

# Chicago Men's A Cappella Bylaws

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# 1 Name

1. The name of the group shall be CMAC: The University of Chicago Glee Club.
2. The name shall be changed by motion and second from the floor at the Annual Meeting, followed by a three-fourths vote in the affirmative and majority approval of the Board.

# 2 Mission

CMAC exists first and foremost to foster the growth and development of its members both musically and personally. CMAC also strives to maintain the highest musical quality as an ensemble and to enrich both the Hyde Park and University of Chicago communities.

# 3 Membership

## 3.1 Definition

Members:

1. have been recommended by the Conductor for Membership; and
2. have been approved and invited by the Board; and
3. have accepted the invitation of Membership.

Members who are registered students of the University of Chicago have voting privileges for meetings of the Membership and Annual Meetings, except where otherwise specified. In abiding by Office of the Reynolds Club and Student Activities rules, Members who are not registered students of the University of Chicago will have no voting privileges.

The Board shall decide whether or not to invite a Recommender who is a student of the University of Chicago by majority vote. In the case where the Recommender is not a student of the University of Chicago, the decision to invite shall only be made by unanimous vote of the Board.

## 3.2 Section

The Conductor shall assign each Member to one of four sections which correspond to the four musical voice parts for men's voices and to any sub-sections or additional sections as necessary.

## 3.3 Period of Membership and Dues

Excepting resignation or removal from Membership pursuant hereto, each Member shall retain his Membership for so long as he shall remain a student at the University of Chicago (or, in the case of a non-student, for one year following his entrance into Membership) and continue to pay such dues as may be determined under these Bylaws.

After three consecutive quarters of membership (or two, if the member's first quarter was Winter quarter), the member is eligible to become a CMAC Alum (hereafter simply Alum) when they surrender their Membership have graduated from the University.

## 3.4 Member Attendance

1. Members shall make every attempt to attend all regular rehearsals, meetings, and performances (as defined in Section 5.1).

2. Members who agree to perform in a gig (as defined in Section 5.5) shall make all attempts to attend it.
3. Members shall make every attempt to attend special rehearsals, sectionals, and meetings (as defined in Section 5.2)
4. A Member who does not attend any rehearsal or performance shall be considered absent from that rehearsal or performance.
5. Arrival of a Member to a regular rehearsal or performance after the scheduled start time shall be considered a tardy. Two tardies shall equate to an absence.
6. Absence of a Member from a regular rehearsal or performance for twenty minutes or more shall be considered absent.
7. Prior to an absence or tardy, Members must notify the entire executive board of their upcoming absence/tardy via email, providing their reason.
8. Unless excused in advance by the Board, attendance at all Dress Rehearsals is mandatory for performance in a concert.
9. A Member who has accrued three absences during one regular academic quarter shall be required to have a meeting with the Officers within one week of the third absence for review. Officers shall review the Member's performance, attendance and prior notifications of absences and decide what action to take by a majority of the Board. Decisions shall be made attempting in all cases to preserve both the musical and ethical integrity of the group.
10. A member who has accrued three or more absences in one academic quarter shall be considered to have excessive absence and faces disciplinary action, potentially exclusion from an upcoming performance.
11. Under extenuating circumstances, the above clauses may be lifted on an individual basis by a majority vote of the Officers.

### **3.5 Probation**

The Executive Officers of the group may vote by majority whether to put a Member on probation if:

1. Said Member is absent three or more times within a quarter; or
2. The Conductor recommends probation for said member; or
3. Said Member fails to attend performance.

The limit and terms of said probation period shall be determined by the Board and the Conductor but may include the prohibition of said member from rehearsals, gigs, and/or performances. If the member in question violates the terms of the probation period the Board may then begin proceedings to remove said members from the group.

### **3.6 Lapse of Membership**

1. A Membership lapses when a Member takes an extended break from participation in CMAC. This Member may be said to be "on break."
2. Conditions for lapsing are:
  - (a) The Member communicates to exec in writing that they wish to take a break, or that they plan to miss 6 consecutive rehearsals.

- (b) Any Member who is absent from 6 consecutive rehearsals is automatically considered to be on a break.
- 3. Members on break forfeit all voting privileges.
- 4. If the Member does not return to full participation (as determined by the Board) in the quarter following their first full quarter on break, then the Member automatically forfeits their Membership, but without forfeiting their ability to become an Alum. The Board may grant only a single quarter extension on a case-by-case basis.
- 5. The only exception to the preceding rule is in the case that a Member is gone from the University for a maximum of three academic quarters (e.g. studying abroad). In this case, the lapse may last for that single academic year, with no extension.
- 6. A Member may return from break to full membership in the first week of Fall or Winter quarter, without needing Board approval. A Member may only return from break otherwise with a unanimous vote of the full Board, and the Board having consulted with the Conductor. In the case where the Board forbids a Spring quarter return, the Board may grant a single quarter extension of lapse even when it would be otherwise disallowed by these rules.

### **3.7 Removal from Membership**

- 1. Membership may be rescinded under the following conditions:
  - (a) Uncontrollable tardiness or absenteeism; or
  - (b) Egregiously inappropriate behavior, whether within CMAC or within the larger community; or
  - (c) Violation of terms of probation; or
  - (d) Any other behavior which the Board finds to be sufficiently serious and detrimental to the group.
- 2. The following procedure shall be followed regarding the removal of members from CMAC:
  - (a) At a Meeting of the Board, one Officer shall first state the reasons for removal and then shall make a motion to recommend to the Members that said member (the Accused) shall be removed. A second for the motion is required.
  - (b) The Board shall then vote on the motion for removal from membership. A simple majority is required for passage of the motion.
  - (c) If the motion passes, then the Board shall:
    - i. immediately inform the Accused in writing of the decision and of the reasons for the said decision; and
    - ii. at the next regularly scheduled rehearsal, call an emergency meeting of the Members to discuss and to vote on the removal of the Accused from membership.
  - (d) The following shall occur at the Emergency Meeting:
    - i. The Board shall give their rationale for the recommendation to remove the Accused from membership.
    - ii. The Accused or the Accused's representative shall then give a defense of the Accused and shall respond to the rationale given by the Officers.
    - iii. Speaking times for the Board and for the Accused or their representative shall be equal.

- iv. The President shall then open the floor to all members (including the Accused) who wish to discuss the recommendation to remove the Accused. Every member who wishes to speak shall be given the opportunity to do so. The President shall announce procedure for the following discussion, including at a minimum that none shall speak out of turn and that none shall speak but when the President gives them the floor. These rules shall be strictly enforced, and multiple violations or egregious violation shall result in expulsion from the discussion space and forfeiture of speaking rights within the discussion.
  - v. When no one else wishes to speak, the Accused shall leave the room and a Member shall then move to remove the Accused from membership. A second is required.
  - vi. The Members shall then vote to remove the Accused from membership. The motion carries if two thirds of those assembled support the motion.
3. Any member removed by the procedure described in this section is no longer eligible to be an Alum.

## 4 Petitions

1. When a member (as defined in 3) wishes to raise an issue with the Executive Board, he may submit a petition to the Executive Board in writing at any time. This petition will be put up for review and considered by the Executive Board at its next regular meeting. At their discretion, the Officers may call the petitioner in order to better understand the issue raised. To pass, it must receive a majority vote by the Officers concerning the issue raised. The Officers have to right to call before themselves the petitioner so that he may defend his petition and so that the Officers might question him. If the petition passes, the Executive Board must take appropriate action to ensure that the petitioners request is resolved in a timely manner.
2. To be considered a valid petition:
  - (a) It must raise an issue and provide a solution to the problem; and
  - (b) The petitioner must be prepared to answer questions concerning the petition before the Executive Board; and
  - (c) It may be about any issue pertinent to CMAC.

## 5 Rehearsals and Performance

### 5.1 Regular Rehearsals

During each regular academic quarter, Regular Rehearsals shall be held twice weekly at such times and locations as to be designated by the Officers and Conductor. The day and time of Regular Rehearsals shall be announced to the Members no later than the first rehearsal of the regular academic quarter. Regular Rehearsals shall be held during all weeks of the quarter except for Finals Week.

### 5.2 Special Rehearsals

Special Rehearsals shall be all other scheduled rehearsals other than those at the Regular Rehearsal day and time. Special Rehearsals shall be held at such times and locations as may be designated by the Officers, Section Leaders (Section 10.2), and the Conductor. The Officers, Section Leaders, and the Conductor shall make every effort to announce the Special Rehearsal to membership as far in advance as possible.

### **5.3 Extension of Rehearsals**

The Conductor may extend the duration of any Rehearsal by not more than fifteen minutes without prior notice, but any Member, with notification and consent of the President, shall be able to leave at the regular rehearsal time.

### **5.4 Performances**

All performances scheduled for the current academic quarter should be announced to the membership at the first regular meeting held after they are scheduled during said quarter.

### **5.5 Gigs**

A gig shall be defined as a minor performance of CMAC and shall be scheduled as follows: upon motion of the Executive Board, the President shall call for volunteers from the Members for a proposed gig. If the Conductor determines that the number and voice parts of any volunteers are appropriate for the gig, the same shall be scheduled.

## **6 Meetings of Membership**

### **6.1 Annual Meeting**

The Executive Board shall hold one meeting of all members before the sixth week of Spring Quarter in order to deal with group business as needed and in order to elect new Officers (as defined in Section 8). The meeting shall be announced to the Membership at large no less than two consecutive regular rehearsals immediately preceding the Annual Meeting.

### **6.2 Special Meetings**

Special Meetings of the members may be called by the President, the Executive Board, or upon the specific request of one third of the Directors (as defined in Section 7). Except in cases of emergency, the Special Meetings shall be announced no less than two consecutive regular rehearsals immediately preceding the Meeting. These meetings shall be called to order for business that requires the considerations of the members.

### **6.3 Quorum**

Unless otherwise provided by these Bylaws, at any meeting of the Members, a majority of the Members shall constitute a quorum. At any election meeting, including the Annual Meeting, two-thirds of the Members shall constitute a quorum.

### **6.4 Meeting Chair**

All business meetings of the Members shall be chaired by the President, or as designated by these Bylaws. The Chair may appoint a member to record votes, or as otherwise needed to assist him.

## **7 Board of Directors**

1. The Board of Directors shall consist of the Executive Board, Select Alumni, and Section Leaders, and shall be elected at the Annual Meeting, or as otherwise designated by these Bylaws. Past Conductors in good standing shall be honorary members of the Board of Directors and shall have one vote but shall not be counted as necessary for a quorum. Alumni appointees shall be nominated by a sitting Member of the Board or the current Conductor, and shall be elected with a simple majority of the Members of



the Board, a quorum defined in subsection 4. They shall hold their position for two years and shall be eligible for renomination for as long as they are in good standing with CMAC. The current Conductor shall be notified if the Board wishes him to attend their meetings, and in all circumstances he shall have the right to attend and speak before the Board whenever he wishes, save for meetings concerning his employment and conduct, but he shall have no vote and shall not be counted as necessary for a quorum.

2. The Board shall be responsible for recommending to the current Conductor and Executive Board such measures as they shall judge necessary and expedient for their consideration, including but not limited to alumni relations, performances, Conductor business, and Board elections. For their services, all non-Active Members of CMAC on the Board of Directors shall have free access to all CMAC concerts and non-private gigs and shall be informed of any and all performances and events regarding CMAC.
3. The Board of Directors shall have Regular Meetings, at a time and day as determined by the Chairman of the Board (see Section 8.2.7 for description of the Chairman and election thereof), no less than one per year. These meetings shall be announced no later than one week before they occur, and all members who shall not be able to attend shall submit in writing to the Chairman why they shall be absent.
4. At any Board meeting, a quorum shall consist of two-thirds of the members.
5. At its discretion, the Board may call for a vote of the membership to decide a specific Board decision, at which time a voting quorum shall consist of three-fourths of the members.

## **8 Officers**

### **8.1 Executive Board**

The Executive Board shall be composed of the offices of President, Treasurer, Secretary, Publicity Chair, and Development Chair. The Executive Board shall be elected at the Annual Meeting and shall assume office as designated by these Bylaws. The Executive Board shall be responsible for the management of all CMAC activities, funds, and day-to-day operations, and shall have all agency of CMAC necessary to carry out these responsibilities. Each Officer shall have voting rights within the Membership. Each Executive Officer shall be granted one vote on the Executive Board.

All Officer-candidates shall:

1. Be students of the University of Chicago in good standing; and
2. Have been Active Members for two of the previous three quarters, including the current quarter, or in special circumstances, have been approved by the Membership for candidacy; and
3. If elected, serve for no more than two consecutive years in the same position; and
4. Plan to be in Chicago for at least two quarters of the academic year in which the serve; and
5. Inform the Membership during elections of any prolonged absences.

### **8.2 Duties of the Board**

The Board is responsible for the general administration of the group and allotment of any and all CMAC monies. No later than the third rehearsal of every quarter the Board shall publish the requirements and responsibilities of every member. This document shall include, but is not limited to, concert dates and times, rehearsal dates and times, gig dates and times, and any other membership obligations. The Board shall have sole discretion over invitations to Membership and oversee any disciplinary action. The Board shall fix dates and times for all concerts during the academic year as soon as possible. Upon election of incoming officers, the outgoing officers are responsible for training of incoming officers. Additionally, at the end of their tenure

each officer must prepare a written report of their actions and thoughts during their tenure. Additionally, the Executive Board shall prepare a quarterly debriefing of its activities.

### **8.3 Description of Offices**

#### **8.3.1 Delegation of Responsibility**

An officer is personally responsible for completing the duties assigned to him in these Bylaws.

#### **8.3.2 President**

The President is the chairman of the Executive Board; as such he sets agendas for meetings. Additionally, he shall oversee the execution of all executive duties. He is ambassador to both the University and the Community. He is responsible for storage and maintenance of all CMAC property. In addition the President is responsible for keeping CMAC in compliance with all applicable laws and regulations.

#### **8.3.3 Treasurer**

The Treasurer shall be responsible for supervision of all financial accounts; the collection, banking, and dispersion of all CMAC monies as deemed appropriate by the Board. He is the signator of all CMAC accounts. The Treasurer may not, under any circumstance, approve any transaction without the Board's consent. These responsibilities shall include, but be not limited to, the planning and implementation of an annual budget, accurate bookkeeping of all CMAC accounts, and applying for funds. In the Treasurer's quarterly report to membership and alumni, he should give a financial synopsis including transactions and current balances.

#### **8.3.4 Secretary**

The Secretary must record Board meeting minutes, and communicate them to CMAC at large. Additionally, he is responsible for maintaining accurate attendance records, and reporting to the Board any truancy worthy of disciplinary action. The Secretary is responsible for the maintenance of all CMAC contacts, including but not limited to university administrators, alumni, and gig contacts.

#### **8.3.5 Publicity Chair**

The Publicity Chair is responsible for recruitment activities and shall also be responsible for special invitations, concert posters, and concert advertisement. The Publicity Chair is responsible for all CMAC advertising.

#### **8.3.6 Development Chair**

The Development Chair shall pursue opportunities related to the internal and external development of the group including, but not limited to: soliciting donations, seeking sponsorships, creating merchandising opportunities, and coordinating Alumni donations. The Development Chair shall be responsible for the distribution of newsletters to parents, alumni, and donors.

#### **8.3.7 Chairman of the Board of Directors**

Members of the Board of Directors shall elect a Chairman of the Board from amongst their membership. The Chairman of the Board shall be responsible for calling, and shall chair, all meetings of the Board of Directors, as explained in Section 7.2. The Chairman shall report to the President, and the President shall report to the Executive Board and Membership at large at his discretion of the measures judged by the Board to be necessary and expedient for CMAC to consider. The Chairman of the Board shall receive a quarterly report from the President as to the status of CMAC, written or oral, at the end of Fall and Winter

quarters. He shall receive a report and explanation of future group goals from the incoming President. He shall also be signatory on the CMAC Alumni Account.

## **8.4 Meeting of the Officers**

The Officers shall meet immediately following one rehearsal of every week. At this meeting each officer should give his weekly report. Furthermore, the Officers shall listen to any petitions brought to it under Section 4 at this time. Additional meetings may be called to address immediate or emergency issues. Minutes will be recorded and disseminated by the Secretary. Any member of the group may attend this meeting.

## **8.5 Election of Officers**

### **8.5.1 Election Meeting**

At the Annual Meeting of the members, as designated by Section 6.1 of these Bylaws, the Members shall hold elections for the offices of President, Treasurer, Secretary, Publicity Chair, and Development Chair. The meeting shall be chaired by the current President or as designated by these Bylaws, and a non-candidate member shall be appointed by the Executive Board for the recording of votes. A quorum shall be two-thirds of the current membership.

### **8.5.2 Nomination of Candidates**

Candidates for office shall be nominated and seconded by any member. Upon acceptance of nomination, all candidates shall be given the opportunity to address the membership for a period of time decided by a majority of the electoral body prior to balloting for each office. Members wishing to serve who have not been nominated may request nomination from the Chair, in which case the Chair shall open the floor for nominating the Member who has expressed interest in running.

### **8.5.3 Discussion of Qualifications**

Non-candidate members shall be given an opportunity to discuss qualifications of candidates for a period of time decided by a majority of the electoral body prior to balloting for each office. Time of discussion may be extended as needed, as shall be decided by a majority vote made from a motion on the floor. The Chair may choose to extend the time by his discretion if he deems it necessary.

### **8.5.4 Election by Majority**

Executive Officers shall be elected by a majority vote of a quorum of the membership, as designated by these Bylaws, and each member shall have one vote. If a majority vote of a quorum is not reached on the first vote, the candidate receiving the lowest number of votes will be removed from the ballot and the process shall be repeated until a majority is reached. If a majority vote between two candidates cannot be reached, the chair may call for another vote or call for further discussion. All votes shall be done by secret ballot and shall continue until each office is filled.

### **8.5.5 Order of Elections**

The order of elections shall be President, Treasurer, Secretary, Development Chair, and Publicity Chair. Provided his eligibility and nomination, a non-elected member may run for more than one office, but if he is elected to one, he shall immediately drop all candidacy for other offices. No member shall serve in more than one position on the Executive Board.

## **8.6 Impeachment of Officers**

In the case of flagrant incompetence, the Members of CMAC shall, by a three-fourths vote (two-thirds of Members being a quorum) choose to impeach any officer of the Executive Board. The accused officer shall be given no less than two minutes to make a case for his retainer, which shall immediately be followed by a vote, in which case a unanimous vote of the Executive Board (not including the accused officer) and a three-fourths vote of the Membership shall be required for removal. Upon removal, the officer shall become an Active Member in good standing with CMAC and no other penalties within the group shall be enforced for his offenses as an officer.

## **8.7 Succession**

### **8.7.1 President**

In cases of temporary absence not lasting for more than one academic quarter, the Treasurer shall serve as Acting President, and the Executive Board shall, within one month of the beginning of the absence, vote to appoint an Acting President for the duration of the absence. Such an appointment shall be effective unless objected to, either verbally or in writing, by one third of the voting members of the group, at which time a special election for the position of Acting President shall be called by the Treasurer. If the Executive Board, or possibly the aforementioned special election, selects a current member of the Executive Board, the fifth vote on the board will be granted to a member of the group as defined below in 8.7.3.

### **8.7.2 All Other Officers**

In the case of impeachment or any other inability to serve for the remainder of the year among the remainder of the Executive Board, the President shall immediately hold a special election for the general membership to elect a replacement officer by a majority vote, following the rules and regulations set forth by Section 8.5. In cases of temporary absence not lasting for more than one academic quarter, the President shall call a special meeting in which an acting officer shall be elected for the duration of the absence.

### **8.7.3 Temporary Executive Voting Privileges**

If the Executive Board should find itself with four or fewer Officers with Executive Voting rights, the Membership may grant Executive Voting privileges to one of the Members by majority vote. No other Executive privileges or duties will be granted to this Member. The Member shall hold temporary Executive Voting privileges until there exist a full Board with Executive Voting privileges.

## **9 Executive Cabinet**

The Executive Board may appoint Executive Cabinet members at its discretion to administer the operational duties of the Executive Board. The Cabinet may include the positions of Stage Manager, Special Event Chair, Social Chair, Philanthropy Chair, Music Chair, Newsletter Chair, Webmaster, and Librarian. Additional Executive Cabinet positions may be appointed by the Executive Officers as they deem fit. Cabinet members shall have no vote on the Executive Board.

All Executive Cabinet Appointees shall:

1. be students of the University of Chicago in good standing;
2. if appointed, serve for no more than two consecutive years in the same position;
3. be in Chicago for at least two quarters of the academic year for which they are appointed; and
4. inform the Executive Board of any conflicts and prolonged absences during the academic year for which they are appointed.

## **9.1 The Duties of the Executive Cabinet**

All Cabinet members shall complete all tasks assigned to their position by the Executive Board and enumerated herein. Cabinet members will be summoned to attend two Executive Board meetings per quarter, unless instructed otherwise by the Executive Board, and are encouraged to attend all Executive Board meetings.

## **9.2 Description of Positions**

### **9.2.1 Stage Manager**

The Stage Manager shall be responsible for the logistics of the quarterly concert. His specific duties shall include, but not be limited to, coordinating ushers, compiling programs, and preparing performance and rehearsal space. He will be required to attend all Executive Board meetings as requested. He shall report to the President.

### **9.2.2 Ticket Czar**

The Ticket Czar shall be responsible for printing, distributing, and tracking tickets for quarterly performances. He shall also be responsible for collecting ticket money from all the members. He shall report to the Publicity Chair. He shall present a record of ticket sales to the Treasurer.

### **9.2.3 Social Chair**

The Social Chair shall oversee all issues relating to the social life and atmosphere of CMAC. This includes, but is not limited to, the maintenance and development of CMAC traditions, the planning and execution of social events, and the regulation of the social atmosphere of CMAC. He shall report to the Development Chair.

### **9.2.4 Philanthropy Chair**

The Philanthropy Chair shall coordinate all philanthropic and charity efforts of CMAC. This includes, but is not limited to, concerts for charity, community service days, food and clothing drives, and charitable donations. He shall report to the Development Chair.

### **9.2.5 Music Chair**

The Music Chair shall collaborate closely with the Conductor in maintaining and developing the musical integrity of CMAC. This includes, but is not limited to, aiding the President in running rehearsal, conducting the group in the absence of the Conductor and coordinating Sectionals with Sectional Leaders. In all musical matters he shall defer to the judgment of the Conductor. He shall report to the Conductor.

### **9.2.6 Newsletter Chair**

The Newsletter Chair shall be responsible for the creation and publishing of an annual CMAC newsletter. He shall report to the Development Chair.

### **9.2.7 Webmaster**

The Webmaster shall be responsible for all oversight regarding CMAC's domain, [www.cmacsings.com](http://www.cmacsings.com), and other web presence. He shall report to the Publicity Chair.

### **9.2.8 Librarian**

The Librarian shall be responsible for maintaining the CMAC catalogue of music. This includes, but is not limited to, copying and handing out all new music, and maintaining the records of all old music. He shall report to the Conductor.

### **9.2.9 Special Event Chair**

The Special Event Chair shall be responsible for coordinating all details related to a specific upcoming special event. The Executive Board shall enumerate the specific duties of this position based on the nature of the special event.

### **9.2.10 Design Chair**

The Design Chair shall be responsible for designing advertising materials, including but not limited to posters, invitations, and tickets. He shall report to the Publicity Chair.

## **9.3 Appointment of Executive Cabinet**

With the exception of the Special Events Chair, the Executive Board shall appoint all Cabinet Members following the Annual Meeting of CMAC. The Executive Board shall announce cabinet positions no later than two weeks prior to when appointments are made. Members who are interested in an Executive Cabinet position are encouraged to make their desire known to the Executive Board a week before appointments are made.

### **9.3.1 Appointment of the Special Event Chair**

The Executive Board shall appoint a Special Event Chair when appropriate.

### **9.3.2 Appointment of Music Chair**

The Executive Board shall consult with the Conductor when appointing the Music Chair.

### **9.3.3 Subsumed Positions**

In the event of absence of qualified or interested members for a given Cabinet Position, the duties of the position shall be subsumed by the Executive Board.

## **10 Section Leaders**

### **10.1 Election of Section Leaders**

The Members shall hold elections for section leaders by the fifth regularly scheduled rehearsal of the year. The Section Leaders shall be elected, respectively, by the Members of each Section for a term of one year. Section Leaders must have been Active Members for at least one academic quarter. Officers are eligible for Section Leader, but the Membership is encouraged to elect non-Officer Members.

### **10.2 Emergency Election**

In the case of a vacancy occurring more than one month before the expiration of the term of a Section Leader, the Members of that Section shall fill such vacancy by special election held as soon as possible after the vacancy occurs; any Section Leader so elected shall qualify immediately upon election and shall hold office for the remainder of the unexpired term.

### **10.3 Duties of Section Leaders**

Section Leaders shall be the musical leaders of their respective Sections, and shall:

1. be the musical and social leaders of their respective section;
2. be responsible for assisting the Conductor in achieving the musical excellence of the group;
3. maintain clear and accurate records of music rehearsed and musical notations given during Rehearsals;
4. communicate the same to absent Members of their Sections and otherwise assist them musically;
5. assist the Secretary in the maintenance of attendance records, the taking of active steps to discourage absences, and the dissemination of information to the Members;
6. have the authority to call meetings of their respective sections for extra practice and to chair or to appoint a chair for said meetings;
7. be responsible for the maintenance and development of traditions for their section;
8. coordinate with the Social Chair to plan and execute social events for their section;
9. coordinate with other Section Leaders and with the Social Chair to plan and execute competitive activities between sections; and
10. he shall attend the first Executive Board meeting after his election, as well as two more Executive Board meetings in the same quarter, and two in each of the following quarters.

### **10.4 Presidential Chair of Section Meetings**

At his discretion, the President shall chair (or appoint a chairman for) any meeting of Members of a Section that the Section Leader cannot or should not chair.

### **10.5 Succession of Section Leaders**

If a Section Leader is for any reason unable to serve, there shall be an immediate vote held by the section to nominate a successor and replace the Section Leader.

## **11 Conductor**

CMAC shall have a Conductor responsible for running all rehearsals and performances. He shall be appointed by the Board of Directors and shall have a contract created or renewed each year by them, regarding expectations for his role and possible compensation for his activities. He shall not be a member of the Executive Board and shall have no vote, but he shall always have the right to attend their meetings and express his opinions therein.

## **12 Finances**

### **12.1 Signator**

The Treasurer shall be designated signator of the CMAC Checking Account and all other Operating Accounts of the group. Any and all purchases and/or expenditure from this account shall be made only with the consent of the Board. The Chairman of the Board shall be the signator of the Alumni Account along with the Treasurer.

## **12.2 Assessment**

The Treasurer, with the consent of the Board, shall have the authority to prescribe reasonable assessments of the Active Membership including trip expenses and other necessary items. These assessments shall be collected by the Treasurer or designee.

## **12.3 Dues Request**

The Treasurer shall submit to the Board an amount to request from the Membership in member dues. Upon approval of the Board, the Treasurer or designee shall collect these dues.

## **12.4 Appeal of Assessments**

Any Member may appeal any financial obligations to the Board within two weeks of the assessment. The Board may decide to delay, reduce, or cancel any financial obligation.

## **12.5 Revenues**

The Ticket Czar shall oversee the distribution and sale of concert tickets and shall transfer all monies raised to the Treasurer. The Development Chair shall be responsible for the distribution and sale of recordings or other merchandise. All sales shall be made at a price determined by the Executive Board.

## **12.6 Fundraising**

The Development Chair shall have the authority to raise funds for CMAC through any and all available means, upon such approval by the Board of Directors. The Development Chair shall coordinate the contact of Alumni in order to solicit contributions to the CMAC Operating Accounts a minimum of once per academic year. He shall delegate these responsibilities as needed.

## **12.7 CMAC Alumni Accounts and Endowment**

The Treasurer shall make regular reports on the status of CMAC's Capital Campaigns and Endowment accounts to the Board, and shall be responsible for making requests to CMAC's Alumni Accounts for expenditures from them. Any and all requests for expenditures of these accounts by the Treasurer must be approved by the Board.

## **12.8 Financial Transparency**

By the fifth rehearsal of each quarter, the treasurer shall be responsible for presenting to the membership the status of CMAC's treasury, including but not limited to: concert revenues, current balance, and projected cashflow.

## **13 Indemnification**

To the fullest extent now or hereafter permitted by the laws of Illinois, CMAC shall indemnify any person who is or was an Officer against expenses and liabilities in connection with any proceeding involving such Officer by reason of his having been in such a position.



## **14 Ratification and Amendment**

1. These Bylaws shall be ratified by a two-thirds majority of the members and shall become effective immediately thereafter.
2. All amendments or additions to these Bylaws shall be ratified by a two-thirds majority of the Members present, a quorum requiring three-fourths of the Active Members.

## **15 Discrimination**

CMAC considers students on the basis of individual merit and without regard to race, color, religion, sex, gender, sexual orientation, national or ethnic origin, age, disability, or other factors irrelevant to participation in CMAC. However, CMAC may make requirements based on vocal range or quality that may result in the group's being composed entirely of one sex. The University of Chicago has other all-female a cappella groups which provide a substantially equal single-sex environment for female students.