STANDING RULES & REGULATIONS
ALL-UNIVERSITY SING AT OREGON STATE UNIVERSITY

Last Revised February 2018
BYLAWS

This policy document outlines the expectations for All-University Sing as well as the guidelines expected of participating student organizations. The Sing Committee is a Committee of the Interfraternity Council (IFC) and the Panhellenic Council (PHC) and these policies serve as the standing rules for the Committee.

Non-Discrimination Policy

We adhere to Oregon State’s non-discrimination policy: “Oregon State University policy prohibits behavior based on another's status that has the purpose or effect of creating an intimidating, hostile, or offensive working or educational environment. Status refers to age, color, disability, gender identity or expression, national origin, race, religion, sex, sexual orientation, or veteran status. This policy is not intended to and will not be applied in a way that would violate rights to academic freedom and freedom of expression.”

Article I – Name

The name of the annual event under these bylaws shall be All-University Sing. The event may be alternatively referred to as Sing.

Article II – Definitions

1. All-University Sing – All-University Sing is an annual event sponsored by the Interfraternity and Panhellenic Executive Councils. Sing is a song and dance routine put on by groups and organizations during the Spring Family Weekend.
2. Sing Committee – The Sing Committee will be a selected group of individuals who are tasked with organizing and running the event. Positions and corresponding descriptions may be found in under Article IV.
3. Sing Consultants – Sing Consultants will be elected by the Sing Committee and will be responsible for attending practices, providing feedback, and consultant meetings.
4. Sing Coaches – Sing Coaches are chosen by the respective groups or organizations and are selected to represent the team’s decisions, choreography, and run practices.
5. Sing Event – Any activity directly related to the All-University Sing Event including required practice attendance, committee meeting, coach/consultant meeting, review or rehearsal, and the final performance.
6. Sing Advisor – CFSL staff member assigned to advise Event Chairs and Sing Committee. Serves as the sponsoring department’s faculty advisor for the sponsored event.
7. Sing Review – Sing Reviews will occur several times in the months leading up to Sing, and allow the Sing Committee to provide feedback and ensure the appropriate nature of the performance.
   1. Any changes regarding the nature of the performance provided by the Sing committee will be mandatory and will require proof of change by the next review.
   2. Suggestions regarding quality of the performance are left to the discretion of the respective Sing coaches.
8. Excused Absence – Coaches and consultants must provide a notification for an absence to the Risk and Performance Chairs. Examples of excused absences include illness, family emergency, or an exam scheduled outside of class.
9. Stunt – any choreographed move or extension that requires a prep and/or multiple spotters.
10. Inversion: A move that is not permitted. Any move where a participant is ‘flipped’ off the ground by a spotter/guide.
11. Lift – Basic jump or movement, including shoulder sits and other minor moves.
Article III – Scope of Authority

As a sponsored event of the Interfraternity Council and Panhellenic Council, All-University Sing falls under the jurisdiction of the two councils. The scope of authority for the Interfraternity Council and Panhellenic Council shall be legislative, judicial, administrative, educational, and advisory. By virtue of authority vested in it by these Bylaws and Standing Rules, the two executive councils shall have the power to regulate all matters of All-University Sing interest, except those that are of institutional policy; wherein the councils are free to make recommendations to the University, public officials, or judicial bodies. Authority for the Interfraternity Council and Panhellenic Council is derived, first, through the contractual agreement signed by all Sing participants to adhere to the rules and regulations set forth by the Interfraternity Council and Panhellenic Council, and, second, through recognition by the Center for Fraternity and Sorority Life (CFSL), which is responsible to the Associate Vice Provost for Student Affairs and Dean of Student Life.

Article IV - Sing Committee

Section 1. Composition. The All-University Sing Committee shall be made up of student leaders that are selected by the IFC & PHC Presidents as well as representatives from the All-University Sing Committee from the previous year.

A. The chairs of the All-University Sing Committee, in order of hierarchy are:
   1. Event Chair(s)
   2. Risk/Performance Chair(s)
   3. Event Production Chair(s)
   4. Finance Chair
   5. Marketing/Sponsorship Chair(s)
   6. External Relations & Partnership Chair(s)

Section 2. Chair Duties. The duties of the All-University Sing Chairperson are as follows:

A. All Chairs shall:
   1. Represent Sing professionally through positive actions and attitude.
   2. Maintain positive relations with participating organizations.
   3. Meet deadlines and complete high quality work.
   4. Attend weekly Sing Committee meetings and consultant/coach meetings.
   5. Must be an Oregon State University student in good standing as verified by the Sing Advisor.

B. Event Chairs
   1. Duties include:
      i. Create master event calendar
      ii. Schedule all events
      iii. Update Rules & Regulations
      iv. Hire photographer, videographer, DJ, etc.
      v. Complete necessary paperwork for events
vi. Delegate tasks and lead Sing Committee meetings
vii. Field all questions related to the event
viii. Attend meetings with Sing Advisor

2. Qualifications
   i. Must have previous leadership experience
   ii. Must be highly organized and goal-oriented
   iii. Be able to work on their own and be a self-starter
   iv. Ability to solve complex problems in a professional manner
   v. Ability to lead others in a positive and efficient manner
   vi. Prior experience as a Sing Committee member preferred

C. Risk/Performance Chairs
   1. Duties include
      i. Hiring of consultants and assigning consultant teams
      ii. Maintain contact list of all coaches and consultants
      iii. Facilitate/lead meetings with consultants and coaches
      iv. Maintain and process all risk forms
      v. Maintain and update practice information for teams
      vi. Maintain review schedules and room reservations
      vii. Attend team practices
   2. Qualifications
      i. Ability to manage and lead others
      ii. Ability to address and resolve issues in a professional manner
      iii. Must be organized
      iv. Performance, stunting and vocal experience preferred

D. Event Production Chairs
   1. Duties include
      i. Research and book a variety of vendors for the day of event including, but not limited to:
         • Performance Venue
         • Stage, sound, and lighting
         • Projection screens
         • Custodial/security
         • Decorations/balloons
         • Concessions
      ii. Work with Venue to ensure a smooth event production
      iii. Coordinate day of performance logistics and be the primary point of contact for all things related to the actual day of event
      iv. Order trophies for winning teams and have them engraved post-event
      v. Work closely with Finance Chair to ensure vendors are paid
   2. Qualifications
      i. Must be well versed with working with a variety of professional companies
      ii. Must be professional with communication
      iii. Ability to multitask when managing day of event
      iv. Experience coordinating large-scale events

E. Finance Chair
   1. Duties include
      i. Collaborate with IFC and PHC Treasurers and AABC on Sing finances
      ii. Complete budget and present to IFC and PHC for approval
      iii. Complete break even analysis
      iv. Provide reimbursements when needed
v. Complete scoring at all reviews

2. Qualifications
   i. Must be organized
   ii. Proficient in Excel
   iii. Previous budgeting experience
   iv. Finance/Accounting Major preferred

F. Marketing/Sponsorship Chair
   1. Duties include
      i. Maintain social media accounts – Twitter, Instagram, Facebook
      ii. Meet with graphic design team and conceptualize graphics for all marketing materials
      iii. Create sponsorship proposal
      iv. Research and contact potential sponsors
      v. Manage sponsor relationships
      vi. Organize logos from all sponsors
      vii. Organize ticketing
      viii. Manage vendor tent day of event
      ix. Set up and run silent auction day of event
      x. Complete proof of performance post event
      xi. Coordinate team banners
   2. Qualifications
      i. Writing experience necessary
      ii. Must be organized
      iii. Must work well with others
      iv. Experience in copywriting and managing social media accounts a must
      v. Inherently creative
      vi. Must have a good sense of aesthetic

G. External Relations & Partnership Chair
   1. Duties include
      i. Maintain relationships with various Corvallis community members
      ii. Communicate with organizations who express interest in partnering with Sing
      iii. Address and resolve issues that arise with Sing and the community
      iv. Assist marketing/sponsorship chairs if needed
   2. Qualifications
      i. Ability to communicate professionally with community members and organizations
      ii. Must be organized
      iii. Must be well versed when addressing issues

**Article V – Membership and Participation**

All university-recognized student organizations are welcome to participate in All-University Sing. The Event Chair(s) and Sing Advisor maintains discretion in determining eligibility of participating organizations. There will be three separate divisions in which groups can participate:

I. All-Women
   1. All teams must have at least ten performing members, but no more than fifty performing members
   2. Teams may consist of up to three organizations
   3. All performing members must self-identify as women.

II. All-Men
1. All teams must have at least ten performing members, but no more than fifty performing members
2. Teams may consist of up to three organizations
3. All performing members must self-identify as men.

III. Co-Ed Mixed
1. All teams must have at least twenty performing members, but no more than fifty performing members
2. Teams may consist of up to three organizations
3. Teams may have a maximum of six coaches, no more than three coaches per organization who are individually in good standing with their own organization
4. Organizations may not partner with the same organization until five (5) years after they participate in Sing together (they may pair again on the sixth (6) year).

Article VI – General Rules and Regulations
1. All university-recognized student organizations are welcome to participate in All-University Sing. The Event Chair(s) and Sing Advisor maintains discretion in determining eligibility of participating organizations.
   a. All recognized fraternities and sororities may participate in Sing, if they are in good standing with their governing councils (if applicable) and Oregon State University.
   b. Good standing is hereby defined at the time of All-University Sing.
      i. Groups and organizations may be committed to participation prior to event but must be in good standing by time of the performance.
2. All musical selections may not repeat the last four (4) Sing performances and (artists and individual songs) must be approved by the Sing Committee.
3. All groups must perform with pre-edited and pre-recorded music during practices, reviews, and the final performance, which will be provided by the Sing Committee.
   a. Such edits do not need to be done by the committee approved DJ, though teams will still be financially responsible for DJ services.
4. Sing Coaches may not serve concurrently as Sing Consultants or Sing Committee members.
5. No more than two people from one organization may serve as Sing Consultants in a given year.
6. No more than two people from one organization may serve as Sing Chairs in a given year.

Practices
1. Sing practices must be limited to as many as five (5) hours per week, with the days determined by each team.
2. Sing practices will not be held past 10 pm.
   a) If teams are reported to be practicing beyond 10 pm, point deductions from the final performance will be assigned by the Sing Committee.
3. Teams will be allowed to practice on the IM fields at a time in the designated areas that we have assigned. A spreadsheet will be shared with coaches weekly to determine which team will practice in which spot (first come, first serve).
4. A cell phone or small speaker may be used during practices but cannot be heard more than 10 feet away.
a) If teams are reported to be practicing with excessive noise, point deductions from the final performance will be assigned by the Sing Committee.

5. Two weeks prior to the performance, practice times can total up to seven (7) hours. **Weekday** practices are limited to 3 hours at a time. **Weekend** practices are limited to three (3) hours at a time at max with a required 30 minute break in the middle of the practice.

6. Sing Coaches are required to submit and maintain updated practice schedules on the designated Google Doc created by the Risk and Performance Chair **every Thursday by 7:00 pm**. Any late changes to the schedule must be notified to the Risk and Performance Chair and Consultant(s).

7. If all spots are taken on the designated practice areas on the IM fields, there will be a **point deduction** if found that you have replaced another team’s name with your own.

**Injuries**

1. If an injury occurs during a practice, review, audition, rehearsal, or performance it **MUST** be reported to your Sing Consultant and Event Chair(s) immediately (within 24 hours). If it is found that any injury or incident has gone unreported, the team will be referred to the appropriate judicial committee and will face point deductions from the final performance.

2. If an incident occurs contact:
   a. On Campus: Department of Public Safety
      i. Emergency: 911 or 541-737-7000
      ii. Non-emergency: 541-737-3010
   b. Off Campus: Corvallis Police Department
      i. Emergency: 911
      i. Non-emergency: 541-766-6294

**Stunts and Lifts**

1. Each routine may include prep- and base stunts at no more than three (3) separate points in the routine. (i.e. routines can feature multiple groups can simultaneously perform a prep-stunt at the same time, counting for only one of the 3-time limit.) Lifts are not subject to any limit per routine.

2. Stunts must always have a connection with bases and flyer; flyer should never be in the air without both front and back support and contact.

3. If the stunt requires an extension, they cannot go above the base’s shoulders and must have two (2) or more spotters.

4. No individual front or back flips allowed. Assisted flips and “airplane” stunts are considered inversions and are **not** allowed.

5. Absolutely no stunting may be practiced or performed on “hard” floors, including wood, tile, laminate, etc.

6. Carpeted, turf, grass (not wet or muddy), or gym mat surfaces only are permitted for practice. If practicing indoors, ceilings must be a minimum of twelve (12) feet tall.

7. Approval of practice space is up to the discretion of the Event Chair(s).

8. All stunts and lifts are subject to approval by the Risk and Performance Chairs.

**Reviews, Audition, Tech & Dress Rehearsals, and Final Performance**

1. Each team must attend all reviews and the audition or there will be a point deduction per missed review or audition at the final event.
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2. Each team must attend both the Tech and Dress Rehearsals or it will result in a one (1) point deduction at the final event.
3. Each team must perform two (2) songs or audio up to seven (7) minutes in length.
4. Only performing members and coaches from the currently performing teams are allowed into the reviews, audition, and rehearsals.
5. All rosters for Sing Teams must be submitted to the Sing Committee by the deadline provided by the committee.
6. Teams must all perform on the same stage in the performance venue which will have the dimensions of 30’ x 50’.
7. Each team will have thirty (30) seconds for getting on to the stage and thirty (30) seconds to exit starting the day of the final review and final performance.
8. If any performing member steps off the mats, a point deduction will be deducted from the team’s final score.
9. Any other deductions are at the discretion of the Sing Planning Committee and/or judges.

Costumes

1. Costumes are not to be worn at the auditions, however, the performers must dress in white or black shirts or matching team shirts, and black shorts, capris, or pants. Performers may not wear socks or shoes during reviews, auditions, and the final performance. Coaches may submit a request that their teams wear something different than what is described at least one (1) week before the scheduled review or audition.
2. All costumes will be limited to $20 per participant.
3. Costumes may include accessories, which are attached to the performers, but no implements may be placed on the stage in a stationary manner -- props are not allowed.
4. Costumes must be appropriate and MUST be submitted for review prior to the dress rehearsal and approved by the Risk/Performance Chairs. Short-length must follow the “fingertip rule”. Spandex and leggings will be evaluated on a case-by-case basis. If a skirt or dress is worn, fleshtones and spandex briefs or leotards must be worn.
5. Costumes are required for the Dress Rehearsal. NO CHANGES may be made to the performance or costumes after the Dress Rehearsal, unless required by the Sing Committee. Any unapproved change(s) will lead to a point deduction per violation or potential disqualification of the team.
6. If any article of clothing or accessory falls to the ground during the final performance the performing group will receive a point deduction per article malfunction from their final score.
7. Safety pins and staples are NOT to be used on costumes during any Sing events i.e dress rehearsal or final performance.
8. Performers are not allowed to wear any jewelry during reviews, the dress rehearsal, or final performance. Any visible jewelry must be taken out or have a bandaid over it. Examples of jewelry include, but are not limited to, earrings, nose piercings, and belly button piercings.

Sing Banner

1. Team banner will be limited to $50
2. Sing Team Banner dimensions should be 66” x 96”.
3. The Team Banner should be vertical
4. The Sing banner must be approved by the Sing Committee at least seven days prior to the event.
5. Sing Banners may be hung in the designated location starting the Monday of the week of the performance
6. All banners are required to have the following
Bylaws

1. Team name
2. “All-University Sing 20XX”
3. Must be designed around theme.

7. All banners must be brought to dress rehearsal and turned into the committee in order to be hung for the Final Performance.

**Bidding**

Bidding is an optional part of the Sing process to choose teams. During the bidding period, organizations may choose court one another to gain favorability in selecting their partners for the year.

1. Bidding must take place during the designated period (announced by the Event Chair via an email announcement annually), lasting no more than three days with an additional day for groups to deliver their final invitations and vote, if applicable. If any bidding activity occurs outside of the bidding period, organizations are subject to disqualification by decision of the Sing Committee.
2. All bidding activities must be alcohol and substance free.

Failure to follow the bidding rules can result in possible penalizations including, but are not limited to, lower ranking in artist selection, performance time for reviews and auditions, potential disqualification from event or intended team partnership. All participation is at the discretion of the Event Chair(s) and Sign Advisor.

**Article VII - Standing Rules and Regulations**

1. The Sing Committee reserves the right to suspend or remove any team, organization, or participant on the basis of any of the following criteria:

   a. All Sing Events are to be alcohol- and substance-free. If any performing member, coach, consultant, or chair is found to be under the influence of drugs or alcohol during Sing-related activities, the person or organization will be removed from the All-University Sing Event immediately. The incident will be reported to the Sing committee with a detailed summary of the disciplinary action the chapter will be taking against the participant. Said summary needs to be submitted within 48 hours of notice of infraction.

   b. If any coach, consultant, or chair is found to be under the influence of any substance during an All-University Sing event, they will be removed from their position and not be allowed at any future Sing related events. The Center for Fraternity and Sorority Life will be contacted and informed of the incident.

   c. If five (5) or more members representing one Sing team are found responsible of partaking in an alcohol or drug related events or activities associated with Sing, the organizations/team will be immediately removed from any further Sing-related events, including the final performance.

   d. If any Sing coach/participant/consultant/chair is found to be treating another Sing individual disrespectfully or behaving inappropriately during practices/meetings, the member and/or organization will be reported to their respective governing
council and their participation in Sing will be under the review of the All-
University Sing Committee.

2. The Interfraternity Council and Panhellenic Council reserve the right to conduct hearings regarding Chapter actions at their own discretion.

3. In the event an organization not governed by IFC or PHC is reported, their advising office will be contacted.
   a. If the organization does not have an on-campus office, student conduct will be contacted.

4. Reporting
   a. In the event of any Sing related infraction, please email a detailed report to the Risk Management Chair.
   b. The report should include the following:
      i. Nature of the event (I.E. Practice, Review, Final Event, Etc.)
      ii. Date
      iii. Location
      iv. Persons involved
      v. What happened
      vi. Any additional details