a member of the Officers is found to be failing in the performance of their duties, they may be removed by a unanimous vote of the Officers in which the accused officer and the presiding officer must abstain. An Officer may be nominated for removal by any other Officer during an Officer's Meeting. The nomination must be made to the whole group and be seconded to move to discussion. The Officers will hold an open session to discuss the removal of an officer; any vote to remove an officer must take place in closed session.
- b. Any member of the Officers who chooses to resign must inform the Director and the President of the Choir in writing.

5. Transition

After elections, the retiring officers shall transition their successors by providing records from their role that year and all other necessary documents and materials.

B. The Director

1. The Director is a member of the faculty of William and Mary in Virginia with the responsibility for the class Music E04. As such, all powers ascribed to the Director are derived from their status as a member of the faculty and not from this Constitution.
2. Shall have ultimate jurisdiction over the Choir.

C. Officers

1. President of the Choir

- a. Shall be the chief governing officer of the Choir.
- b. Shall serve as the chief liaison officer between the Choir and the Director.
- c. Shall serve as chair of the Officers.
- d. Shall break any tie in conflicting matters concerning the Choir.
- e. Shall preside over the announcement period during regular rehearsal.
- f. Shall direct any logistics associated with official Choir performances.
- g. Shall work with the Director to organize and oversee the annual spring tour.
- h. Shall appoint additional officers as necessary throughout the year.
- i. Shall be responsible for delegating duties to other Officers as necessary.

2. Vice President

- a. Shall assist and stand in for the President of the Choir when necessary.
- b. Shall serve as chief publicist, overseeing all publicity efforts in print, apparel, and online.
- c. Shall oversee the Choir's participation in the annual William & Mary Alumni Association Homecoming Parade.
- d. Shall oversee the design and distribution of Choir t-shirts and all other merchandise for the Choir.
- e. Shall compile publicity materials at the end of each academic year into a digital submission to Swem's Special Collections.
- f. Shall create a weekly newsletter for the current Choir members and distribute via the email listserv.

3. Treasurer

- a. Shall prepare the Choir's annual budget in consultation with the Officers and the Director.
- b. Shall be responsible for all Choir funds and all funds designated for use by the Choir by the College.
- c. Shall collect all dues and/or fines and maintain accurate records thereof.
- d. Shall report regularly to the Officers on the state of the Choir's finances.

4. Social Chairs

- a. One (1) team of Social Chairs shall be elected.
- b. Shall provide regular social programming for the Choir.
- c. Shall be in charge of organizing Clue Week and matching Bigs and Littles.
- d. Shall work with the other choral ensembles to plan and hold a combined choral ensemble Formal.

- e. The newly elected social chairs shall be in charge of planning Banquet for the school year in which they were elected, as Banquet occurs after the officer transition.

5. Historians

- a. Two (2) Historians shall be elected individually.
- b. At the end of the academic year, shall submit a representative sampling of pictures to the Swem's Special Collections.
- c. Shall make an end -of -the -year slideshow to be presented at banquet.
- d. Shall maintain the Choir bulletin board, if applicable.
- e. Shall regularly update Choir social media outlets (including but not limited to Instagram and Facebook) with the guidance of the Vice President.
- f. Shall photograph choir events, organize the annual ensemble photo, and compile pictures from members as they see fit.
- g. Shall be responsible for an annual digital submission to Swem's Special Collections of a few select recordings from the most recent year representative of the best performances of the Choir.

6. Fundraising Chairs

- a. One (1) team of Fundraising Chairs shall be elected.
- b. Shall initiate and organize all fundraising activities.
- c. Shall plan and hold at least one major fundraising event a year, such as Cabaret.
- d. Shall appoint such assistants as are necessary to meet the fundraising needs of the Choir.

7. Belonging Chair

- a. Shall be a self-nominated position.
- b. Shall be responsible for making sure each member in the choir feels represented through the use of methods such as open discussion meetings and regular check-ins about the state of the Choir.
- c. Shall serve as an ombudsperson, providing guidance and serving as a resource to Choir members concerning, for example, overlooked populations. In situations where the Belonging Chair cannot act as an impartial ombudsperson, the President, and when unable the Vice President, shall serve as ombudsperson.
- d. Matters requiring mediation should be brought by the Belonging Chair to the attention of the Director and may also be brought directly to the Director by any member of the Choir.

8. Student Alumni Correspondent

- a. Shall regularly write and distribute an Alumni Newsletter.
- b. Shall maintain the alumni address file.
- c. Shall supervise all alumni relations.
- d. Shall host receptions during Homecoming Weekend and following the final Holiday and Spring Concerts.

- e. Shall work with the President and Director to plan Domestic Tour by connecting with alumni as needed.
- f. Shall work with the Vice President to publicize the Domestic Tour to alumni.
- g. Shall work with the Webmaster to maintain the Alumni page on the Choir's website

9. Administrative Secretary

- a. Shall take attendance for all official Choir performances, rehearsals, and required events.
- b. Shall keep and post the minutes of all meetings of the Officers.
- c. Shall prepare and maintain the Choir Directory beginning in the second week of class in the fall semester.
- d. Shall prepare regular reports detailing the number of absences and instances of tardiness for each member of the Choir.

10. Librarian

- a. Shall maintain the Choir music library.
- b. Shall assign folders and music.
- c. Shall maintain the library of all physical recordings made by and for the Choir.

11. Webmaster

- a. Shall regularly update and maintain the website of the Choir with accurate and timely information.
- b. Shall maintain the Choir listserv provided through the College's Division of Information Technology Services, including but not limited to removing members who resign or graduate, and adding new members to the listserv.
- c. Shall maintain the Family Tree website, including but not limited to adding new members, updating leadership records, and adding information obtained through alumni.
- d. Shall maintain and organize an online cloud service (ie. OneDrive, Google Drive) to store files pertinent to the duties of the officers.
- e. Shall be responsible for any other duties as delegated by the President of the Choir

12. Robe Royalty

- a. At the beginning of the fall semester, there will be a process of nomination wherein new members will accept or decline the offer to run for this position. They will deliver a short speech outlining their qualifications. The Choir will vote the Robe Royalty into office.
- b. Shall maintain Choir-owned apparel, such as robes and tabs, and assign Robe numbers to each Choir member. Shall oversee the outfitting of all members with appropriate concert black.
- c. Shall establish wardrobe fines for the replacement or repair of lost and damaged uniforms.

- d. Shall determine the official dress code for Choir events in consultation with the Officers and the Director.
- 13. Appointed Officers
 - a. Officers appointed by the President of the Choir shall serve as Special Assistants to the President for their delegated responsibilities.
 - b. Officers appointed by another officer shall serve as Assistant officers for their delegated responsibilities.

D. Executive Board

1. Composition

Within the Officers, there shall be an Executive Board consisting of the President, Vice President, Treasurer, and Social Chairs.

2. Purpose

- a. The purpose of the Executive Board shall be to serve as a steering committee to forward long-term goals and handle any issues that require privacy. Each member of the Board shall represent the needs and goals of the Officers that they oversee. The Board shall not have any voting powers; all Officers must be included on all voting matters.

3. Meetings and Voting

- a. The Executive Board shall meet bi-weekly at a time that works for those members. All members of the Board are required to attend all Board meetings to the best of their ability. The other Officers shall be made aware of when the Executive Board meetings will occur. Each Board member shall be responsible for communicating any pertinent information from the meeting with the Officers they oversee.
- b. The President shall preside over the Executive Board during meetings.

4. Overseeing of Other Officers

- a. The Executive Board shall directly oversee other officers, advising them on the achievement of their stated needs and goals.
- b. The President shall directly oversee positions relating to logistics: Secretary, Librarian, and Robe Royalty.
- c. The Vice President shall directly oversee positions relating to publicity: Historians, Webmaster, and Alumni Correspondent.
- d. The Treasurer shall directly oversee positions relating to collection of money: Fundraising Chairs.
- e. The Social Chairs shall directly oversee positions relating to the community of members: Belonging Officer.

V. International Tour Committee

1. Composition

In the year preceding an International Tour Year, the President of the Choir shall call for the creation of an International Tour Committee. Committee membership should be open to all interested members of the Choir. The Committee shall stand for two years under the leadership of a manager(s).

2. Responsibilities

The International Tour Committee shall be responsible for the planning and operation of the International Tour, including assisting the Officers with the discharge of their duties while on International Tour as needed.

3. International Tour Manager(s)

- a. The International Tour Manager(s) must be a member(s) of Choir and/or the Botetourt Chamber Singers who is/are elected to this position. There may be a maximum of two International Tour Managers during International Tour years.
- b. Shall assist the Director in the organization and operation of the International Tour.
- c. Shall meet regularly with the Director, any co-manager, and the tour guide to facilitate tour progress and management.
- d. Shall generate and post or distribute a daily schedule.
- e. Shall supervise and verify all attendance taking and shall be the sole officer responsible for signaling all clear and ready for departure.
- f. Shall manage the transportation of all Choir-owned equipment, with the exception of audio equipment.
- g. Shall be prepared to coordinate any emergency response as needed.

VI. Official Policies of Operation

A. Elections

1. General elections shall be held annually after the Spring Tour at a meeting scheduled by the Choir Director in consultation with the Officers and placed on the syllabus for that purpose.
2. At least one week prior to the scheduled election date, the most senior non-returning officer shall be appointed as the Director of Elections and a second non-returning choir member shall be appointed as the Assistant Director. The Director and Assistant Director shall be responsible for the conduct of the election including the tabulation of votes and the moderation of discussion under any system of their choosing that is compatible with the requirements of this Constitution.
3. Beginning one week prior to the scheduled election date, the Director of Elections shall post Discussion Rules to ensure the quality, courtesy, and efficiency of the election. These rules may include but are not limited to limits on time, number of speakers, or pro-con-pro discussion requirements.
4. All returning members of the Choir are eligible to stand for election. All potential candidates are encouraged to post letters of intent for consideration by the Choir. All letters of intent must include the offices for which the candidates wish to be considered and should include any qualifications and/or ideas the candidate may have for the offices. These letters may be posted beginning one week prior to the scheduled date of the election.
5. On the day of the election, the Director of Elections shall preside over the Committee of the Whole for Elections. The Assistant Director shall keep time

and assist with the conduct of elections. After convening the Committee of the Whole, the chair shall read the posted Discussion Rules and the order of elections to the Committee before taking up the first office.

6. The order of elections shall be determined by the presiding officer in accordance with the following requirements:
 - a. The elections for President, Vice President and Treasurer shall take place first in that order.
 - b. Elections for offices with multiple letters of intent shall take place before offices in which there are single or no letters of intent.
7. All candidates for election must be nominated:
 - a. Candidates posting letters of intent for a given office shall be nominated en masse by the chair, seconded by the Assistant Director of Elections, and considered accepted by the nominees.
 - b. The chair will then recognize members of the Choir to make nominations from the floor. Any nomination must be seconded by another member and accepted by the nominee.
 - c. Nominations are closed by a unanimous consent motion.
8. Discussion shall take place under the Rules established by the Director of Elections in accordance with the following requirements:
 - a. Discussion may only be waived in the event of a single candidate for an office.
 - b. Each candidate must be given an opportunity to address the Choir.
 - c. Candidates shall be discussed individually.
 - d. No candidate may be present for individual or general discussion.
 - e. General Discussion may take place with a motion, second, and a simple majority of those present, determined through a standing division.
 - f. Discussion shall be closed by either the expiration of the time allotted or by unanimous consent motion.
 - g. The Rules of Discussion may be suspended to extend or modify discussion through a motion, second, and two-thirds majority of those present, determined through a standing division.
 - h. The presiding officer and deputy may not seek recognition during discussion.
9. Voting for offices shall take place through secret ballot:
 - a. For offices in which there is a single candidate or team, a motion can be made to elect the candidate or team through acclamation. When a second is given, the election shall be determined through a standing division.
 - b. For offices in which a single member or team is chosen, a simple majority of the votes cast is required to attain election with each Choir member voting only once. If no candidate or team of candidates receives a simple majority of votes cast, a runoff election shall immediately take place. The candidate receiving the fewest number of votes shall be stricken from the ballot and another vote be taken.

- c. For the offices of Historian, each Choir member shall vote twice. The two candidates receiving the most votes shall be elected.

10. The results of the Election shall be announced by the Director of Elections and are final once announced.

B. Special Elections

In the case of Officer vacancies, the President shall call a special election to fill those positions. For special elections, letters of intent are not required.

C. Other Voting Procedures

Any voting processes that are not otherwise outlined in this Constitution must have a simple majority to pass, such as voting on Domestic Tour shirts.

D. Meetings and Attendance

1. The Choir shall meet for regular rehearsal during the hours scheduled for the course Music E04 by the Department of Music. Additional meetings and concerts shall be scheduled and published on the syllabus for Music E04 by the Director.
2. All members are expected to attend all meetings, concerts, and required events in their entirety unless excused by the Director. Members may miss a maximum of three (3) regular rehearsals without excuse or penalty from the Director in a semester. The records of the Recording Secretary are the official source regarding a member's attendance.
3. The Director may approve any absence in accordance with the policy printed in the syllabus for the course Music E04.
4. Attendance and grading for the course Music E04 are at the discretion of the Director who has sole authority to enforce the policies and procedures printed on the course syllabus.

E. Dues and Finances

1. All Choir members shall pay dues in an amount set by the Officers by the second week of classes in the fall semester.
2. The Choir's Budget shall be proposed by the Treasurer and approved by the Officers

F. Dress and Uniforms

1. Appearance on Tour

The official dress code of the Choir while on Tour shall be determined by the Wardrobe Managers. When appearing as a group away from the campus, the Choir shall be attired in a manner reflecting its status as an ambassador of goodwill on behalf of the College.

2. Uniforms

- a. The uniform of the Choir consists of concert black, meaning formal black clothing, such as fancy black slacks and a black blouse or dress shirt. The uniform is the property of the member.

- b. All concert black should cover a member's shoulders and knees. If socks are worn, they must be black.

G. Committees

Committees may be appointed by the President of the Choir at the direction of the Officers. The chair and/or membership of any committee may be appointed by the President of the Choir if necessary.

H. Communications and Information Technology

1. Choir Websites

The Choir shall maintain a website through the College's Division of Information Technology services provided to student organizations.

2. Email Listserv(s)

The Choir shall maintain a listserv through the College's Division of Information Technology services provided to student organizations and academic departments for the distribution of official Choir announcements via email. The email addresses placed in the Choir Directory shall be considered official and will be automatically subscribed to the listserv at the beginning of each year. Members who resign or graduate will be removed. The listserv shall be managed in such a manner as to limit damage to members' computers from email worms or viruses.

I. Fundraising

The Choir's fundraising activities shall be directed by the Fundraising Chairs. Major fundraising initiatives are subject to majority approval by the Choir.

VII. Policy Compliance

The Choir will abide by all university policies including the Student Code of Conduct, the Campus Alcohol Policy, and requirements set by the Office of Student Leadership Development.

The Choir agrees that it will not initiate, support, or encourage any events or situations that endanger the mental or physical health or safety of a student for any purposes including but not limited to initiation or admission into or affiliation with this group or organization.

VIII. Amendment

- A. This Constitution may be amended through a Committee process initiated by the President of the Choir.
- B. Any Choir member may raise a motion before the Officers to seat a Committee on Constitutional Initiatives. If successful, the Officers shall direct the President of the Choir

to appoint a Committee and chair to review the Constitution and submit proposals for amendment.

- C. Proposals for amendment will be presented to the Choir by the chair of the Committee on Constitutional Initiatives and will be voted on by all members. A two-thirds majority is required for an amendment to be accepted.

IX. Ratification

This Constitution took effect immediately on Wednesday, April 4, 2001, following its ratification by a two-thirds majority of the members of the Choir.

Voted to amend on September 21st, 2001:

Article V, Section D, Subsection 2b

Voted to insert on April 14th, 2010:

Article IV, Section C, Subsection 12

Voted to amend on April 8th, 2013:

Article IV, Section C, Subsection 2

Article IV, Section C, Subsection 12

Voted to amend on February 13th, 2017:

Article III, Section C

Article IV, Section B, Subsection 1

Article IV, Section C, Subsection 4

Article IV, Section C, Subsection 5

Article IV, Section C, Subsection 7a

Article IV, Section C, Subsection 8a

Article IV, Section C, Subsections 9a, 9b, and 9c

Article IV, Section C, Subsection 10a

Article IV, Section C, Subsection 13

Article IV, Section C, Subsection 13a

Article IV, Section D, Subsection 1

Article IV, Section D, Subsection 3

Article IV, Section D, Subsections 3a, 3b, and 3c

Article V, Section D, Subsection 2a

Voted to insert on February 13th, 2017:

Article IV, Section B, Subsection 2

Article IV, Section C, Subsection 2e

Article IV, Section C, Subsection 7d

Article IV, Section C, Subsection 11g

Article IV, Section C, Subsection 12d

Voted to amend on April 5th, 2019:

Article V, Section A, Subsection 9c

Voted to amend on April 28th, 2020:

Article V, Section D, Subsection 2

Voted to insert on April 28th, 2020:

Article V, Section D, Subsection 2c

Voted to amend on August 28th, 2020:

Article IV, Section A, Subsection 1

Article V, Section D, Subsection 2d

Voted to insert on August 28th, 2020:

Article IV, Section C, Subsection 2g

Article IV, Section C, Subsection 14a, 14b, 14c, 14d, 14e, 14f, 14g, 14h, 14i

Article V, Section D, Subsection 2c

Voted to amend on April 15, 2024:

Article IV, Section C, Subsection 8a

Article IV, Section C, Subsection 9

Article IV, Section C, Subsection 10a

Article IV, Section C, Subsection 11

Article IV, Section C, Subsection 12

Voted to amend on April 9th, 2025:

Article I

Article III, Section E

Article IV, Section 4, Subsections 1, 3a, 4

Article IV, Section C

Article IV, Section C, Subsections 1. 1g

Article IV, Section C, Subsections 2d, 2g

Article IV, Section C, Subsections 5, 5a

Article IV, Section C, Subsections 7d, 7e

Article IV, Section C, Subsections 8e, 8f

Article IV, Section C, Subsection 10

Article IV, Section C, Subsection 11

Article IV, Section C, Subsection 14, 14a, 14b, 14c, 14d

Article IV, Section D

Article V, Section B

Article V, Section C

Article V, Section D, Subsection 2a, b, c

Article VI

Voted to insert on April 9th, 2025:

Article IV, Section C, Subsection 1i

Article IV, Section C, Subsection 2f

Article IV, Section C, Subsections 5d, 5e, 5f

Article IV, Section C, Subsection 6c

Article IV, Section C, Subsection 7c

Article IV, Section C, Subsection 8d

Article IV, Section C, Subsections 9g

Article IV, Section C, Subsections 10a, 10b, 10c, 10d, 10e