

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

Last Revised October 2018

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 Parent & 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 selected by the Sing Committee and will be responsible for attending practices in appropriate Sing Consultant attire, providing appropriate and constructive feedback, and attending all scheduled 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, run practices, and attend all scheduled coaches meetings.
5. *Sing Event* – Any activity directly related to All-University Sing. Events include but are not limited to: 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. Class attendance is always mandatory, and any participant in All-University Sing is not to skip class or other academic commitments for the purpose of participating in any Sing Events.
9. *Inversion*: A move that is not permitted. Any move where a participant is 'flipped' off the ground by a spotter/guide.
10. *Lift*: Basic jump or movement, with specific safety guidelines.
11. *Sing Practice*: Attendance at Sing Practice shall be limited to: Sing participants, Sing Coaches, Sing Consultants and members of the Sing Committee. Sing Practices may not begin earlier than February 1 each year.

### 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

## Standing Rules

legislative, judicial, administrative, educational, and advisory. By virtue of authority vested in it by these Standing Rules, the two executive councils shall have the power to regulate all matters of All-University Sing interest, except those that are of Oregon State University 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 voluntary participation by all Sing participants and their commitment 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 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 currently enrolled Oregon State University undergraduate student leaders in good standing who have maintained a minimum 2.5 cumulative OSU GPA that are selected by an interview committee comprised of the IFC & PHC Presidents, the outgoing Sing Event Chairs and the Sing Advisor.

1. The chairs of the All-University Sing Committee, in order of hierarchy are:
  - a. Event Chair(s)
  - b. Risk/Performance Chair(s)
  - c. Event Production Chair(s)
  - d. Finance Chair
  - e. Marketing/Sponsorship Chair(s)
  - f. External Relations & Partnership Chair(s)
2. Section 2. Chair Duties. The duties of the All-University Sing Chairperson are as follows. All Chairs shall:
  - a. Represent Sing professionally through positive actions and attitude.
  - b. Maintain positive relations with participating organizations.
  - c. Meet deadlines and complete high quality work.
  - d. Attend weekly Sing Committee meetings and consultant/coach meetings.
  - e. Approve purchases with Sing Finance Chair before purchasing any item on behalf of Sing.
  - f. Meet regularly with their counterpart (if applicable) and the Sing Advisor, and maintain consistent, timely, professional, and clear communication.
3. Event Chairs
  - a. 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 regular meetings with Sing Advisor
  - b. 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
4. Risk/Performance Chairs
  - a. Duties include
    - i. One Chair will oversee the Sing Consultants including: hiring of consultants and assigning consultant teams, maintain an accurate and updated list of all consultants with contact information, facilitate/lead consultant meetings, and address any concerns with consultants throughout the Sing process
    - ii. One Chair will oversee the Sing Coaches including: maintain an accurate and updated list of all

- coaches with contact information, facilitate/lead coaches meetings
  - iii. Maintain and process all risk forms
  - iv. Maintain and update practice information for teams
  - v. Maintain review schedules and room reservations
  - vi. Attend team practices and maintain practice and consultant schedules
  - b. 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
5. Event Production Chairs
- a. Duties include
    - i. Research and book a variety of vendors for the day of event including, but not limited to:
      - 1. Performance Venue
      - 2. Stage, sound, and lighting
      - 3. Projection screens
      - 4. Custodial/security
      - 5. Decorations
      - 6. 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
  - b. 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
6. Finance Chair
- a. Duties include
    - i. Work in partnership with both IFC and PHC Treasurers, Sing Advisor and AABC on Sing finances
    - ii. Complete budget and present to IFC and PHC for approval
    - iii. Complete break even analysis in advance of the Event and submit a report of all spending within two weeks after the Event
    - iv. Provide reimbursements when needed and only when they've been pre-approved prior to the purchase
    - v. Complete scoring at all reviews
  - b. Qualifications
    - i. Must be organized
    - ii. Proficient in Excel
    - iii. Previous budgeting experience
    - iv. Finance/Accounting Major preferred
7. Marketing Chair
- a. Duties include
    - i. Maintain social media accounts – Twitter, Instagram, Facebook
    - ii. Meet with graphic design team and conceptualize graphics for all marketing materials
    - iii. Compile program for Event and proof it with Sign Advisor prior to printing
    - iv. Coordinate team banners
    - v. Coordinate Sing apparel and confirm designs/orders with Sing Advisor
    - vi. Update Sing webpage with accurate Event information
  - b. Qualifications
    - i. Writing experience necessary
    - ii. Must be organized

- iii. Must work well with others
  - iv. Experience in copywriting and managing social media accounts
  - v. Inherently creative
  - vi. Must have a good sense of aesthetic
8. External Relations & Partnership Chair
- a. Duties include
    - i. Maintain relationships with various Corvallis community members
    - ii. Create sponsorship proposals
    - iii. Research and contact potential sponsors
    - iv. Manage sponsor relationships
    - v. Organize logos from all sponsors
    - vi. Organize ticketing
    - vii. Communicate with potential judges and work to prepare them once they commit
    - viii. Host judges on the day of the Final Sing Performance
    - ix. Communicate with organizations who express interest in partnering with Sing
    - x. Address and resolve issues that arise with Sing and the OSU community
    - xi. Assist marketing/sponsorship chairs if needed
  - b. 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:

- 1. All-Women
  - a. All teams must have at least ten performing members, but no more than fifty performing members
  - b. Teams may consist of up to three organizations
  - c. All performing members must self-identify as women
- 2. All-Men
  - a. All teams must have at least ten performing members, but no more than fifty performing members
  - b. Teams may consist of up to three organizations
  - c. All performing members must self-identify as men
- 3. Co-Ed Mixed
  - a. All teams must have at least twenty performing members, but no more than fifty performing members
  - b. Teams may consist of up to three organizations
  - c. 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
  - d. 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.
  - b. Participation in Sing is at the discretion of the Event Chairs and Sing Advisor.
- 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.

## Standing Rules

- a. Such edits do not need to be done by the committee approved DJ, though teams will still be financially responsible for the Sing Event provided DJ services.
4. Sing Coaches may not serve concurrently as Sing Consultants or Sing Committee members.
5. No more than three 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 Committee 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. Sing Practices will not start before February 1 of each calendar year.
4. Teams can voluntarily practice on the Student Legacy Park fields in the designated areas that the Sing Committee has identified. A spreadsheet will be shared with coaches weekly to identify which team will practice in which spot (first come, first serve).
5. If teams are asked by University staff to relocate or cease practicing on University property, teams must comply immediately.
6. 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.
7. 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.
8. 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).
9. If all spots are taken on the designated practice areas on the Student Legacy Park fields, there will be a **point deduction** if found that a team has replaced another team's name with their 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 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
    - ii. Non-emergency: 541-766-6294

### Choreography

1. Each routine may include lifts: including jumps and low level lifts, corkscrew, can opener and scissor kicks are allowed, as is stepping over the knee of their partner. In any lift, the natural waist (belly button) of the participant CANNOT go above the shoulder at any time. No circle stunting of any kind is allowed. Any questions regarding lifts or choreography can be directed to the Risk and Performance Chairs.
2. No individual front or back flips allowed. Assisted flips and "airplane" stunts are considered inversions and are **not** allowed.
3. Carpeted, turf, grass (not wet or muddy), or gym mat surfaces are preferred for practice. If practicing indoors, ceilings must be a minimum of twelve (12) feet tall.

## Standing Rules

4. Approval of practice space is up to the discretion of the Event Chair(s).
5. All choreography subject to approval by the Risk and Performance Chairs.

### Reviews, Dress Rehearsal, 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.
2. The first review will not occur before February 15 of the calendar year.
3. Each team must attend and the Final Dress Rehearsal or it will result in a point deduction at the final event.
4. Each team must perform at least two (2) songs or audio up to seven (7) minutes in length.
5. Only performing members and coaches from the currently performing teams are allowed into the reviews, audition, and rehearsals.
6. All rosters for Sing Teams must be submitted to the Sing Committee by the deadline provided by the committee.
7. Teams will perform on the same stage in the performance venue which will have the dimensions of 30' x 50'.
8. 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.
9. If any performing member steps off the mats, a point deduction will be deducted from the team's final score.
10. 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 as 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, flesh tones 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 supplies and cost will be limited to \$50
2. Team Banner dimensions should be 66" x 96".
3. The Team Banner should be vertical
4. The Team 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

## Standing Rules

performance

6. All banners are required to have the following
  - a. Team name
  - b. "All-University Sing 20XX"
  - c. 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.
8. 2. There will be no outside materials, gifts or other forms of previously known "bidding" allowed during these presentations, including gifts requiring monetary support (this includes but is not limited to flowers, food items, painted letters, car washes, car rides, etc.). Only the card that contains the invitation for partnership can be extended from one organization to another.
9. 5.

### Sing Invitation

This process for team selection will be known as "Sing Invitation" and will be structured as follows. Note that Sing Invitation is not required for participation in AUS. However, if organizations would like to extend formal invitations for partnering, this is the process that must be followed:

1. On a pre-determined date by the Sing Committee, Organizations will have a three-hour time period in which organizations can visit an organization's Monday night meeting or dinner to present their intentions on partnering for that All-University Sing academic year through a formal card (an invitation to partner) and representation of organization members (this can include a song or other appropriate type of presence). These visits can last up to 15 minutes and are not required, a formal invitation can be sent from the inviting organization to the invited organization via email, text message, phone call, or physical card as well. Organization can visit and/or offer an invitation to partner with up to three other organizations.
  - a. Organizations have the opportunity to create teams of up to three organizations total, so the intention of a two organization team or a three organization team should be stated in the invitation. Organizations have the opportunity to have more than one team from their organization, should they so choose. Teams of only two organizations or less would have the opportunity to expand to three organizations up to January 31.
2. There will be no outside materials, gifts or other forms of previously known "bidding" allowed during these presentations, including gifts requiring monetary support (this includes but is not limited to flowers, food items, painted letters, car washes, car rides, etc.). The card used to extend the invitation will be of standard size.
3. Respective to the voting organization's operations, selections will be due to the Sing Committee by the following Monday by 9 PM. Any organizations who extends invitations for partnership outside the designated three hour time period will be disqualified from participating with any organizations they contact.
4. Organizations that meet on Sundays can be eligible for Sing Invitation during their Sunday meeting time, and can notify the 2019 All-University Sing Committee in advance of their participation in the Sign Invitation process. The Sing Committee will notify organizations of the approved Sunday additional 3 hour period ONLY for the organizations that meet Sundays. This qualifies for both the organizations extending invitations and those receiving invitations.
5. All-University Sing events are substance free including the Sing Invitation.
6. Other guidelines and regulation can be established by the Event Chair(s) and will be communicated to eligible participants in advance.

### **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



## Standing Rules

taking against the participant. Said summary needs to be submitted within 72 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, including participation in All University Sing the following year.
  - 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 organization(s) 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, student conduct will be contacted.
  4. Reporting
    - a. In the event of any Sing related infraction, please email a detailed report to the Event Co-Chairs.
    - 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