

Chicago Men's A Cappella Bylaws

May 27, 2014

Changelog:

Amended and updated May 25, 2014 Ratified May 23, 2013.
Amended and updated May 18, 2013.
Amended April 18, 2013.
Ratified May 15, 2012.
Amended and updated May 5, 2012.
Ratified May 19, 2011.
Amended and updated April 15, 2011.
Ratified April 27, 2010.
Amended and updated April 25, 2010.
Ratified June 1, 2009.
Amended and updated April 14, 2009.
Ratified November 2007.
Amended and updated October 9, 2007.
Ratified May 10, 2007.

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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 Rehearsals and Performance

4.1 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 Board and Conductor. The day and time of Regular Rehearsals shall be announced to the Members no later than the Sunday preceding the beginning of the regular academic quarter. Regular Rehearsals shall be held during all weeks of the quarter except for Finals Week.

4.2 Special Rehearsals

Special Rehearsals are all 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 Board, Section Leaders (??), and the Conductor. The Board, Section Leaders, and the Conductor shall make every effort to announce the Special Rehearsal to membership as far in advance as possible.

A Sectional is a Special Rehearsal held for a single Section. Each Section shall have two Sectionals per quarter, one to be held before the beginning of 5th week, and one to be held before the beginning of 9th week.

A Retreat is an overnight trip including a long Special Rehearsal. The Board shall make every effort to schedule a Retreat during the first four weeks of Fall Quarter.

4.3 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.

4.4 Performances

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

The Group shall perform a concert on the weekend following tenth week of each regular academic quarter. This concert is referred to as the End-of-Quarter Concert.

4.5 Gigs

A gig shall be defined as any CMAC performance that is not the End-of-Quarter Concert. A gig shall be scheduled as follows: upon motion of the 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.

5 Meetings of Membership

5.1 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 a new Board. The meeting shall be announced to the Membership at large no less than two regular rehearsals immediately preceding the Annual Meeting.

5.2 Special Meetings

Special Meetings of the members may be called by the President, the Board, or by petition signed by one-third of the Membership. In the first case, the President chairs the meeting. In the second case, the Board elects the Chair by majority vote. In the third case, the petition must specify a Chair. 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.

5.3 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.

5.4 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.

6 Executive Board

6.1 Executive Board

The Executive Board (hereafter “the Board”) shall be composed of the Executive Officers (hereafter “Officers”) of President, Treasurer, Publicity Chair, Development Chair, and Secretary. The Board shall be elected at the Annual Meeting and shall assume office as designated by these Bylaws. The qBoard 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 be granted one vote on the 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 they serve; and
5. Inform the Membership during elections of any prolonged absences.

6.2 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.

6.3 Description of Offices

6.3.1 Delegation of Responsibility

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

6.3.2 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, except where otherwise noted. In addition the President is responsible for keeping CMAC in compliance with all applicable laws and regulations.

6.3.3 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.

6.3.4 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 and the storage and maintenance of all CMAC advertising materials.

6.3.5 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, coordinating Alumni donations, and creating merchandising opportunities. As such, the Development Chair is responsible for storage and maintenance of CDs. The Development Chair shall be responsible for the distribution of newsletters to parents, alumni, and donors.

6.3.6 Secretary

The Secretary must record Board meeting minutes, and communicate them to CMAC at large. Additionally, the Secretary 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.

6.4 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.

6.5 Election of Officers

6.5.1 Election Meeting

At the Annual Meeting of the members, as designated by Section ?? of these Bylaws, the Members shall hold elections for the offices of President, Treasurer, Publicity Chair, Development Chair, and Secretary. 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.

6.5.2 Nomination of Candidates

Candidates for office shall be nominated and seconded by any two Members. 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.

6.5.3 Discussion of Qualifications

Following address by all candidates, the candidates shall leave the meeting and 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. This discussion is sealed.

6.5.4 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.

6.5.5 Order of Elections

The order of elections shall be President, Treasurer, Development Chair, Publicity Chair, and Secretary. 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.

6.5.6 Officers-Elect

Following election, all Officers-Elect are expected to attend all Board meetings for the remainder of the quarter. The Officers-Elect hold no vote in these meetings, but are expected to learn from the incumbent Board. Officers-elect become Officers with voting privileges and responsibilities after the end of Spring quarter.

6.6 Removal 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 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. A three-fourths vote of the quorum (not including the accused officer) shall be required for removal. For simple incompetence, the former Officer shall face no further punishment. If the incompetence extended to behavior unacceptable for any Member, then further remedies may be proposed, as outlined in previous sections.

6.7 Succession

6.7.1 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 [6.7.3](#).

6.7.2 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 6.5](#). 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.

6.7.3 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.

7 Executive Cabinet

The Board may appoint Executive Cabinet (hereafter “Cabinet”) members at its discretion to administer the operational duties of the Board. The Cabinet must include Ticket Czar, Music Chair, Webmaster, Librarian, and Design Chair. Additional Cabinet positions may be appointed by the Board as they deem fit. Cabinet members shall have no vote on the Board.

All Cabinet Appointees shall:

1. be in Chicago for at least two quarters of the academic year for which they are appointed; and
2. inform the Executive Board of any conflicts and prolonged absences during the academic year for which they are appointed.

7.1 The Duties of the Executive Cabinet

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

7.2 Description of Positions

7.2.1 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.

7.2.2 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.

7.2.3 Webmaster

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

7.2.4 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.

7.2.5 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.

7.3 Appointment of Executive Cabinet

The Executive Board shall appoint all required 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.

7.3.1 Appointment of Music Chair

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

7.3.2 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.

8 Section Leaders

8.1 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.

8.2 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.

8.3 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. shall attend the first Executive Board meeting after their election.

8.4 Presidential Chair of Section Meetings

At the President's 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.

8.5 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.

9 Conductor

CMAC shall have a Conductor responsible for running all rehearsals and performances. The Conductor shall be recommended by an association of Alumni for appointment by the Board. It is strongly encouraged that the Board defer to the Alumni in the complex, time-intensive process of choosing a Conductor. The Conductor shall have a contract created or renewed each year by the Board, regarding expectations and possible compensation. The Conductor shall not be a student of the University and hence shall have no vote, but he shall always have the right to attend their meetings and express opinions therein.

10 Finances

10.1 Signator

The Treasurer shall be designated signator of any CMAC accounts. Any and all purchases and/or expenditure from these account shall be made only with the consent of the Board.

10.2 Assessment

The Treasurer, with the consent of the Board, shall have the authority to prescribe reasonable assessments of the Membership including tour expenses and other necessary items. These assessments shall be collected by the Treasurer or designee. The Board shall be proactive in avoiding imposing any financial duress on any Member.

10.3 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. The Board shall be proactive in avoiding imposing any financial duress on any Member.

10.4 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 for a particular member to avoid imposing financial duress on any Member.

10.5 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.

10.6 Fundraising

The Development Chair shall have the authority to raise funds for CMAC through any and all available means, and must be familiar with the extensive University regulations on such activities. The Development Chair shall coordinate the contact of Alumni in order to solicit contributions to the CMAC accounts a minimum of once per academic year.

10.7 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.

11 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.

12 Ratification and Amendment

1. These Bylaws shall be ratified by a two-thirds majority of the Membership 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.

13 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 a cappella groups which provide a substantially equal environment for students with other voice types, including all-female groups.