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Welcome

Congratulations and welcome to the Texas A&M University Singing Cadets. Your selection as a member makes you a part of a widely known musical group respected throughout Texas and the world. As a part of an official organization of Texas A&M University, you will represent the university in both your performances onstage and your department offstage.

It naturally follows that your life is about to take on several new dimensions. You are expected to whole-heartedly and enthusiastically approach learning the ideals and mechanics of the Singing Cadets. It is impossible to include everything of importance about our group in this handbook, but this will help you assume your share of responsibility as a Singing Cadet. These are the factual, nonmusical things we expect you to know about the Singing Cadets.

The organizational structure of the Singing Cadets is outlined in our governing Constitution and By-laws which have been written and amended by members who preceded you. The Constitution provides for the election of officers: The President, Vice-President, Tour Manager, Business Manager, and Public Relations Manager. It also describes the roles of the officers, the members, and our relationship to the Director.

While serving in this group, you must judge your actions using the four pillars of the Texas A&M Singing Cadets as well as the six core values of Texas A&M University. The pillars of the Singing Cadets are Purpose, Unity, Spirit and Honor. The core values of Texas A&M are Excellence, Integrity, Leadership, Loyalty, Respect, and Selfless Service.

Purpose: *Is what I am doing helping to fulfill the purpose of the Singing Cadets?*

Unity: *Is what I am doing helping to bring the group together or is it tearing the group down?*

Spirit: *Am I displaying the Aggie Spirit and the Spirit of the Singing Cadets that I claim to hold sacred?*

Honor: *Can I look back on my time in the group and say everything I did, I did with integrity and discipline?*

As a member, you must maintain your membership through participation by attending all rehearsals and performances. You must also demonstrate your continued ability to uphold all Singing Cadet principles. Through your audition with the Director and an interview with members of the group, you were selected on the basis of your personality, character and ability to sing music written for TTBB voices with like timbre and range.

Chosen on the basis of its musical worth and audience appeal, our music is considered in light of the occasion for which we sing. You will be expected to memorize approximately thirty songs each year, ranging from great choral pieces to contemporary music.

Because we are a public relations group for Texas A&M University, our primary objective is to entertain, and to entertain well. A great amount of dedication and sacrifice is demanded of each of us; however, we enjoy every minute of our association and work.

Attire

In performances, the Singing Cadets wear two distinct formal uniforms, the Black Performance Uniform (“Blacks”) and the White Performance Uniform (“Whites”), parts of which are provided by the organization and parts which must be purchased independently. The other official Singing Cadet uniforms are detailed in this handbook along with informal travel and casual uniforms. Sunglasses or hats are not to be worn during any type of Singing Cadet performance. No form of jewelry, except for Aggie Rings, wedding bands, or jewelry pre-approved by the officers or the Director may be worn during a performance. If a necklace is permitted, it must not be visible at any point during the performance. Any watches worn during a performance cannot have an alarm unless it is turned off. Smart watches must be completely turned off before a performance begins and must remain off until the performance ends (this includes intermission periods).

In advance of the date of the performance, an announcement will be made prescribing the specific uniform or uniforms to be worn during each scheduled performance. All Singing Cadets are then responsible to ensure their uniform or uniforms are cleaned and pressed, ready to be worn at any given performance.

Furthermore, no one is to be seen in public if they are not in complete uniform. This includes all out-of-town tours. An individual must not step off the bus or make themselves visible on the bus to those off the bus unless they are dressed in the complete travel uniform. Specific rules regarding uniforms may be modified situationally with approval from the officers or the Director.

Formal Concert Uniform (“Blacks” or “Whites”)

This attire includes:

- Formal black pants
- Formal black or white coat with sweat collars
- Plain, clean, white crew neck undershirt
- Long black socks
- Highly polished, black, plain toe, laced, smooth leather, military low quarter shoes that must not be of patent leather but rather a non-coated leather

The pants, the black coat, and the white coat are issued to each member of the Singing Cadets. The clean, white, crew neck undershirt, long black socks and military low quarter shoes are to be purchased by the individual member. It is recommended to have at least three undershirts, three pairs of black socks, and a personal pair of black military low quarter shoes. Unacceptable attire includes but is not limited to sunglasses and hats.

Blacks and Whites are only to be worn at Singing Cadet sanctioned events. If any member wishes to wear Blacks or Whites at a non-Singing Cadet function, they must have approval from the officers and the Director. Members may not walk across unpaved ground, unless absolutely necessary, while wearing Formal Concert Uniforms.

Travel Uniform (“Travel Travel”)

This attire includes:

- Dark blue/navy blazer, maroon blazer, or Singing Cadet sweater
- White button-up dress shirt without buttoned collar
- Khaki pants (members wearing sweaters must instead wear navy slacks)
- Brown dress shoes or nice brown cowboy boots

- Modest necktie which pairs well Travel Uniform (no cartoons, extreme patterns or bow-ties)
- Brown belt
- Dress socks that match the color of the pants, excluding people wearing cowboy boots
- Plain, clean, white crew neck undershirt

Open Rehearsal Attire (“O.R.”)

This attire includes:

- Current Open Rehearsal shirt
- Flat front (non-pleated) khaki pants (occasionally, blue jeans can be substituted for khakis at the discretion of the officers or the Director; this is referred to as “O.R. and Jeans”)
- Brown dress shoes or nice brown cowboy boots
- Brown belt
- Khaki or brown dress socks, excluding people wearing cowboy boots
- Plain, clean, white crew neck undershirt

Before each home football game, we perform an Open Rehearsal concert. However, Open Rehearsal Attire may also be worn in other situations. If members are instructed to report for a performance wearing Open Rehearsal Attire and we are traveling as a group to the performance location, members may wear sweaters or jackets over their Open Rehearsal Attire. The sweater or jacket must be a Singing Cadet sweater or jacket or must be dark-colored, and must be removed sufficiently before we are set to perform.

Casual Attire (“Nice Grodes”)

This attire includes:

- Slacks, khakis, or jeans (no tears)
- Collared shirt, Singing Cadet shirt (excluding “Schmoozers” shirt) or pre-approved Texas A&M

shirt (shirts must be tucked in); nice sweaters and Singing Cadet sweatshirts are also allowed

- Casual shoes (includes nice sneakers or loafers)
- Socks
- Belt

This attire can be modified to Business Grades which includes:

-slacks or khakis

-Collared shirt or pre-approved other nice shirt, tucked in; nice sweaters are also allowed

-Nice brown or black shoes

-Socks (Brown or black) excluding people wearing cowboy boots.

-Belt

If another uniform is not specified, Casual Attire should be worn. This is most common in host homes during tours.

All items of the Travel Uniform, Open Rehearsal Attire and Casual Attire which are not provided must be purchased by each individual member.

Rehearsal and Campus Attire

On campus, members of the Singing Cadets are expected to dress presentably and in a manner representing the Singing Cadets. When representing the Singing Cadets in rehearsal, individuals must wear a tucked-in shirt, shorts or pants with belt loops, a buckled belt, and appropriate closed-toed shoes. The shirt must be a rehearsal-appropriate T-shirt, polo shirt, or a button down. It may not be a plain white undershirt. Sweaters, jackets, and nice sweatshirts may be worn as well, permitting a tucked-in shirt is worn underneath. Unacceptable attire includes but is not limited to: sweatpants, athletic shorts, scrubs, jogging suits, hats, and sunglasses. Questionable offenses to Rehearsal or Campus Attire will be determined by the officers or the Director.

Members of the Singing Cadets who are also members of the Corps of Cadets may wear the Corps uniform with the Singing Cadet Ribbon and Sweater. The Corps member may wear the Cadet decorations for as long as the member continues active membership in the Singing Cadets.

Hygiene Policy

Final ruling on all matters of hygiene and appearance will be given by the Director.

Hair: Hair must be neat, clean, trimmed and present a groomed and professional appearance. Any unkempt, untidy or excessively long hair is prohibited. Hair must not touch the ear or collar, and must be groomed so it does not extend to the eyebrows. Questions about the acceptability of a haircut should be directed to an officer.

Sideburns: Sideburns are permitted to mid-ear.

Shaving: Members must keep their faces and necks completely clean shaven while at an official Singing Cadet function or when representing the Singing Cadets in any capacity. This includes all rehearsals.

Piercings: Members are not permitted to wear any body piercing as long as they are at an official Singing Cadet function or are representing the Singing Cadets in any capacity.

Tattoos: Visible tattoos that are not vulgar or offensive (at the discretion of the officers) are permissible, but must be able to be covered without drawing unnecessary attention.

Cologne: Cologne is prohibited during any performance but is allowed during rehearsal.

Deodorant: Deodorant must be used prior to all rehearsals and performances, and must be reapplied when necessary.

Showering: Members are required to shower daily.

Color Alterations: Any alterations made to appearance must look natural: this applies to hair, skin, nails, etc.

Financial Responsibilities

Becoming a member of the Singing Cadets should not place any real financial burden upon any individual. Our trips are financed either by the sponsor of the performance or by Texas A&M University. When a trip requires the group to be away from the campus overnight, housing and most meals are provided and the cost of transportation is absorbed by the university. However, all members are responsible for their own spending money.

Fees for each member of the Singing Cadets are as follows:

Uniform Deposit - \$100.00, to be refunded upon turning in the uniform at the end of the member's final semester in the group.

Music Activities Center Charge - \$100.00 per semester.

Each member is also expected to purchase all elements of every uniform not provided by the Singing Cadets. More information about this is located in the "Attire" section of this handbook.

Members are expected to pay for the dry cleaning of their concert uniforms as directed by the Uniform Manager.

Demeanor and Deportment

During the probationary period with the Singing Cadets members are referred to as “buffo.” The word “buffo” is an Italian word meaning the “clown of the opera.” During the probationary period buffo will be expected to learn a great deal. Full members are known as “Old Men” and are responsible for mentoring the buffo and guiding the long-term direction of the group. All members were selected to membership in the Singing Cadets only after long and careful consideration. Therefore, members have a right to be proud of their identity with the Singing Cadets. The organization was established in 1893, and members, both current and former, jealously guard its reputation against encroachment or criticism. Probationary members must appraise their responsibilities as a Singing Cadet, not only to themselves, but to their fellow members, the University, the State, the Nation, and the World.

Within our organization, we work and play together. But always keep in mind that the fulfillment of our purpose demands time, devotion, dedication, selflessness, and the sheer love of music as well as adherence to the core values of Texas A&M University and the four pillars of the Singing Cadets.

New members are reminded that the returning members, the officers, and the Director are always at their disposal for questions, whether they be musical or personal. We ask first that members follow the chain of command: buffo go to the buffo representative, then Vice-President, then President, and finally the Director. Old Men speak with an officer, then the President, and finally the Director. A good piece of advice is when in doubt, ask. We have found through experience that when a person simply assumes something, they are usually wrong. Assume nothing - be sure and ask.

The Singing Cadets perform for audiences across the State, the Nation, and the World. Our contact with the public places us in the unique position of representing our organization and the University before, during, and after our actual musical presentations. Our behavior must be appropriate at all times. Before or after some of our performances, it has become the practice of our sponsors to hold a reception honoring the Singing Cadets. Many times, such kindness demands a great deal of effort on the part of our hosts. When a reception is held, make it a point of business to find out who is responsible for the gathering and personally thank them. Also, when a reception is planned, each member is obligated to make an appearance, even if it is a hometown and family is present. Members are not expected to spend the entire evening at the reception but are expected to show appreciation for the efforts of the host by being present and active which includes being inclusive of all those present.

We have been recognized by many people throughout the state and by persons professionally involved in the entertainment business as a professional group with professional quality and attitudes. It is our intention to further this image. The greatest single thing we can do to this endeavor, beyond the giving of your talent, is to constantly self-evaluate our attitudes. Are we always prepared? Are we giving our full capability? Are we taking advantage of every opportunity to further the image of the Singing Cadets, Texas A&M University, and ourselves in a positive way? A constant awareness along these lines can only improve our contribution to this organization.

We congratulate you for being selected and hope membership in the Singing Cadets will be meaningful for you as it has been for the many who have preceded you.

Code of Conduct

Discipline is of paramount importance to the Singing Cadets. In order to maintain this tradition of excellence, we hold each member accountable to the group, to personally uphold the standard that sets us apart. Remember that while you are on tour you are representing Texas A&M University and the Singing Cadets at all times. Any behavior that threatens to defame or detract from the image of either the university or the group, as defined by the officers and the Director will result in disciplinary action in accordance with Article VI, Section D of the By-Laws.

Gigs

To facilitate accountability within the group, the Singing Cadets use the following “Gig” system:

- Gigs may be issued for any violation of Singing Cadet policy. Giggable offenses shall be determined by the officers.
- The number of gigs given for an offense shall be determined by the officers.
- The President will be responsible for recording, tabulating, and approving all gigs issued to members other than the President in a timely manner, as well as informing a member each time a gig is issued.
- The Vice President will be responsible for recording, tabulating, and approving all gigs issued to the President in a timely manner, as well as informing the President each time a gig is issued to them.
- After two (2) consecutive gigs for the same offense, each subsequent gig for the same offense shall also result in a standard unexcused absence.
- Reaching seven (7) gigs is grounds for suspension or dismissal from the group.

Member Semester Orientations

At the beginning of each semester the officers of the Singing Cadets will give separate presentations to the probationary members and full members in which all rules, regulations and responsibilities are fully explained, and the Singing Cadet Handbook is distributed.

Teambuilding Activities

The Key Process must be outlined by the serving Vice President to the membership each semester. Failure to participate in the Key Process, on the part of any member, is subject to disciplinary action deemed appropriate by the officers and the Director. Any teambuilding activity must be reviewed and approved in writing by the officers as well as the Director. The review process should include an assessment of risk and the results of the review process should be made available to all members. This includes any activity by the group as a whole or any collection of Singing Cadets members.

At Rehearsal

1. Be on time to all rehearsals.
2. You are expected to have any assigned song memorized by the due date specified by the Director.
3. If late for or absent from the previous rehearsal, fill out an excuse slip. Three unexcused tardies equal one standard unexcused absence.
4. If an excuse slip is not filled out the day of a tardy, you will be counted as absent from that rehearsal.
5. If an excuse slip is not filled out for an absence at the next rehearsal in which you are present, you will be counted as absent from the rehearsal you missed.
6. A member may have no more than three standard unexcused absences, as per Article IV, Section E.
7. Have your folder and a pencil with you on the risers.
8. All noise stops when the Director enters the room.

9. Any conversation during rehearsal should pertain only to the music or the business of the organization and be held at an appropriate volume.
10. All music and equipment should be returned to its proper place at the end of rehearsal.
11. Unless assigned to handle any of the instruments, leave them alone.
12. Do not tamper with any sound or recording equipment.
13. If you have a question during rehearsal, raise your hand and wait to be recognized.
14. If you enter the rehearsal room during rehearsal or business, wait at the side until whoever is leading rehearsal signals for you to take your seat.
15. Members must be in Rehearsal Attire.
16. All electronic devices must be turned off or silenced completely.
17. Food, drink, and gum are prohibited with the exception of water in a sealable container (and cough drops).
18. Members are expected to remain in the designated rehearsal area for the duration of rehearsal time (with the exception of going to the bathroom).

At Meetings

The time and type of meeting is determined by the President and will be conducted by the ruling officer. These meetings will be conducted in a professional manner and all members are expected to act accordingly. Conduct deemed inappropriate by the ruling officer will be subject to disciplinary action.

On the Road

1. Prior to traveling each semester, each member will fill out a waiver for risk management that is kept on file for two years.
2. Prior to each trip, there will be a meeting scheduled and overseen by the officers to plan teambuilding exercises.
3. The officers are in charge on the road. When given instructions, carry them out as quickly as possible. Always consult officers about problems first.

4. Always arrive at the loading point at or before the designated report time and in full uniform.
5. Always check in with the Vice-President.
6. Seating on the bus will be by seniority by semesters in the Singing Cadets as a member.
7. While optional, activities that occur on the buses will equally include all members. All team building activities are optional for all members and will be in keeping with the core values of Texas A&M and the four pillars of the Singing Cadets.
8. Eating, sleeping, drinking, studying, and using electronics on the bus will be at the officers' discretion and will apply to all members.
9. No one leaves the bus at any time without the authorization of the officer in charge.
10. All members are expected to ride the buses between every stop while on tour. Members may appeal this rule to the officers well in advance of the tour for a special circumstance.
11. All buffo are expected to be present when loading and unloading the equipment at our stops.
12. You should be in your Travel Uniform at all times except when in host homes or while performing.
13. Any time you appear in public, on or offstage, you should be in complete uniform unless otherwise announced by an officer or the Director.
14. During a semester, each person in a housing pair is allowed to stay with a host of their choice for only one night, regardless of whether the stay is scheduled through the Tour Manager or the tour contact. This rule may change at the discretion of the Tour Manager.

In Host Homes

1. You are responsible for *discreetly* obtaining the name and mailing address of each of your hosts. These can be found in phone books, magazines, newspapers, etc.
2. After each tour, a hand-written thank you note for each host on the road will be due at a time and place designated by the Tour Manager in advance. These notes

- will be courteous, written in pen (blue, black, or maroon ink), and easily legible.
3. It is your responsibility to be certain your hosts know the report time and location. Ensure your hosts can get you there by that time.
 4. When in the home, remember that you are at the complete disposal of your host - do not abuse your host's generosity.
 5. If you are offered a drink and you are of age, you may have one. Do not engage in excessive drinking. If you do not drink, simply say so; most of your hosts are only trying to make you feel at home.
 6. In the morning, you are expected to make your bed unless your host explicitly tells you not to, in which case you should ask if they would like you to strip the bed instead. Also, be sure the bedroom and bathroom is as it was when you arrived or cleaner if possible.
 7. Do not impose on your host. However, if your host offers a service such as laundry and you see it will cause no imposition, by all means utilize it. Use good judgment.
 8. Nice Grodes must be worn in the host home when in the presence of the host unless a specific activity requires alternate attire (e.g. athletics) or the host tells you otherwise.
 9. If anything goes wrong or you feel uncomfortable in your host home, confer with your host home partner and contact the Tour Manager (or the Director) if necessary.

In Performance

Once 'all aboard' is called, all noise stops unless otherwise directed by the ranking officer or the Director.

1. Only approved jewelry, including but not limited to Aggie Rings and wedding bands, shall be worn. Any visible tattoos must be appropriately covered while performing.
2. No electronics are allowed on your person during a performance with the exception of devices pre-approved by the officers. If approved, ensure all watch alarms, cell

- phones, and smart watches are turned off from the commencement to the conclusion of the performance.
3. Prior to each performance, we pause for a moment of prayer.
 4. We sometimes participate in church services. If your religious beliefs in any way prohibits this, be sure to discuss it with the Director well in advance.
 5. Move to the risers quickly and quietly when instructed.
 6. There will be no talking on the risers.
 7. Never ridicule or belittle a soloist or group.
 8. During the intermission, change quickly and then you may find a clean place, out of the way, to sit for a few minutes.
 9. At the end of the performance, do not talk or leave the risers until dismissed by the Director or the President.
 10. Always be professional. With the exception of the P.R. team, this includes not mingling with the audience before the performance or during the intermission. Always remain backstage.
 11. You are responsible for your complete uniform and any other props you may need. If you are not in full uniform, you will not be allowed to perform, and will be counted absent for the performance. Keep your uniform in performance condition and shine your shoes.
 12. You are expected to have all of the music memorized before the event at which it will be performed.
 13. You must look *only* at the Director while singing. Look and smile at the audience only between songs, or as instructed by the Director.
 14. Relax your legs and feet between selections, not during. Do not lock your knees.
 15. During any solo, keep attention focused on the Director, unless instructed otherwise. Do not distract the audience by being distracted.
 16. Let your face reflect the mood of the music.
 17. Muster Rules:
 - a) Sit up straight with your back flat against the back of the chair.
 - b) Keep both feet flat on the ground, and keep your hands on top of your legs or clasped in your lap.

- c) Do not yawn noticeably or make any other conspicuous movements.
 - d) You may touch your face, but do so subtly.
 - e) Falling asleep is grounds for dismissal from the group.
 - f) You may answer “here” in response to the Roll Call for the Absent.
18. Any time you must miss a performance for special circumstances, it should be cleared with the officers well in advance of that performance. Unfortunate events such as a death in the family or a personal illness are certainly considered excused absences. When this happens, be sure the ruling officer and the Vice-President know about it so you are not counted as absent.
19. Keep in mind the most important thing at any performance is the music; of secondary importance is the audience. If you perform the music well and give your audience full consideration, you will have done your job and enjoyed doing it.
20. During all performances, touching your face for any reason is strictly prohibited unless otherwise stated by the officers or the Director.
21. When traveling to and from performances in formal concert uniform, members are not to use a bicycle, skateboard, or longboard for transportation.
22. When performing the National Anthem members will stand at attention and face the Director or flag as instructed by the Director or the ranking officer. When the National Anthem is being performed by another group members will face the flag and cover their heart with their right hand, and sing along as directed by the Director or the ranking officer.
23. Songs located within the Singing Cadet Redbook, along with patriotic pieces are to be sung standing at attention as described by the Director. These songs must be performed at attention, unless otherwise directed by the Director

General Conduct

Singing Cadets are prohibited from consuming alcohol within three (3) hours of reporting to a Singing Cadet performance or rehearsal. For the purposes of tour concerts, consumption of alcohol is prohibited within (3) hours of the venue arrival time. Attending any Singing Cadet performance, rehearsal, or official event while intoxicated, whether by alcohol or any other drug, is grounds for immediate dismissal. If staying in a hotel, alcohol of any type is not allowed in any hotel room.

Any behavior deemed unlawful or unbecoming of a Singing Cadet, or damaging to the reputation of the Singing Cadets or Texas A&M University, may result in disciplinary action as defined by the Singing Cadet Handbook.

By-Laws of the Texas A&M University Singing Cadets

ARTICLE I - NAME AND PURPOSE

- A) The name of this organization shall be the Texas A&M University Singing Cadets, hereafter referred to as the Singing Cadets.
- B) The purpose of the Singing Cadets shall be to enhance the public relations of Texas A&M University through musical presentations as deemed appropriate by the Director and to develop disciplined leaders of character as defined by the Singing Cadet Handbook.
- C) The Singing Cadets are founded upon the four pillars of Purpose, Unity, Spirit, and Honor, and shall adhere to the six core values of Texas A&M University: Respect, Excellence, Leadership, Loyalty, Integrity, and Selfless Service.

ARTICLE II - ORGANIZATION

The organization of the Singing Cadets shall be the following:

- A) Director: The Director of the Singing Cadets shall be determined by the Director of Music Activities in conjunction with the Administration of Texas A&M University and shall serve as an ex-officio member of any committee within the organization and have final say in any Singing Cadet matter.
 - 1) Director Expectations will be as outlined by Music Activities:
 - a) When serving as Director, you must be a Texas A&M University employee as defined by the Human Resources Department and must advise at a level consistent with the categorization of the organization you direct.

To direct a sponsored organization, you must be a full-time professional staff member whose job description designates you as the primary director to the sponsored organization. It is critical that you be familiar with the activities of the organization and have (or be willing to obtain) an appropriate level of experience, resources, and knowledge related to those activities and the mission of the organization.

- b) You should meet with the officers of the organization you direct to discuss expectations for roles and responsibilities. In order to stay connected with the organization, you should regularly attend executive as well as general meetings and be available outside those meetings for advice and consultation related to the operations of the organization. Additionally, you should assist the organization in developing realistic goals for the academic year. This will contribute to the educational and personal development of the students involved.
- c) As a director, you will perform your greatest service by facilitating opportunities for students to exercise initiative and judgment within a proper measure of autonomy when coordinating events and activities. In keeping with this approach, you should participate in event planning and attend events when possible or when identified as necessary through the planning process.
- d) Recognized student organizations at Texas A&M University are required to coordinate financial transactions with the Student Organization Finance Center (SOFC). As an advisor you will regularly receive statements from the SOFC and should be aware of the organization's financial status via review of these statements and approval of

expenditures. Valuable information regarding fiscal management procedures and guidelines can be accessed online at <http://sofc.tamu.edu>.

- e) As a director, you should be aware of the University Student Rules and other institutional guidelines that establish expectations for student behavior and activities. You should ensure that the group and its officers know where rules and guidelines are published, what the rules are, why they exist, and the consequences for choosing to operate outside their parameters. As an employee of Texas A&M University, you are expected to report all rule violations or potential violations to the appropriate university official. You should be familiar with the organization's constitution and all other governing documents, so that you may direct effectively.
 - f) All directors are required to attend developmental seminars during their tenure as a director. These seminars will be coordinated bi-annually for advisors to student organization categorized as sponsored and will be aimed at enhancing your advising skills, introducing resources available to student organizations, and helping you meet the expectations outlined in this agreement.
- 2) The Director of the Singing Cadets has final say in all matters such as
- a) Concert setlist
 - b) Soloists, which will be selected by audition as needed
 - c) Quartets composed of four members who practice and perform quartet music shall be comprised of one member from each part of

the Singing Cadets (T1, T2, B1, B2). All members of quartets shall be selected by the Director by audition at the start of each fall semester. Any member may audition for any part in a quartet, but if selected for a part that does not correspond with the part they currently sing in the Singing Cadets, they must change parts (ex. a baritone who is selected as the lead of the Aggienizors must switch to sing tenor 2 in the Singing Cadets).

B) Accompanist and/or accompanists: The Accompanist and/or accompanists shall be determined by the Director.

C) Member: The term member shall refer to a member in good standing.

1) Eligibility and qualification for membership in the Singing Cadets will be based upon:

- a) Range and timbre consistent with TTBB music.
- b) The Director's approval of vocal ability.
- c) The recommendation of an interview committee.
- d) The academic requirements enumerated in subsection 3, which shall be reviewed by the Director each semester.

2) All membership in the Singing Cadets shall be contingent upon:

- a) Enrollment at Texas A&M University.
- b) Adherence to University Regulations.
- c) Compliance with the Singing Cadet By-Laws as outlined in the Singing Cadet Handbook.

3) The minimum academic requirements for membership include:

- a) Incoming members at the time of audition
 - (1) A cumulative Grade-Point Ratio (GPR) of 2.25.
 - (2) Incoming Freshmen are exempt from this requirement.
- b) Probationary Members (buffo)

- (1) A semester GPR of 2.0 for the last University Recognized Fall or Spring semester.
 - (2) A cumulative GPR of 2.0.
 - (3) Failure to meet these requirements will result in dismissal from the group.
 - (4) a probationary member dismissed from the group because of grades may apply for readmission after having a successful Fall or Spring resulting in a semester and cumulative GPR of 2.0.
- c) Full Members (Old Men)
- (1) A semester GPR of 2.25 for the last University Recognized Fall or Spring semester.
 - (a) Failure to meet this requirement will result in a status of Member in Review.
 - (2) A cumulative GPR of 2.25.
 - (a) Failure to meet this requirement will result in dismissal from the group, and membership will be suspended for one calendar year. However, the student may apply for readmission to the Singing Cadets after one semester of being suspended, provided he has successfully met the terms of his scholastic probation according to university rules and the student achieves an overall GPR of 2.25 or higher.
- d) Members in Review
- (1) Member in review must achieve a minimum fall or spring semester GPR of 2.25 while under review.
 - (a) Failure to meet this requirement will result in dismissal from the group, and membership will be suspended for one calendar year.

However, the student may apply for readmission to the Singing Cadets after one semester of being suspended, provided he has successfully met the terms of his scholastic probation according to university rules and the student achieves an overall GPR of 2.25 or higher.

- (2) Members in Review will be required to attend a study hours program as designed and implemented by the Academic Chairman.
- 4) Membership status shall be determined as follows:
- a) A buffo shall be defined as a Probationary Member of the Singing Cadets who has not received a passing majority vote for advancement to full membership from the Full Members of the group.
 - (1) Probationary Members are subject to a study hours program requirement that will be implemented by the Academic Chairman, with the approval of the officers.
 - (2) Voting for Probationary Member advancement
 - (a) must occur before classes resume the following Fall or Spring Semesters.
 - (b) regarding First-Semester Probationary Members will be based on
 - (i) completion of one (1) semester in the Singing Cadets.
 - (ii) conduct, contribution, attitude, and adherence to the four pillars of the Singing Cadets, as well as

- the six core values of Texas A&M University.
- (iii) a successful simple majority vote which will advance a First-Semester Probationary Member to a Second-Semester Probationary Member.
 - (iv) a failing vote which will result in dismissal from the group.
- (c) regarding Second-Semester Probationary Members will be based on
- (i) completion of two (2) semesters in the Singing Cadets.
 - (ii) conduct, contribution, attitude, and adherence to the four pillars of the Singing Cadets, as well as the six core values of Texas A&M University.
 - (iii) a successful simple majority vote which will advance a Second-Semester Probationary Member to a Full Member.
 - (iv) a failing vote which will result in a Second-Semester Probationary Member becoming a Third-Semester Probationary Member.
- (d) regarding Third-Semester Probationary Members will be based on
- (i) completion of three (3) semesters in the Singing Cadets.

- (ii) improvements in conduct, contribution, attitude, and adherence to the four pillars of the Singing Cadets, as well as the six core values of Texas A&M University.
 - (iii) a successful simple majority vote which will advance a Third-Semester Probationary Member to a Full Member.
 - (iv) a failing vote which will result in dismissal from the group.
- (3) The buffo Representative shall
- (a) be a probationary member.
 - (b) be elected the semester prior to serving, by a simple majority of the current probationary members under the supervision of the Vice-President.
 - (i) Tiebreaking procedures are at the discretion of the Vice-President.
 - (c) receive the approval of the Vice-President and Director before serving.
 - (d) be responsible to the Vice-President, the Director, and the Administrative Assistant for the duties assigned to the probationary members.
 - (e) be removed from the position with just cause by the Vice-President, with the approval of the officers and the Director, upon which a successor for the remainder of the semester shall be appointed by the Vice-

President, with approval of the majority of the probationary members and the Director.

- b) An Old Man shall be defined as any member who has received a passing simple majority vote for advancement to full membership from the Full Members of the group.
 - (1) Old Men are expected to serve as mentors to the buffo, and shall foster a relationship with their buffo that accomplishes the purpose of the Singing Cadets.
 - (2) Any relationship deemed incongruent to this purpose shall not be tolerated, and appropriate action may be taken by the officers with the approval of the Director.
 - c) A Member in Review shall be defined as a Full Member who:
 - (1) in the previous semester, did not obtain a GPR of at least 2.25.
 - (2) still holds a cumulative GPR of at least 2.25.
 - d) A Member's satisfactory completion of a semester shall be determined by the officers with the approval of the Director.
 - (1) The fall semester includes Winter Tour.
 - (2) The spring semester includes all weekend Spring Tours.
- 5) The following regulations shall be followed when readmitting members into the Singing Cadets:
- a) Probationary Members (buffo)
 - (1) Probationary members dismissed for failure to meet academic requirements, or who voluntarily leave in good standing, shall be allowed to rejoin the group by officer and Director approval, provided they meet the eligibility requirements stated previously.

- (2) Probationary Members who have been dismissed for reasons pertaining to conduct and/or adherence to the By-laws of the Singing Cadets may apply for renewed membership by informing the officers of their intention.
- b) Full Members (Old Men)
- (1) Full members who voluntarily leave the group in good standing shall be allowed to rejoin the group by officer and Director approval, provided they meet the eligibility requirements stated previously.
 - (2) Full Members who are dismissed for any reason (failure to meet academic requirements, reasons pertaining to conduct and/or adherence to the By-laws of the Singing Cadets) or for withdrawing from the university may apply for renewed membership by informing the officers of their intention.
- c) Members in Review
- (1) Members in Review who voluntarily leave the group or are dismissed for reasons other than failure to meet academic requirements may apply for renewed membership by informing the officers of their intention.
 - (2) Members in Review who are dismissed for failure to meet academic requirements are subject to dismissal as described in subsection 3.
- d) Applicants for Re-Admittance
- (1) If the applicant is deemed eligible for membership by the officers and the Director, they must be voted into the group by a simple majority of the full membership of the group.

(2) Dismissed members are allowed to apply for admittance once per semester, in the period during which the Singing Cadets accepts new members.

6) Dismissal and Disciplinary Action

a) In all cases involving the possibility of dismissal, the officers of the Singing Cadets shall review the case in closed session and separately in the presence of the member in question, and shall give their recommendation to the Director. All members facing dismissal shall be given verbal notice of such action in addition to its justification and reasoning. Should it be necessary, the member in question may appeal before the general membership with the approval of the officers and the Director, unless the member was dismissed by a failing Probationary Member vote.

b) In cases involving disciplinary action, appropriate corrective measures may be assessed by the officers with the approval of the Director after a review of the violation(s) in closed session and separately in the presence of the member in question, during the latter of which the member in question

shall be given the opportunity to share their issues and/or perspective with the officers. All members facing disciplinary action shall be given verbal notice of such action in addition to its justification and reasoning.

c) Final determination of membership shall be made by the Director.

ARTICLE III - OFFICERS

A) The executive committee of the Singing Cadets shall consist of the following elected offices:

- 1) President
- 2) Vice-President
- 3) Business Manager
- 4) Tour Manager
- 5) Public Relations Manager

B) Duties of Officers

- 1) The general duties of all officers shall include:
 - a) Working together with the Director and the appropriate Music Activities staff in planning activities.
 - b) Ensuring elections are properly carried out and these By-Laws are upheld.
 - c) Initiating disciplinary action when necessary.
- 2) Duties of Specific Offices
 - a) The President shall
 - (1) officiate at all meetings.
 - (2) represent, or designate a full member to represent, the Singing Cadets in any meeting regarding the activities or reputation of the group.
 - (3) have the power to form all necessary committees and request assistance from any member in the activities of these committees.
 - (4) have the power to appoint any member with Old Man status to vacated offices other than the Presidency, with the approval of a simple majority of the members and the Director.
 - (5) arrange to meet as necessary with each ex-officio officer and committee head. These meetings will be to keep the officers updated on the progress and plans of each position.
 - (6) record, tabulate, and approve all gigs issued to members other than the President, as well as inform members each time a gig is issued to them.
 - b) The Vice-President shall
 - (1) become the President if the office of President is vacated.
 - (2) assume the duties of the President in the event of the President's absence.

- (3) record, tabulate, and approve all gigs issued to the President, as well as inform the President each time a gig is issued to them.
 - (4) be responsible for all matters concerning attendance.
 - (5) be responsible for all duties and activities of the buffo.
 - (6) be in charge of selecting and directing the interview committee.
 - (7) report 20 minutes ahead of the prescribed report time to take roll.
- c) The Business Manager shall
- (1) be responsible for all monetary affairs.
 - (a) All money belonging to the Singing Cadets shall be deposited and disbursed through a bank account established for the Singing Cadets at the Student Organization Finance Center and/or the Fiscal Office. All funds must be deposited within 24 hours after collection. The advisor to the Singing Cadets must approve and sign each expenditure before payment.
 - (2) be responsible for collecting all fees.
 - (3) be responsible for all sales promotion.
 - (4) appoint and serve as head of the Awards Banquet Committee.
- d) The Tour Manager shall
- (1) assist with all correspondence and business involving Singing Cadet performances.
 - (2) be responsible for compiling housing lists, determining host-home request procedures, and coordinating schedules for all tours or other out-of-town activities.
 - (3) be responsible for planning all bus activities and meetings therefor.
- e) The Public Relations Manager shall
- (1) work with the Director and Coordinator to coordinate all publicity concerning the activities and affairs of the Singing Cadets.

- (2) maintain the Singing Cadets yearbook and serve as the organization's historian.
- (3) work with the Director and Coordinator to plan the publicity of the organization as well as ensure the visual style and all branding remains cohesive and relevant. Branding includes all merchandise or other publicly visible material that will be distributed or sold by The Singing Cadets.
- (4) take detailed minutes at all group, Old Man, and officer meetings called by the President. Copies will be sent to the President and the Director within one (1) week.
- (5) work with the Director and Coordinator and be responsible for all High School Recruiting and audition recruiting. The Public Relations Manager may appoint the High School Recruiting Chair if it is deemed appropriate.
- (6) Be responsible for the creation and maintenance of a PR Team as described on page 17 of the Handbook to mingle with audience members within the bounds set by the Director.
- (7) Be responsible for taking photos, or appointing someone to do so, of performances, events, and small groups for the purpose of maintaining a visual history of the group and collecting material for the yearbook within the bounds set by the Director.

C) Officer Qualifications

- 1) At the time each would assume office, the President, Vice President and Business Manager must have completed a minimum of four (4) semesters in the Singing Cadets and the Tour Manager and Public Relations Manager must have completed a minimum of three (3) semesters in the Singing Cadets. All must currently be members, and shall not be leaving the Singing Cadets during their tenures of office.

- 2) Adherence to the requirements for officers as stated in the Student Activities Handbook, Section 41.2 and 27.1.4. The following is the most recent edition of those requirements:

41.2 Students selected, elected or appointed as officers (an officer is an individual in a leadership position as defined in the organization's constitution) in officially recognized student organizations shall:

41.2.1 Have a minimum grade point ratio (GPR) as stated below and meet that minimum GPR in the semester immediately prior to the election/appointment, the semester of election/appointment and semesters during the term of office.

41.2.1.1 For undergraduate students, the minimum GPR is 2.00. In order for this provision to be met, at least six hours (half-time credits) must have been taken for the semester under consideration. In one limited circumstance, summer semester hours may be applied to this provision. In order for summer coursework to qualify toward a grade point ratio prior to election/appointment, at least six credit hours must have been taken during the course of either the full or two summer session(s).

41.2.1.2 For graduate level students the minimum cumulative and semester GPR is a 3.00 and for first professional students the minimum and semester GPR is a 2.50. In order for this provision to be met, at least four hours (half-time credits) must have been taken for the semester under consideration. In one limited circumstance, summer semester hours may be applied to this provision. In order for summer coursework to qualify toward a grade point ratio prior to election/appointment, at least four credit hours must have been taken during the course of either the full or two summer session(s) unless fewer credits are required as they complete the final stages of their degree.

41.2.2 Be in good standing (see 27.1.4) with the university and enrolled:

41.2.2.1 At least half time (six or more credit hours), if an undergraduate student (unless fewer credits are required to graduate in the spring and fall semesters) during the term of office.

41.2.2.2 *At least half time (four or more credits), if a graduate level student (unless fewer credits are required in the final stages of their degree as defined by the Continuous Registration Requirement) during their term of office.*

41.2.3 *Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in 41.2.1 and 41.2.2.*

27.1.4 *Deferred Suspension: The sanction of Suspension may be placed in deferred status. If the student is found in violation of any university rule during the time of Deferred Suspension, the Suspension takes effect immediately without further review. Additional student conduct sanctions appropriate to the new violation also may be taken. A student who has been issued a Deferred Suspension sanction is deemed “not in good standing” with the university. A student who is not in good standing is subject to the following restrictions:*

- *Ineligibility to hold an office in any student organization recognized by the university or to hold any elected or appointed office of the university.*
- *Ineligibility to represent the university to anyone outside the university community in any way, including representing the university at any official function, intercollegiate athletics or any forms of intercollegiate competition or representation*

3) No elected officer shall serve consecutive terms in the same office.

D) Election of Officers

1) Election Committee and Qualifying Procedures

- a) The purpose of the Election Committee is to provide the membership with a list of qualified candidates for each elected office prior to the annual election of officers and to monitor the election process.
- b) The composition of the Committee shall be no fewer than six (6) members who are a representative selection of the general membership, and who will not be a candidate in the current election.
- c) The Committee will be appointed at least four (4) weeks prior to the annual election and a list of its members will be posted in a common area.

- d) The Committee shall establish the actual Election Day procedures (with the approval of the Director), announce this plan to the group, and post it in a common area at least three (3) weeks prior to the annual election.
- e) Any member of the Singing Cadets who intends to become a candidate for any office will notify any Election Committee member of this intent and offer such information as may be required by the committee in order to determine eligibility. Prospective candidates may run for as many as three (3) offices as long as they are listed in advance as candidates for the office(s).
- f) Two (2) weeks prior to the annual election, the Election Committee will post a list of candidates running for each office.
 - (1) If there are no additions to the list made within seven (7) days, the posted list of eligible candidates becomes the final list.
 - (2) If there are additions to the list, a final list of eligible candidates for each office will be posted no later than one (1) week prior to the election.
 - (3) Qualifiers for office will not be accepted after the final list has been posted.
 - (4) The Election Committee will provide the official ballots for election and be responsible for counting the votes or shall provide electronic devices necessary to count the votes and announce the results.
- 2) Election of officers will be held during a regularly-scheduled meeting at least one (1) week prior to the annual Awards Banquet. This meeting shall be announced in at least two (2) previous meetings. On Election Day, each candidate shall be present and allotted two (2) minutes to speak on their own behalf.
- 3) Election to an office shall be by a simple majority of the members voting, as defined by Article IV, Section F of these By-Laws.

- a) In the event there is only one candidate for an office, the election for this office will be termed a “Vote of Confidence.” The ballot shall have a space for an affirmative or negative vote. If a simple majority of the votes are negative, the President-elect may appoint a member to the vacant office.
 - b) If a presidential candidate loses a vote of confidence, the Director shall decide on how that office will be filled.
 - c) Absentee voting is allowed only if the absence is excused as defined in Article IV, Section E, number 1.
- 4) The officers-elect shall be officially recognized at the annual Awards Banquet.
 - 5) The term of office shall be for one calendar year commencing on the first day after the end of the spring semester; however, it may be extended under certain circumstances not extending into the fall semester of the next year.
 - 6) Any officer may be removed from office for just cause by the Director with the approval of a simple majority of the membership at an announced business meeting. Prior to such a business meeting, the officer in question must be notified by the Director of the organization’s grievances. Any officer in question must have the opportunity to address the general membership regarding such grievances before action can be taken. Retention of office is contingent upon satisfactory discharge of duties as prescribed for that office.
 - 7) Election Day is mandatory attendance and an unexcused absence will be penalized.
- E) Appointive Positions (“Ex-Officio Officers”)
- 1) The President shall appoint, with the approval of the remaining officers and the Director, the
 - a) Academic Chairman.
 - b) Chaplain (with the recommendation of the previous Chaplain).

- c) High School Recruitment Chairman (may be appointed by the Public Relations Manager).
 - d) Librarian.
 - e) Risk Management Officials.
 - f) Service Chairman.
 - g) Social Chairman.
 - h) Traditions Chairmen.
 - i) Uniform Manager (may be appointed by the Business Manager).
 - j) Webmaster.
- 2) Duties of the Appointive Positions
- a) The Academic Chairman shall be an Old Man of junior classification or above and be responsible for designing and implementing an appropriate study hours program for buffo and Members in Review, and for pursuing other projects to further the academic well-being of the group. He shall also be the head of the Academic Committee.
 - b) The Chaplain shall be responsible for the spiritual and emotional leadership of the organization; to include Bible studies, prayer meetings, and any other appropriate activities, subject to review by the Director and/or officers.
 - c) The High School Recruitment Chairman shall be responsible for contacting schools in locations proximate to tour locations and to encourage attendance and interaction with potential future students. This person will work with the Tour Manager and the Administrative Coordinator to establish goals, plans, and deadlines.
 - d) The Librarian shall be responsible for receiving, filing, and distributing music to the organization.
 - e) The Risk Management Officials shall be composed of two Old Men and be responsible for working alongside the Officer Corps to identify and mitigate risks to the organization. Tasks include, but are not limited to, overseeing risk management forms filled out by members of the group, obtaining CPR/first aid certification by the

start of the semester, ensuring that the medical kit is present on all tours, events, or other performances, and preparing to support the overall wellness of the group.

- f) The Service Chairman shall be responsible for planning service activities for the group, such as outreach performances at retirement facilities, Big Event Service Day, and working alongside the Tour Manager to find service opportunities on Tour.
- g) The Social Chairman shall be responsible for helping plan social activities within Choral Activities as well as within the Singing Cadets and notifying the group of those activities. The Social Chairman shall also be responsible for coordinating two (2) intramural sports teams each semester and informing the group of the times and locations of the games.
- h) The Traditions Chairmen shall be composed of three (3) junior or senior Old Men of the current school year. The Traditions Chairmen shall be responsible for leading the Singing Cadet Yell, help assist the Public Relations Manager with the yearbook, and uphold and facilitate all Aggie traditions. The Traditions Chairmen shall be responsible for the preservation of documentation regarding the evolution of Singing Cadet tradition, mandated by student activities or otherwise. The Traditions Chairmen shall also be responsible for organizing and maintaining the Singing Cadet archive.
- i) The Uniform Manager shall be responsible for distributing and collecting all uniforms as well as replacement parts when necessary. The Uniform Manager shall also be responsible for monitoring the whereabouts of the replacement parts.
- j) The Webmaster shall be responsible for working with the officers, Administrative Assistant, and the Director to ensure the timely upkeep, technical maintenance, and aesthetic quality of

the Singing Cadet website. Any updates to the website shall be made as soon as they are requested or as soon as new information becomes available.

- 3) The terms of appointive positions shall not exceed that of the term of office of the President making the appointment.
- 4) The President is also responsible for the appointment and reappointment of section leaders. This appointment will be made before the commencement of the Fall or Spring Semester.
- 5) The requirements for appointive officers are the same as those for elected officers. These requirements are prescribed in the Student Activities Handbook, Section 41.2 and Section 27.1.4. These requirements can also be found within Article III, C, 2) of these By-laws.
- 6) In the case that there is no Elected Officer present to preside over the group, the Ex-Officio Officer with the greatest number of semesters shall preside, if necessary.

ARTICLE IV - MEETINGS

- A) Regular and extra rehearsals shall be scheduled by the Director. Regular rehearsals are held Monday and Wednesday, 3:00 p.m. to 3:50 p.m., and Tuesdays and Thursdays, 3:55 p.m. to 5:10 p.m.
- B) Business meetings shall be held at the call of the President or the Director during a rehearsal.
- C) Information or topics discussed in business meetings, officer meetings or any other meetings called by the officers and/or the Director shall only be discussed with parties involved. Those involved will be determined at the discretion of the officers and the Director.
- D) Performances shall be scheduled by the Director. The place, time, and uniform requirements for such performances shall be announced in advance by the Director or the Tour Manager.

E) Attendance

- 1) Absence, tardiness, or leaving early from rehearsals, business meetings, or performances shall be classified as “excused” or “unexcused.”
 - a) An “excused” absence is one that has been both authorized by the Vice-President and approved by the Director in advance for verifiable reasons.
 - b) An “unexcused” absence is one for which prior authorization from the Vice-President with the approval of the Director was not obtained.
- 2) Consideration, on an individual basis, will be given for verifiable emergencies in which prior authorization for an excuse could not be obtained. However, the circumstances of the emergency must be made known to the Vice-President and the Director or the absence will become unexcused regardless of the circumstances.
- 3) It is the responsibility of the Vice-President to announce the policy of excused and unexcused absences each semester.
- 4) An excuse note must be filled out for any absence (whether excused or unexcused) at the next regularly scheduled rehearsal. Any supporting documentation must also be turned in at this time (i.e. doctor’s notes).
- 5) Unexcused absence from a rehearsal is considered a standard unexcused absence.
- 6) Unexcused absence from any performance will be the equivalent of two (2) standard unexcused absences.
- 7) Three unexcused tardies to or early departures from rehearsals or business meetings, or one unexcused tardy to a performance report time shall be considered the equivalent of one standard unexcused absence.
- 8) Members are expected to have the times outlined for Singing Cadet rehearsals free in their schedule.
 - a) Due to the nature of academic scheduling, a conflict may arise between another class and this one. An exemption from this rule can be given by the Vice President, with the Director’s approval.

- b) Requests for these exemptions must be turned in no later than before the first day of rehearsal for a given semester.
 - c) A member may only have a conflict for a maximum of two (2) rehearsal times per week.
 - d) Excluding what has been detailed above, exemptions may still be given by the Vice President, with the Director's approval, for other reasons, but these should not be expected and are advised in only the most extenuating of circumstances.
 - e) Class conflicts of three (3) rehearsals per week are only permissible for graduate students, given the approval of the Director and Vice President to appeal before the full members and receiving a super majority vote of confidence.
 - f) Any member running for an officer position must make possible class conflicts for the next semester known in the election packet distributed prior to elections.
- 9) A member may not have more than three standard unexcused absences. Otherwise, the member may be brought up for disciplinary action deemed appropriate by the officers, including dismissal from the organization.
- 10) It is the responsibility of the individual member to know where they stand in terms of absences.
- F) General Voting Procedure
- 1) All members of the voting body must either submit a vote or abstain from voting
 - 2) The ranking officer shall, before voting begins, call for any members to abstain
 - 3) No vote shall be considered valid unless a quorum of the voting body is voting (unless under the special circumstances of item 11). This handbook defines a "quorum" as three-quarters (75%) of the voting body. Abstentions from voting do not contribute to quorum.
 - 4) This handbook defines two (2) kinds of votes:

- a) A “simple majority” vote requires half (50%) of the voting body plus one (1) additional vote in favor to pass.
- b) A “super majority” vote requires three-quarters (75%) of the voting body in favor to pass.
- 5) The ranking officer shall not vote unless the vote counts result in a tie, in which case the ranking officer will cast the deciding vote.
- 6) To begin a vote, a member of the voting body must call for a "motion to vote." Should this motion succeed, the vote will commence immediately.
- 7) To end a discussion without voting, a member of the voting body must call for a "motion to table discussion." Should this motion succeed, the vote will be postponed until a later date when discussion can resume.
- 8) For a motion to be successful, it must be seconded by other members of the voting body. This handbook defines "seconding the motion" as multiple members of the voting body agreeing that discussion of a topic should be concluded.
- 9) Regardless of how many seconds a motion receives, it is the responsibility of the ranking officer to allow a reasonable amount of discussion first.
- 10) All votes are considered final unless a super majority of the voting body deems it necessary to reopen a vote.
- 11) In the case that the number of abstentions brings the voting body below quorum, the vote will be postponed to a later date. Should the same vote fail quorum due to abstentions on two occasions, the presiding officer may then elect to remove the motion from the table or proceed with the vote. Any vote that takes place in this manner immediately becomes a super majority vote.

ARTICLE V - FINANCIAL RESPONSIBILITIES

- A) Acceptance of membership in the Singing Cadets is an implied agreement that the required payments shall be made when requested by the Business Manager. The member shall receive no refunds for payments made.
- B) Each member is responsible for all items issued by the Singing Cadets and shall pay the cost for the replacement of any issued item lost or destroyed through negligence or misuse while in the member's possession.
- C) Failure of members to make required payments in the prescribed period may be considered grounds for corrective measures, suspension, or dismissal from the organization.
- D) A \$100 refundable deposit will be placed on the uniform prior to issue. In the case of loss or damage due to negligence or misuse, item B above will apply.
- E) A \$100 charge per semester will be contributed towards the benefit of the Music Activities Center.

ARTICLE VI - RULES OF CONDUCT

- A) The Singing Cadet Handbook shall consist of all material contained within this book.
- B) All members shall be governed by the rules prescribed in the Code of Conduct as stated in the Singing Cadet Handbook and by the University Regulations.
- C) Violations of this handbook shall be considered violations of this Article.
- D) Discipline for violation of this Article shall be administered by the Director and/or the officers, and shall include assessment of corrective measures, suspension, or dismissal from the group.

ARTICLE VII – UNIFORM

- A) Uniform Care
 - 1) All Formal Concert Uniforms must be covered at all times unless being worn.
 - 2) All Formal Concert Uniforms must be hung-up or placed neatly in a hanging bag. When on tour the

uniform must be inside a garment bag during transport.

- 3) Any mistreatment of the Formal Concert Uniforms will result in gigs and the repair of any damage caused by the mistreatment. Any damages not repaired at the time when the uniforms are checked back in to the Uniform Manager will result in a deduction of the uniform deposit returned as deemed appropriate by the officers and Uniform Manager.
- 4) When in Formal Concert Uniform, keep hands out of pockets. The only condition for placing hands in pockets is for the retrieval or placement of any item.
- 5) No physical activity is allowed while in the White Performance Uniform (“Whites”). This includes but is not limited to:
 - a) Setups
 - b) Teardowns
 - c) Eating or drinking, with the exception of water (or cough drops)
 - d) Polishing shoes

B) Uniform Cleaning

- 1) It is the responsibility of all Singing Cadets to keep their individual uniforms clean, presentable, in good repair, and free of odor.
- 2) Cleaning receipts will be required to be turned in to the Uniform Manager periodically, at the discretion of the officers, with sufficient notice given to the group.
- 3) When the uniform is taken to the cleaners, the collar liner must be removed (otherwise the uniform cannot be properly cleaned, the liners may be lost, or replaced with ones of a different size) and washed personally either by hand or in the washer with other white clothing. The cleaner must also be made aware to pay special attention to the neck line, end of sleeves, armpits, and any other soiled spots on the uniform.
- 4) Although cleaning receipts will be required, some members may need to have the uniform cleaned on a

more regular basis to comply with uniform expectations.

- C) All rules and disciplinary actions previously mentioned and pertaining to uniforms will be left to the discretion of the officers and the Uniform Manager.

ARTICLE VIII - REVISION AND AMENDMENTS

- A) Any revision or amendment to the Singing Cadet Handbook must be approved by a super majority vote of the members present less the number of abstentions, as well as the officers and most importantly the Director. Abstentions are highly discouraged as this procedure affects the entire group.
- B) These By-Laws supersede all previous versions which are hereafter obsolete.
- C) Revised April 28th, 2022.
- D) The next revision will take place no later than June 1, 2023.
- E) This handbook is subject to the approval of the Department of Student Activities and will be reviewed annually.

Appendix A – buffo 101

Our Purpose

- Our Handbook states that the purpose of the Singing Cadets is
 - To enhance the public relations of Texas A&M University through musical presentations
 - And to develop disciplined leaders of character

Texas A&M University Core Values

- Excellence
 - Excellence stems from a great sense of pride in who we are and what we believe in. - Former Texas A&M President Dr. Robert Gates
- Integrity
 - “Integrity has no price, only value that accrues throughout your life.” – Jorge A. Bermudez ’73
- Leadership
 - “At Texas A&M you learn first to follow, then to develop and practice your leadership skills, and finally you become someone others want to follow.” – James R. Thompson ’68
- Loyalty
 - “It was here that our lives were forever changed, and loyalty to one another and to a cause greater than self filled our hearts.” – Phillip D. Adams ’70
- Respect
 - “Aggies treat others with dignity and respect because every person is significant.” – Richard Kardys ’67

- Selfless Service
 - Volunteerism, being one of a thousand points of light, helping others ... it comes naturally to Aggies. - President George H.W. Bush

Four Pillars of the Singing Cadets

- Purpose
 - Alignment toward a common set of goals and beliefs
- Unity
 - “Through Unity, Strength” –Corps of Cadets Motto
- Spirit
 - Courage and determination to tirelessly strive toward your purpose
- Honor
 - Adherence to our foundational Core Values and Four Pillars

Organization

- Director: Mr. David Kipp
 - Accompanist: Ms. Holly Moore
 - Administrative Assistant: Ms. Liz Lindan
 - Singing Cadets
 - Officer Corps
 - Ex Officios
 - General Membership

The Officer Corps

- Works with Director and Staff to plan activities
- Decides when disciplinary action is necessary and takes action
 - President
 - Officiates meetings, Ex Officios, committees
 - Vice-President
 - Buffo program, attendance, interviews

- Business Manager
 - Monetary affairs
- Tour Manager
 - Scheduling performances and tours
- P.R. Manager
 - Publicity, recruitment, historian

Average Year

- Fall
 - “Open Rehearsal” Concerts on Fridays before home football (August-November)
 - Holiday Spirit of Aggieland (early December)
 - Winter Tour (early January)
- Spring
 - 3 Spring Tours (weekends in February and March)
 - Spring Concert (April)
 - National/International Tour (May)

AND numerous small group & full group performances during the year

What is a “buffo?”

- “buffo” is the name for someone in their probationary period of membership in the Singing Cadets (their first two or three semesters)
 - Corps of Cadets: fish
 - Women’s Chorus: rrukie
 - Century Singers: pollard
 - Singing Cadets: buffo

What is an “Old Man?”

- An “Old Man” is a full member of the Singing Cadets
 - Corps of Cadets: Upperclassman
 - Women’s Chorus: Pro
 - Century Singers: Producer
 - Singing Cadets: Old Man

The buffo Program

- The buffo Program engrains all aspects of our purpose and values into new members.
 - This prepares them to represent Texas A&M University and the Singing Cadets
 - This program was created by the Singing Cadets in 1965 to replace the “fish program” that was lost during the transition from a military college to a “non-reg” university
- Buffo: “buffo Lastname”
- Old Man: “Mr. Lastname, Sir.”
 - When addressing Old Men, phrases are ended with “sir.”
 - When addressing members of the Music Activities Staff, phrases are ended with “sir.” Or “ma’am” as appropriate
- After gaining a certain level of respect from an Old Man, he may “drop handles” with you- meaning that you are now on a first-name basis
 - Old Men may also “pick up handles” after losing a certain level of respect

Responsibilities

- Old Men and buffo have different responsibilities but always work towards the same goal;
 - To enhance the public relations of Texas A&M University and to develop disciplined leaders of character.
- 15 Minute Rule
 - Always arrive 15 minutes before report time
- In Rehearsals
 - Ensure the rehearsal room is tidy
 - Folders are in proper seats
 - Instruments are set up
 - Assist Mr. Kipp with handouts
 - Do not speak on the risers
 - Unless called upon by Mr. Kipp

- In Performances
 - Set up before, tear down after
 - Risers
 - Sound equipment
 - Instruments
 - Sales table
 - On tour, in a time crunch, we need a well-rehearsed team to set up and tear down the stage.
- Call Downs
 - Ensure that the group is aware of all report times
 - Organized by the buffo rep
- Study Hours
 - Organized by the Academic Chairman, proctored by Old Men in the Academic Committee

Words

- Words only spoken by Old Men and their meanings when used in the context of a command:
 - All Aboard
 - Assemble (Performances/Rehearsal)
 - Rest
 - Cease all conversation immediately
 - Break
 - Group is dismissed
 - Get Up
 - Assume the position for Recitation
 - Push
 - Begin Recitation
- Words may only be spoken by Old Men in any context, tense, or plurality etc.
- Not saying words promotes
 - Thinking before you speak
 - Situational awareness
 - Having a civil tongue

- This is extremely important for representing Texas A&M University and the Singing Cadets

Recitation

- If the buffo say words:
 - An Old Man reports to the President the word along with context before the start of the next rehearsal
 - The presiding officer meets with the buffo following rehearsal and issues the command “Get Up”
 - buffo line up facing the presiding officer
 - The presiding officer indicates which recitation is to be performed
 - The Old Men issue the command “Push”
 - buffo perform the recitation in unison
- Recitation promotes mastery of knowledge about Texas A&M University
- This is extremely important for representing Texas A&M University and the Singing Cadets and best serving our purpose to enhance the public relations of Texas A&M University

Expectations

- Chain of Command
 - New members are reminded that the returning members, the officers, and the Director are always at their disposal for questions, whether they be musical or personal
 - We ask first that members follow the Chain of Command:
 - buffo representative
 - Vice-President
 - President
 - Director
 - Good piece of advice: When in doubt, ask!

- Any behavior deemed unlawful or unbecoming of a Singing Cadet, or damaging to the reputation of the Singing Cadets or Texas A&M University, may result in disciplinary action as defined by the Singing Cadet Handbook.

Appendix B – Old Man 101

The Purpose of the Old Men

- The purpose of the Old Men shall be to determine the future of the Singing Cadets, and mentor the buffo in the practices of the Singing Cadets and Texas A&M, so that they in turn will be prepared to take on the responsibilities of Old Men.
- During their tenure, a buffo is going to learn a great deal. Whether you realize it or not, they are looking up to you as a role model in how to successfully and appropriately represent Texas A&M and be a Singing Cadet.

Old Men in the Singing Cadets

- Old Men are not exempt from work.
- Old Men should be the first to volunteer.
- Old Men should be the role model for all buffo.
- First and foremost, Old Men should be mentors to the buffo before they become friends.
- Old Men are responsible for the buffo.
- Old Men should hold themselves accountable.
- Old Men should be a reflection of the Four Pillars of the Singing Cadets and the Six Core Values of Texas A&M.
- Old Men should hold themselves to a higher standard than they set for the buffo.

Rules between the Old Men and the buffo

- Old Men do not drop with buffo until after Former's Weekend in the Fall, or the first Spring Tour in the Spring.
- Old Men should respectfully and maturely make buffo aware of their mistakes.
- Treat any buffo like you would want to be treated by your ideal Old Man mentor and role model.
- If a buffo is significantly falling short of their responsibilities, first elect to speak to their Old Man and give him the opportunity to discuss the issue privately.
 - Should you feel the need to correct a buffo directly, make sure you communicate your message with integrity, thoughtfulness, kindness, fairness, and dignity.

Rules for Being an Old Man

- All Old Man meetings are confidential.
- Old Men are full time members and should be adequately involved in various group responsibilities.
- Old Men do not speak ill about other members, Old Men and buffo alike.
- Old Men are one unit just as the buffo are one unit.
- If the buffo are not succeeding, always ask yourself what you can do to help them get on board or back on track.
- The Old men hold the buffo to a very high standard. In return, the buffo are expecting the Old Men to follow that same standard or higher.
 - A buffo should never ask why it is okay for an Old Man to violate a certain rule that the buffo are expected to strictly follow.

Business Etiquette

- Old Men are allowed to talk in business, but should save side comments and non-Singing Cadet related information for another time.
 - Endeavor to keep all business related to the Singing Cadets, or other Music Activities functions.
- Stomping is the equivalent of whooping, and thus is a Junior and Senior Old Man privilege, and should not be done excessively.
- If time is running out, or if we are over time, announcements should only be made that are crucial to the immediate future.
 - Old Men are trusted and expected to use good judgement in these cases.
- Do not repeat business.

Words

- Push- Any Old Man may use this command conjunctively prior to recitation at the end of rehearsal or on tour.
- Get Up- Typically the ranking officer will issue this command, but any Old Man may use it when necessary.
- Rest- Old Men with four semesters may issue this command.
- All Aboard- Old Men with six semesters may issue this command.
- Break- The ranking officer, or Mr. Kipp will issue this command.

All words may be said by any Old Man when out of the context of issuing commands.

Expenses as an Old Man

- Buffo/Old Man dinners.
- Bus supplies for activities.
- Tipping the bus drivers on Tour.
- Contributing to the end of semester staff gifts.

buffo/Old Man Relationship

- Remember that there is a line between the Old Man unit and the buffo unit.
- This line represents the difference between mentor and friend, respectful superior and pompous jerk.
 - Be a mentor first, friend second.
- Everyone has their own definition of this line. We must be prepared to be corrected if the collective Old Men feel as if we are getting to close or have crossed over to the wrong side of the line.

Confidentiality and Professionalism

Every Old Man in an individual, and thus entitled to an individual opinion. However, as members of the Old Man class, we are expected to keep individual opinions to ourselves when they conflict with the decided upon course of action, or has the propensity to do damage to the Singing Cadets or the development of the buffo.

Whipping Out

buffo: Howdy, buffo _____ is my name, sir.

Old Man: Howdy buffo _____, Mr. _____ is my name.

buffo: Glad to meet you, Mr. _____, sir. Where are you from, Mr. _____, sir?

Old Man: I'm from _____. Where are you from, buffo _____?

buffo: I'm from _____, Mr. _____, sir. What courses are you taking, Mr. _____, sir?

Old Man: I'm taking _____ courses. What courses are taking you?

buffo: _____ is taking me, Mr. _____, sir. Nice to meet you, Mr. _____, sir!