

# Standing Rules of the University of Michigan Men's Glee Club

## *SR.1 Parliamentary Procedure During Business Meetings*

The following code is the procedure that must be followed to create codes, polices, and similar documents codifying procedures and principles. Amendments to the constitution of the Glee Club will follow slightly different procedures as defined by the Glee Club constitution and a special section SR.3 on those differences will be presented in this code. The procedure will be divided in four parts: Presentation, Discussion, Amending, and Voting. The President will preside over this procedure and will maintain order according to it. If he elects, he may direct a proxy executive to preside over the procedure so long as the proxy is not an author of the proposal. Hence if the President is the author of the proposal or a presenter, the Operations Manager, Publicity Manager, Business Manager, Alumni Relations Manager, or Vice President will automatically be directed to preside over the procedure in that order. The parliamentarian will maintain the Standing Rules and will provide nomenclature for creating proposals upon request.

### 1.0 Presentation

- 1.1 Any at large member (*clubber*) of the Glee Club may propose a Standing Rule to the body of the Glee Club at a business meeting. It shall be known as a proposal and will be named as such. A typical proposal will include an introduction, rule change or addition, and a place for the author's signature. An example of a proposal will be provided by the Parliamentarian upon request.
- 1.2 The proposal must be in writing and a hard paper copy of that proposal must be present when proposed. It is recommended, but not required that there be copies for every clubber or that it be displayed electronically for viewing from all clubbers.
- 1.3 The proposal must be submitted to the Executive committee 48 hours before the business meeting at which it will be presented. Electronic submission to the executive committee's email list will suffice.
- 1.4 The proposal must be submitted to the entire Glee Club by the main email list at least 24 hours before the business meeting at which it will be presented.
- 1.5 During the business meeting, the President will yield the floor to the clubber presenting the proposal. If a group of clubbers has prepared the proposal, that group will select one clubber to be the presenter.
- 1.6 The presenter will have 2 minutes to introduce the proposal and an additional 13 minutes to answer questions and clarifications regarding the proposal. One 10 minute

extension may be elected upon a majority vote of the clubbers present at the business meeting. At the conclusion of the clarification portion, the presenter will yield the floor back to the president and the presentation of the proposal will cease. The presenter is encouraged to answer extra questions and clarifications via email, although, only two emails may be sent to the main email list of the Glee Club with clarifications re the proposal.

## 2.0 Discussion

- 2.1 Discussion of the proposal will occur at the next business meeting following the presentation of the proposal.
- 2.2 The President will yield the floor to the presenter for 2 minutes to re-present the proposal to be discussed. If it appears that substantial changes have been made to the proposal, the procedure will automatically revert to section [1.6]. The decision will be made by a majority vote of the Glee Club.
- 2.3 If there is a second to the proposal, the discussion will continue. If not, this process will not continue and the proposal will be called dead.
- 2.4 If there are any objections, the Speaker's List will automatically open. Else, a vote will automatically be called. Voting may only occur if a quorum (2/3) of clubbers is present at the business meeting according to Article III, Section 1 [2] of the glee club constitution.
- 2.5 Any speaker or presenter may yield their time to another clubber.
- 2.6 The Speaker's List will be written in the approximate order clubbers raise their hand. It will be constructed by the Vice President or a proxy as directed by the Vice President.
- 2.7 Discussion will follow the order of the Speaker's List. Each clubber on the Speaker's List will have up to 60 seconds to speak. At any point following the speaker's initial 60 seconds, he may interject following the current speaker to offer a rebuttal argument or to concede a point. Total rebuttal time will not last longer than 30 seconds per clubber, but may be broken up into any intermediate time interval.
- 2.8 A speaker may ask a direct question to the presenter. In doing this, the presenter is allowed up to 60 seconds to answer the question. This answer time does not count against the speaker's 60 second time limit.
- 2.9 The Speaker's List discussion must be limited to 20 minutes of discussion per business meeting. An extension of 10 minutes may be passed by a motion, second, and majority vote of club. The Speaker's List may be tabled until the next business meeting if passed by a motion, second, and majority vote of club. At this next business meeting, discussion will continue at the point at which it was tabled during the previous business meeting but will refresh with a 20 minute time limit.

2.10 If a clubber motions to close the Speaker's List, that motion is seconded, and there is a majority vote of the at large body to support that motion, the Speaker's List will close. This means that only the clubbers who have already had their hands raised prior to the motion will be able to add their names to the Speaker's List.

2.11 When the last speaker on the Speaker's List has finished, voting will automatically take place.

### 3.0 Amending

3.1 At any point during the discussion, a clubber may object with amendment, wherein he has 3 minutes to describe a potential change to the wording of the proposal before the proposal is voted upon. These 3 minutes do not count against the 20 minute time for discussion.

3.2 If the authors decide to accept the amendment, it will be added to the proposal. If the amendment does not significantly change the proposal, discussion will continue, else it will revert to section [1.6].

### 4.0 Voting

4.1 Voting will only take place if there is quorum, as defined by the constitution of the glee club. Proxy-voting will be allowed as defined in the extra section of this code. Proxy-votes will count toward the quorum of the at large body.

4.2 Voting will proceed with counts of the following groups.

4.2.1 Those in favor of the proposal.

4.2.2 Those against the proposal.

4.2.3 Those who abstain from voting.

4.3 Abstentions will count against quorum. If there is no quorum after voting, the speaker's list will automatically re-open and procedure will revert back to [2.0] still under the constraint of 20 minutes per meeting.

4.4 After voting, should a motion pass, any member who voted against may elect rights for a 30 second explanation of their vote. This time will be limited to 3 minutes of total additional time.

## **SR.2 Amendments to the Constitution**

The constitution directs that proposals to amend the constitution be presented at 2 consecutive business meetings and then voted upon at the second of these business meetings. This means that the [1.0] Propose section of SR.1 will be followed in two consecutive business meetings followed by the [2.0] Discussion and [3.0] Voting sections of SR.1 without the option of extensions or tabling at the second business meeting. Furthermore, any conflict occurring between this document and the constitution shall defer to the constitution.

## **SR.3 The Annual Meeting**

Because of its dissimilarity to normal procedure, the Annual meeting will follow guidelines presented herein. Changes needed to alleviate problems with this procedure during the Annual Meeting may be passed by a majority vote of those present at the Annual Meeting.

### **1.0 Preparation for the Annual Meeting**

1.1 The executive board will follow Article III sec 2 of the Glee Club's Constitution for necessary preparation for the Annual Meeting.

1.2 Nomination of candidates will be held at the 2 regular meetings preceding the Annual Meeting. A candidate must have a nomination and second to be considered a candidate for one of the three elected offices. Current executive committee members may not nominate or second candidates for these offices.

1.3 The President will give his State of the Glee Club address during the one of the two regular business meetings preceding the Annual Meeting.

1.4 The executive committee will provide specific descriptions of the elected office's expectations to promote awareness of the at large body of the Glee Club.

### **2.0 Agenda of the Annual Meeting**

#### **2.1 Presidential Election**

##### **2.1.1 Candidate Speeches**

2.1.1.1 Each candidate will speak for no more than 3 minutes.

2.1.1.2 Each candidate will then answer questions from the at large body of the Glee Club.

2.1.2 Discussion of all the candidates will follow a Speaker's list format.

2.1.2.1 Candidates for the office up for election will not be present for this procedure.

- 2.1.2.2 The Speaker's List will be written in the approximate order clubbers raise their hand. It will be constructed by the Vice President or a proxy as directed by the Vice President.
- 2.1.2.3 Each clubber on the Speaker's List will have up to 60 seconds to speak. At any point following the speaker's initial 60 seconds, he may interject following the current speaker to offer a rebuttal argument or to concede a point. This period will not last longer than 30 seconds per clubber
- 2.1.2.4 The Speaker's List discussion must be limited to 20 minutes of discussion. An extension of 10 minutes may be passed by a motion, second, and majority vote of club. If a clubber motions to close the Speaker's List, that motion is seconded, and there is a majority vote of the at large body to support that motion, the Speaker's List will close. This means that only the clubbers who have already had their hands raised prior to the motion will be able to add their names to the Speaker's List.
- 2.1.2.5 When the last speaker on the Speaker's List has finished, voting will automatically take place.

### 2.1.3 Voting

- 2.1.3.1 All clubbers present for the Annual Meeting will vote by secret ballot. Those clubbers not present may vote by absentee following the guidelines at the end of this standing rule.
- 2.1.3.2 Ballots will be counted by the Ballot Counter defined at the end of this standing rule.
- 2.1.3.3 If no candidate receives the majority (>50%) of the votes of those present at the Annual Meeting, the top two vote earners will continue in a run-off.
- 2.1.3.4 If a run-off ballot is needed, a motion may be presented to discuss the two candidates following the guidelines above in [2.1.2]. If such a motion is not passed, voting will automatically continue by secret ballot of the two candidates.
- 2.1.3.5 The candidate gaining the office up for election either by run-off or general ballot will be announced and the meeting will continue.

2.1.3.6 All those candidates that were not elected to the office up for election may elect to be considered candidates for next office up for election.

## 2.2 Vice-Presidential Election

### 2.2.1 Candidate Speeches

2.2.1.1 Each candidate will speak for no more than 2 minutes.

2.2.1.2 Each candidate will then answer questions from the at large body of the glee club.

2.2.2 Discussion will follow the procedure outlined in [2.1.2].

2.2.3 Voting will follow the procedure outline in [2.1.3].

## 2.3 Parliamentarian Election

### 2.3.1 Candidate Speeches

2.3.1.1 Each candidate will speak for no more than 1 minute.

2.3.1.2 Each candidate will then answer questions from the at large body of the glee club.

2.3.2 Discussion will follow the procedure outlined in [2.1.2].

2.3.3 Voting will follow the procedure outline in [2.1.3].

### *Absentee Ballots*

If a clubber is expecting to have an excused absence at the Annual Meeting he may submit an absentee ballot by email or in person to the current president of the glee club. The recipient of this ballot will keep this ballot as secret as possible. These ballots should provide as much information as possible to insure the Ballot Counters can determine who will receive his vote.

### *Ballot Counters*

The clubbers who will count the votes submitted by clubbers during the annual meeting will be chosen from the following list in the order appearing here. The first two clubbers on this list who are not candidates for any of the positions elected during the annual meeting will be chosen.

- Business Manager Emeritus
- Alumni Relations Manager Emeritus
- Operations Manager

- Publicity Manager
- Business Manager
- Alumni Relations Manager
- Vice President

#### **SR.4 The Affirmation of Tolerance Policy**

*As adopted, October 29, 2008; amended February 13, 2014*

The Glee Club shall be supportive of all members, regardless of age, color, creed, disability, marital status, national origin or ancestry, race, religion, sexual orientation, gender expression, birth-assigned sex, or veteran status. Members shall uphold this value by maintaining high standards of speech and conduct in all interactions, internally and externally, to represent the University of Michigan and the Men's Glee Club in the best possible light.

Upon a perceived violation, a member, if he so chooses, may call the offending party in front of a panel of clubbers for a confidential discussion. The panel shall be selected in the same way, and have the same composition, as a Judiciary Board, as described in Article V, Section 2 of the Glee Club Constitution. A member that would like to initiate a panel shall notify any member of the Executive Committee, who will ensure that the Parliamentarian forms the panel. The panel will perform an advisory role by discussing the ramifications of the offensive conduct with the parties and, if warranted by the circumstances, making recommendations to the individuals involved or to the Executive Committee for restorative dialogue and/or action.

A copy of this policy shall be included in the New Guy Handbook.

#### **SR.5 The Alcohol Policy**

*As adopted, October 25, 1995*

##### *Introduction:*

The University of Michigan Men's Glee Club (MGC), in order to clarify its position on alcohol and other drugs, to prevent members from being subjected to peer pressure, to comply with the UM policy on Alcohol and other Drugs, and to minimize risk to both itself and its members from local, state, and federal laws will adhere to the following procedures.

##### *Procedures:*

- MGC funds shall never be used for the purchase of alcohol, directly or indirectly.
- The MGC shall not distribute or sell alcohol to any person
- At all MGC events where alcohol may legally be present:
  - Reasonable precautions shall be taken to ensure that there is no underage drinking.
  - There will be no communal or self serve containers of alcohol
  - Attractive alternative beverages will be available
  - All rules local to the facility shall be observed
  - Pooled funds shall not be used to buy alcohol for the general membership of the MGC.

- No Clubber shall, under any circumstances, pressure or impel another person to consume alcohol where they would not have otherwise done so.
- The New Guys Handbook shall include a copy of this statement.
- The MGC shall comply with all University policies, as well as all local, state, and federal laws which pertain to the purchase and distribution of alcohol.

*Sanctions:*

Since any violations of this policy put both the individuals involved, and the MGC at risk, any such violations must be addressed most seriously. The Executive committee shall review any violations of this policy, and if it is determined that a violation did occur, the following sanctions shall be imposed:

*First Offense:* The offender shall *as a minimum* be required to do ten hours of service to the Glee Club without receipt of points. Until completion of these hours, the individual shall be considered ineligible for Winter or Spring tour.

*Second Offense:* The offender shall be stripped of whatever position of leadership he holds in the MGC for the term in which the violation occurred, and be ineligible for any tours of the MGC within 12 months of the incident.

## **SR.5 Social Dues**

*Procedure for voting on social dues:*

Use of social dues should be voted on at a publicly available meeting, preferentially an executive board meeting. When the use of social dues will be voted on at a meeting, the opportunity to vote must be communicated to Club before the meeting via the agenda. All present clubbers will be able to voice their opinions and vote. If a member of Club cannot attend the meeting during which social dues will be voted on, he may email the Parliamentarian with his opinion regarding the vote before the meeting. The member cannot vote if he is not present at the meeting, but the Parliamentarian must read the member's opinion aloud to others present at the meeting if the Parliamentarian deems it germane. If social dues are allocated for an event, an announcement must be made at the next business meeting to inform Club of the allocation.

A member must be present at an executive board meeting in order to propose a use for social dues at that meeting. The use of social dues should be voted on and passed before their use is announced to Club. The use of social dues cannot be proposed retroactively (i.e. after the event has occurred).

*Use of social dues:*

Social dues should be used for events that aim to strengthen camaraderie for the Club at large. If an event falls under the purview of a specific branch of Club (e.g. Alumni Relations, Business) that has a previously agreed-upon budget, social dues should not be used to fund that event. Social dues should be used in accordance with university and student organizations policy regarding alcohol. Events that use social dues should be readily available and inclusive to all members of Club.