

Ladies in Red
Constitution

- Article I. Name and Purpose
Section 1 This group shall be known as Ladies in Red
Section 2 The purpose of this group is to offer members of the NCSU Women's Choir an opportunity to sing in an a cappella group for the entertainment and service of the campus and community
- Article II. Membership
Section 1 Membership shall be open to all regularly enrolled female students of the NCSU Women's Choir who are interested in the activities of the group
Section 2 Membership will be granted through a successful audition when the current members of the group believe that you can contribute to the group musically and socially.
- Article III. Officers
Section 1 Each semester, the duties will be split up among the members (see duties list)
Section 2 The officers shall be elected by the group members on the basis of age, ability and desire. They will serve indefinitely or until she cannot perform her duties as deemed by her or the other members
- Article IV. Amending the Constitution and Bylaws
Section 1 Amendments to the constitution shall be presented by members of the club in writing to the Chaplain through the comment box. The Chaplain will present the amendments during practice and only after informing each member of the amendments will they be voted upon by the group. 2/3 of the group must agree in order for the amendment to change
- Article V. Practices
Section 1 The group will meet every Tuesday and Thursday from 5:30-7:30pm- you must be there for the entire time, every time. Other rehearsals can be scheduled if needed.

- Section 2 Members shall arrive promptly at 5:30 and leave no earlier than 7:30. Allow ample time to walk from your dorm, find a parking place etc
- Section 3 Members shall bring their Ladies in Red folder which contains all music, notebook for criticisms, a calendar, phone list, constitution, agreement, other important papers, and a pencil to every rehearsal
- Section 4 The agenda will be written on the board every practice
- Section 5 Practices will be used to put all the parts of the song together and work on musicality and finishing touches. Each member will learn their individual part outside of LIR practice time, using sectionals if necessary. Each member will ask for help with their part of playing the piano if they need it.
- Section 6 The group will stand in formation for every song

Article VI. Attendance

- Section 1 Attendance at all scheduled rehearsals and concerts are desired. Members are allowed 2 absences during the course of the semester. A member with an excess of 2 absences will be evaluated by the entire group. The group then has the power to dismiss this specific member from the group or require that they not sing in the next concert. We will plan ahead and only miss rehearsal if absolutely necessary. Each member shall inform the entire group of an anticipated absence as soon as possible, but no later than 1 week prior. We all understand that our absence will affect the group. You are responsible for all that you missed- ask another member what was discussed and worked on BEFORE the next rehearsal. We will treat LIR as we would any of our academic classes- missing class does matter.
- Section 2 If you are sick and unable to sing, still come to rehearsal so that you can listen and learn your part. Use your judgement: if you feel too sick to come to rehearsal, then don't come (plan ahead for unexpected circumstances like this with your absences)...otherwise, we will expect to see you

Section 3 Attendance at all Ladies in Red sponsored parties is required except for extreme circumstances deemed valid by the entire group.

Section 4 Each member is allowed two 5 minute tardies in the Semester to rehearsals or performances. Being late more than 5 minutes 3 times or being late in excess of 15 minutes is deemed to be 1 absence. If you are going to be late, call Christine on her cell phone (606-5545)---Call another member (you have the phone list) or try the downstairs phone at 515-7481

Section 5 If a member notifies the group ahead of time about a valid absence, they will pay LIR \$5. If they do not notify the group about an absence, they will pay \$10 the first time, and \$15 for the second unplanned absence.

Article VII. Dress Code

Section 1

Members shall dress appropriately and tastefully to represent themselves and the group at concerts and gigs. They shall wear clothes that fit and flatter, and should not draw attention to themselves. Each member's appearance reflects on the entire group— There are always older people at our concerts who we do not want to offend!

A. Formal Concerts/ Formal Gigs:

- Black pants, long, or knee-length black skirt (no short skirts!)
- Red shirt- sleeveless is fine but no spaghetti straps
- No flip-flops

B. Casual Gigs:

- The dress code for casual gigs is subject to change

Section 2 The group has the right to ask a member to change The outfit does not reflect positively on the image of the group. The member shall not take offense and realize that the group as a whole is first priority.

Article IIX. Gigs

Section 1

The group shall accept a gig if it benefits the entire group and if a sufficient amount of people can participate.

	Section 2	Do not back out of a scheduled performance once you have committed yourself										
	Section 3	Bring CDs and business card to every gig										
Article IX.	<u>Inventory</u>											
	Section 1	Each member shall receive one free CD but must pay in full for any others.										
	Section 2	Every sale shall be recorded in the inventory book by the record keeper- Turn in the money to LIR before you remove the CD from the office to sell (pre-sell).										
Article X.	<u>Prices</u>											
	Section 1	CDs: New CDs shall be sold to the public at \$10 <i>Simply Red</i> shall be sold at \$10 alone, but at \$5 with The purchase of another CD.										
	Section 2	Gigs: Use this system for quoting gig prices: <table border="0" style="margin-left: 20px;"> <tr> <td><u>Time</u></td> <td><u>Base</u></td> </tr> <tr> <td>15 min. or less</td> <td>\$150</td> </tr> <tr> <td>30 min.</td> <td>\$250</td> </tr> <tr> <td>45 min.</td> <td>\$350</td> </tr> <tr> <td>1 hour</td> <td>\$450</td> </tr> </table> <p>More?→ discuss and call back</p> <ul style="list-style-type: none"> -Off campus and not University INN) -Miss class -Learn a new song ADD \$50 each <p>-Out of Raleigh or charity?→ Discuss</p>	<u>Time</u>	<u>Base</u>	15 min. or less	\$150	30 min.	\$250	45 min.	\$350	1 hour	\$450
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Article XI.	<u>Auditions</u>											
	Section 1	One week before, announce to choirs, post sign up Sheets in Price, put out sign in brickyard and put up flyers-remind choirs everyday- ask director to be present at auditions two weeks in advance.										
	Section 2	Auditions: Each member should keep a log for comments or girls. At each audition, warm up to find range...play sequences of pitches for girls to sing back on "La"...have them sing Banner, Amazing Grace or My Country Tis' of Thee...Decide as a group if you want to hear more: Have them try to follow a member in a song...Tell										

each girl "we will be emailing you"- send 2 emails: one for callback and one thank you. Tell potential girls when callbacks are and leave a phone number if they have questions

Section 3 Callbacks: Have each girl come in individually. Have them sing a song of choice to see nervousness and performance ability...ask them why they want to be in LIR (find out more about their personality)...Bring them all in together for percussion workshop...all sing with group...if enough girls, have them all sing together...make sure they sing loudly (check for confidence, vowels, tone, blend)...Tell them thank you and that we will be emailing them again.

Section 4 Decide as a group who is a potential member. Have one person call each girl to talk to them personally about all that the group entails, see if they have any questions and determine if they want to be in the group: practices (some extras towards concert), gigs, weekend trips, big concerts (grains, host groups at house), long term commitment, flyers every concert, outside work, parties (attend and clean up), recording every semester, take on responsibilities as get older, only 2 excused absences (if needed), get lots of red shirts, takes up all of your time and energy- this is 'what you do' at NCSU besides class- can't balance time with another organization- its worth it!

Article XII. Big Sisters Each new member will be paired with an older, More experienced member. The 'big sister' will support the new girl in every way and make them feel included and welcome. They will offer her rides to gigs and practices, offer to help with music, and check up on her every week to see if they have questions or concerns about the group.

Article XIXV Record Keeping
Section 1 Yearly plan: Check this at the first practice of every Month to see what needs to be accomplished and planned in advance

Section 2 Inventory: Keep this current and up to date

- Section 3 Banking- Keep all receipts from purchases, deposit slips (itemized) and bank statements. No personal use will be tolerated
- Section 4 Alumni- maintain positive relations and stay up to date with alumni and their contact info. LIR 10 year anniversary is Fall 2003- start planning at the beginning of Spring 2003 (this event only comes around once!)
- Section 5 Notebook: Keep updated regularly
 ---Disk-flyers, contact list, alumni, programs etc
 -Contact list-guest groups, gigs, groups that have contacted us
 -Music-copy of each song
 -Important papers

Article IXV. Departure from Group

- Section 1 Whether in good or bad standing with the group, a departing member shall return the following to the group:
 -All music
 -All CDs and Business Cards
 -A list of all responsibilities in group
 -A list of all parts in songs
- Section 2 A departing member shall give the group notice, no LESS than 1 semester- The sooner the group knows, the more prepared they can be
- Section 3 Through monthly evaluations, we will bring up any concerns about a member and their performance in the group. A member can be dismissed by the group, if all agree that she is not fulfilling her duties and/or benefiting the group (i.e. excessive absences, failure to perform necessary tasks, bringing down the group musically, personality conflicts with multiple members, not adhering to agreement or constitution in general...). The questionable member will be warned about the groups' concerns, and if not corrected, will be dismissed after the next month's evaluations.
- Section 4 A semester before you leave/graduate, make sure that someone else knows how to perform all of your duties.

- Section 5 Members who wish to return, must re-audition.
(except study abroad)
- Article XV. Recording CDs
Section 1 Record at the end of every semester during dead week. Master and produce the CD during the summer for distribution at the fall concert.
- Article XVI. Evaluations
Section 1 Monthly evaluations for each member will be Handed out third to last rehearsal of month, turned in to Chaplain second to last rehearsal, Chaplain compiles them into "presentation" and last hour of last rehearsal will be used to discussion. Included on each girl's evaluation will be skit/song ideas
- Section 2 Comment Box- Bring to each rehearsal- good and bad- use it so we can improve and correct problems! Will be compiled into a presentation by Chaplain every two weeks
- Article XVII. Miscellaneous
Section 1 500 Flyers: They will be distributed to the entire group two Thursdays before concert so we can have a full week to cover campus. Post in every one of your classrooms, dorms, bathrooms and every bulletin board on campus (on buildings, free standing and those is buildings)- ask to post one at your work place. Do this at the beginning of the week for maximum exposure and so you have time to replace during week. Use a staple gun for outside and tape and regular stapler for inside
- Section 2 Paint or Chalk: each member must choose to paint the tunnel or chalk the brickyard for concert and audition advertising. Paint and chalk the Tuesday before the concert after rehearsal. Be prepared to re-do if necessary on Thursday or if it rains
- Section 3 Grains shall be invited to every fall concert. Ladies In Red will sing at every Grains' fall concert. The Grains are our brother group and we will ALL Attend their concert even if we are not performing!

- Section 4 Keep music office up to date with our concert and gig info (semester, UNITY, gigs), contact info, price info and plenty of CDs.
- Section 5 Party preparation and clean-up: each member must Choose to set up for the party (go to grocery store For cups and food, get keg, tap, ice, garbage can etc), or come the next morning to mop, do dishes, take back keg etc. ALL members will clean up the party as much as possible on their way home
- Section 6 Each semester we will plan at least one mixer with the Grains and a retreat. We will plan this on the first rehearsal

CONSTITUTION OF LADIES IN RED
REGISTERED STUDENT ORGANIZATION OF NC STATE UNIVERSITY
Revised, 2003

ARTICLE I - Name and Purpose

Section 1 - Name.

The name of this organization shall be Ladies In Red

Section 2 - Purpose.

The purpose of this organization shall be to promote a cappella singing, represent and entertain members of the NC State community and the community at large, and to better the skills of the members of this organization.

ARTICLE II - Membership

Section 1 - Types of Membership.

The membership of this organization shall be of one kind:

STUDENT MEMBERSHIP shall include all members of Ladies In Red who are students of NC State University.

Section 2 - Selection Criteria and Mechanism.

The selection criteria and mechanism for student membership shall be determined each semester by the senior officers with the consent of the group. A candidate must receive a STRONG MAJORITY to be invited to join Ladies In Red.

Section 3 - Definition of Voting Terms.

A SIMPLE MAJORITY must consist of the votes of MORE THAN HALF of all members of the organization.

A STRONG MAJORITY must consist of the votes of AT LEAST TWO THIRDS of all members of the organization.

CONSENT is a tool used to cut out needless discussion with the intent of calling for objections to the decision at hand. A member calls for consent, and if the chair sees no objections, a unanimous vote of all members present is assumed.

A UNANIMOUS VOTE requires the vote of all members of the organization.

ARTICLE III - Meetings

Section 1 - Types of Meetings.

Meetings may be social, business, rehearsals, or concerts.

Section 2 - Rehearsals.

Rehearsals are for the purpose of practicing and singing music for performance, and are counted for attendance. Some rehearsals, designated by the director and president, may be considered MANDATORY attendance, implying that no further absences need to be acquired for penalties to be considered.

Section 3 - Business Meetings.

Business meetings will be held either separately or as part of other meetings, and will discuss affairs of the group related to work being done outside of the practice of singing, and will be held to gain group consensus or approval, and to make important decisions and disburse information. Attendance will be taken at the discretion of the president.

Section 4 - Concerts.

Concerts should occur on a regular basis, and attempts will be made to schedule concerts at times everyone in the group can attend, but full attendance is only required at the main concert of each. This concert should be scheduled well in advance, and should meet the schedules of the members at the time it is scheduled.

Section 5 - Social Meetings.

Social meetings are for fun, group dynamics and team building, and may be held in conjunction with rehearsal or business meetings at the president and director's discretion, but when occurring alone, attendance will not be taken.

Section 6 - Attendance.

Attendance will be taken as indicated in sections 2-5. Exceptions will be made for members with valid excuses/reasons for not being in attendance. Validity of the excuse is ultimately determined by the group as a whole. Members missing required/mandatory attendance events, and members with over three absences may be considered for penalties, which may include having your membership revoked. Such considerations will be made by the senior officers, and in the event action is to be taken, the member in violation of the rules will first have a chance to speak for themselves before the senior officers and the group. A UNANIMOUS vote of the senior officers and a STRONG MAJORITY of the group as a whole are required to revoke a member's membership.

ARTICLE IV - Officers

Section 1 - Officers Titles and Terms.

The elected officers of this organization shall be the president (organizational director), co vice-presidents (musical directors), business manager, secretary, and treasurer. The term of office shall be on a resignation basis.

Section 2 - President (Organizational Director)

The President is ultimately responsible for the affairs of the group, making sure they are executed within reason, delegating unassigned tasks to members, following up with group members, and anything not covered in the following offices. Specifically, one set of duties for the president includes coordination of social activities for the group, and another is planning for the decoration/arrangement of the concert space.

Section 3 – Vice-President (Musical Director)

Duties: Direct the group, find/arrange new music, lead group to our musical goals, lead rehearsal & sectionals, auditions

Section 6 - Business Manager.

Duties: The business manager is the point of contact for the group to the university, other performing groups, and other organizations. The business manager is responsible for finding venues, both on and off campus for the group to perform at. The business manager is responsible for receiving and responding to emails from members of the community, other groups, etc. the business manager shall ensure that the venue is set up appropriately, and request needed equipment and rooms.

Section 8 - Secretary

Take notes from meetings, take attendance at rehearsal, record decisions made by the group and act as music librarian.

Section 9 - Treasurer

The treasurer will be in charge of the bank account - the finances, etc. This should be in close coordination with the President.

ARTICLE V - Election

Section 1 - Eligibility.

All members are eligible for all offices in any semester with seniority taken into account.

Section 2 - Vacancies.

Vacancies and removals from office should be handled as follows:

A. Should any vacancy occur or should an officer default in performance of his/her duties, the president, with the concurrence of the senior officers, shall name a qualified person to serve for the remainder of the unexpired term.

B. Removal from office:

1. Grounds for removal: Ladies In Red shall have the power to remove any of its officers as provided in this section. The grounds for such removal shall be serious negligence in the discharge for the duties for that office.

2. Removal Procedures: The following procedures shall be followed in all proceedings leading to the possible expulsion of an officer:

a. A resolution by the senior officers to consider the removal of an officer can be introduced by any member of the senior officers

b. If said resolution to consider the removal of an officer should pass the senior officers by a simple majority, the president and director should guarantee that adequate defense shall be made in person, to all those who shall vote on the question of his/her removal. No vote shall be taken to remove that officer until the president and director shall be satisfied that he/she has finished presenting his/her defense.

c. After the officer shall have finished his/her defense, a UNANIMOUS VOTE of the senior officers and a STRONG MAJORITY of the group as a whole shall be necessary to remove the officer. No officer shall be denied proceedings aimed at his/her defense.

ARTICLE VI - Amendments

Section 1 - Amendment Process.

At any business meeting any member of Ladies In Red may propose an amendment to the constitution. Once suitable discussion has been made about said amendment - a STRONG MAJORITY of all the members of Ladies In Red are necessary to amend the constitution.