

BYLAWS OF GREEK SONGFEST

University of California, Irvine

Article One

NAME

The name of this organization shall be Greek Songfest at the University of California, Irvine.

Article Two

MISSION STATEMENT

The mission of Greek Songfest at the University of California, Irvine shall be to provide a monetary donation and interactive service to a specific charity each year. It shall also be the effort of Greek Songfest to integrate Greek organizations and the surrounding community while highlighting individual sorority and fraternity member's talents and promoting the positive aspects of Greek Life.

Article Three

GREEK SONGFEST EXECUTIVE BOARD

Section One: Officers

- A. The Greek Songfest Executive Board shall be:
- Executive Producer
 - Assistant Producer
 - Executive Director
 - Assistant Director
 - Business Manager
 - Marketing Director
 - Promotions Director
 - Philanthropy Director
 - Web/Audio Visual Director

Section Two: Eligibility

- A. Executive Board Officers for Greek Songfest shall consist of members of recognized fraternities and sororities by the Dean of Students Office at the University of California, Irvine.
- B. Members of the Executive Board are not eligible to perform in the theatrical production.
- C. Members of the Executive Board must be undergraduate members in good standing with their chapters and UC Irvine.
- D. Members of the Executive Board must be a full time student the entire term of office.
- E. Candidates must complete an application and interview to be eligible for office.

Section Three: Terms of Office

The Executive Board shall hold office for one calendar year from the date on which she/he was selected unless:

- A. She/he was elected or appointed to fill a vacancy in office, in which she/he shall finish the term for the officer he/she replaced;
or
- B. She/he is removed from office; or
- C. The selection date is changed.

Section Four: Selection Process

The Executive Board shall be chosen during the Spring Quarter of the academic year, after the theatrical performance. Applications for the Executive Producer shall be submitted to a selection committee consisting of the current Executive Producer, Executive Director, and Greek Songfest Advisor. Once selected, the incoming Executive Producer will be added to the selection committee, and applications will be open for the remaining positions on the Executive Board. The selection committee will interview the candidates and select one person per office.

Section Five: Removal from Office and Vacancies

- A. Removal from Office. The Executive Producer and Greek Songfest Advisor may remove any officer from office if she/he fails to fulfill the duties of her/his office as specified in the bylaws. Only after the officer has had the opportunity to hear the issues against her/him.
- B. Vacancies. The Executive Producer and Greek Songfest Advisor have the power to appoint a new member of office in case of a vacancy. This member must be approved by a simple majority of the Executive Board.

Section Six: Duties of Officers

- A. The Executive Board shall meet during the summer prior to the school year in order to prepare for Greek Songfest. The Executive Board shall meet weekly during the academic school year.
- B. Each officer is responsible for the completion of all projects and/or duties listed as follows:
 - 1. Executive Producer
 - a. Chairs Executive Board meetings.
 - b. Oversees and conducts the lottery process if necessary
 - c. Represents Greek Songfest at Greek, campus, and community events.
 - d. Coordinates pairings of chapters and show selection with the Executive Director.
 - e. Secures corporate sponsorship with the Marketing Director and Greek Songfest Advisor.
 - f. Coordinates the selection of the annual theme for Greek Songfest for Executive Board approval.

- g. Coordinates the selection of the philanthropy for Greek Songfest with the Philanthropy Director for Executive Board approval.
 - h. Serves as a liaison to chapter presidents and representatives.
 - i. Assists the Marketing Director with program production and all other printed materials. Proofs posters, parent and alumni mailers, flyers, programs, and/or all materials related to Greek Songfest.
 - j. Secures security and emergency personnel for the theatrical performance.
 - k. Shall reserve the right to cancel, call to order, or reschedule an Executive Board, Representative, and/or Director Meeting.
 - l. Shall have co-authorization signature over all expenses along with the Business Manager and Greek Songfest Advisor.
2. Assistant Producer
- a. Secures judges.
 - b. Organizes a reception for judges.
 - c. Chairs the Representative meetings.
 - d. Secures meeting rooms for Executive Board, Representative, and Director meeting.
 - e. Secures a Master/Mistress of Ceremonies.
 - f. Prepares all correspondence in expressing appreciation to corporate sponsors, judges, and volunteers.
 - g. Collects all plaques and coordinates engraving.
 - h. Keeps track of points earned for the Philanthropy, Spirit, and Representative of the Year award.
 - i. Takes roll at the Executive Board and Representative meetings.
 - j. Oversees the production of the Representative's Manual.
 - k. Assists with operations during rehearsals and the theatrical performances.
 - l. Cleans up immediately after the conclusion of the theatrical performance.
 - m. Shall assume the role of Executive Producer in the absence, resignation, or incapacitation of the Executive Producer.
 - n. Other duties as assigned by the Executive Producer and/or the Greek Songfest Advisor.
3. Executive Director
- a. Chairs Director meetings with the Assistant Director.
 - b. Makes all arrangements for stage, sound, and lighting equipment.
 - c. Coordinates all rehearsals in the Bren Events Center with the Assistant Director.
 - d. Coordinates pairings of chapters and show selection with the Executive Producer.

- e. Provides feedback to casts during rehearsal checks with the Assistant Director and Executive Producer.
 - f. Reviews backdrops, sets, and props proposed for use by he pairings.
 - g. Reviews quality and length of music for each theatrical performance.
 - h. Provides training for casts on how to design lighting cues and reviews proposed lighting cues.
 - i. Provides training for casts on how to use different kinds of microphones and reviews staging with microphone cues.
 - j. Provides training for directors on how to write a show description.
 - k. Oversees the production of the Director's manual.
 - l. Reviews judging criteria and recommends changes to the Executive Board.
 - m. Assists with operations during rehearsals and the theatrical performances.
 - n. Cleans up immediately after the conclusion of the theatrical performance.
 - o. Other duties as assigned by the Executive Producer and/or the Greek Songfest Advisor.
4. Assistant Director
- a. Chairs Director meetings with the Executive Director.
 - b. Takes roll at the Director meeting.
 - c. Coordinates chapter visits with the Executive Director.
 - d. Video tapes chapter rehearsals.
 - e. Collects cast lists and verifies student status.
 - f. Coordinates the set-up crew.
 - g. Coordinates the strike crew.
 - h. Coordinates the selection of the spotlight operators.
 - i. Serves as the technical advisor for the theatrical performance.
 - j. Prepares contact sheets for the Executive Board, Representatives, and Directors.
 - k. Assists with operations during rehearsals and the theatrical performances.
 - l. Cleans up immediately after the conclusion of the theatrical performance.
 - m. Shall assume the role of Executive Director in the absence, resignation, or incapacitation of the Executive Director.
 - n. Other duties as assigned by the Executive Producer, Executive Director and/or the Greek Songfest Advisor.
5. Philanthropy Director
- a. Investigates possible philanthropic benefactors and makes a presentation to the Executive Board.

- b. Serves as a liaison between the chosen philanthropic benefactor and the Executive Board.
 - c. Coordinates service opportunities with the pairings and the selected philanthropic benefactor.
 - d. Coordinates educational programming about the philanthropy for the participating chapters and the Greek community.
 - e. Assist with operations during rehearsals and the theatrical performances.
 - f. Cleans up immediately after the conclusion of the theatrical performance.
 - g. Other duties as assigned by the Executive Producer and/or the Greek Songfest Advisor.
6. Business Manager
- a. Prepares a budget for Greek Songfest.
 - b. Handles all financial expenditures.
 - c. Handles all invoicing and deposits.
 - d. Prepares weekly financial reports.
 - e. Works with the Marketing Director on sponsorship packets.
 - f. Coordinates booths/tables to sell tickets.
 - g. Coordinates volunteers to sell programs during the theatrical performances.
 - h. Assists with operations during rehearsals and the theatrical performances.
 - i. Cleans up immediately after the conclusion of the theatrical performance.
 - j. Other duties as assigned by the Executive Producer and/or the Greek Songfest Advisor.
7. Promotions Director
- a. Coordinates all fundraising opportunities and committees.
 - b. Contacts a graphic designer to design a logo and other artwork for Greek Songfest.
 - c. Oversees production of Greek Songfest shirts and Executive Board materials.
 - d. Contacts the media to cover the theatrical performance, philanthropic events, and additional events as needed.
 - e. Organizes the chapter poster campaign on campus.
 - f. Works closely with the Marketing Director to ensure consistency and coordination of outreach efforts.
 - g. Coordinates the Greek Songfest kick-off party.
 - h. Assists with operations during rehearsals and the theatrical performances.
 - i. Cleans up immediately after the conclusion of the theatrical performance.

- j. Other duties as assigned by the Executive Producer and/or the Greek Songfest Advisor.
8. Marketing Director
- a. Prepares all outreach efforts to UCI and Greek Alumni. Works with the Alumni Association to market to UCI Alumni.
 - b. Prepares all press releases.
 - c. Prepares all correspondence in expressing appreciation to corporate sponsors, judges and volunteers.
 - d. Contacts the on campus residence halls and apartments about Greek Songfest.
 - e. Contacts campus departments regarding group seating for Greek Songfest.
 - k. Communicates to alumni, parents, and the local community regarding attendance at Greek Songfest.
 - f. Prepares all advertisements for the New University, local newspapers, and other media outlets.
 - g. Prepares the layout for the playbill.
 - h. Contacts a printing company to print posters advertising Greek Songfest.
 - i. Creates a sponsorship packets.
 - j. Designs and coordinates the mailing of a “Save the Date” postcard to send to alumni and parents.
 - k. Assists with operations during rehearsals and the theatrical performances.
 - l. Cleans up immediately after the conclusion of the theatrical performance.
 - m. Other duties as assigned by the Executive Producer and/or the Greek Songfest Advisor.
9. Web/Audio Visual Director
- a. Coordinates all visual media.
 - b. Produces a promotional video trailer for Greek Songfest.
 - c. Coordinates the videotaping of the theatrical performance.
 - d. Assists with operations during rehearsals and the theatrical performances.
 - e. Cleans up immediately after the conclusion of the theatrical performance.
 - f. Other duties as assigned by the Executive Producer and/or the Greek Songfest Advisor.

Article Four
REPRESENTATIVES AND DIRECTORS MEETINGS

Section One: Representatives

- A. Each chapter participating in Greek Songfest shall appoint at least one representative to serve as the liaison between the Executive Board and the chapter.
 - 1. Representatives must be undergraduates at the University of California, Irvine and in good standing with their chapter.
 - 2. Representatives shall not be part of their chapter's cast.
 - 3. Representatives shall not be allowed to serve as the Director for their chapter.
 - 4. Duties of the chapter Representative shall be outlined in the Representative's Manual.

Section Two: Directors

- A. Each pairing shall have a Director from each chapter.
 - 1. Directors must be undergraduates from the chapters that are paired together.
 - 2. Directors that are undergraduates and meet the casting criteria shall be allowed to perform in the theatrical production.
 - 3. Duties of the chapter Director shall be outlined in the Director's Manual.

Section Three: Meetings

- A. The purpose of Representative and Director meetings is to update, follow up and disseminate information back to the chapters involved with Greek Songfest.
- B. The meetings should be held weekly starting no later than sixth week of Fall Quarter. The day, time, and place of the meeting shall be determined by the Executive Board and announced no later than third week of Fall Quarter.
- C. Chapter Representatives and Directors must attend weekly meetings.
 - 1. Each chapter is required to send one representative to each meeting.
 - 2. Chapters will receive participation points for attending weekly meetings.

Article Five
PERFORMANCE ELIGIBILITY

- A. Any chapter wanting to participate in Greek Songfest must be a recognized fraternity and sorority by the Dean of Students Office at the University of California, Irvine.

- B. Any group financially delinquent from the previous year will not be allowed to participate in Greek Songfest unless the debt has been paid in full within 30 days after the date of the theatrical performance.
- C. Any chapter that drops-out after will not be allowed to perform in the following Greek Songfest theatrical performance.
- D. Each chapter wanting to participate shall be required to fill out and return a signed.
- E. Pay an entrance fee as determined by the Executive Board.

**Article Six
SELECTION OF PAIRINGS**

- A. The Executive Producer and the Executive Director determine the pairings for Greek Songfest.
- B. All participating fraternities and sororities will be placed into a pairing.
- C. The chapters from the top three overall theatrical performances from the previous year may not be paired together.
- D. Fraternities and sororities that have been paired together within the last five years may not be paired together.
- E. Pairings of three or more chapters is at the discretion of the Executive Producer and Executive Director.

**Article Seven
FINANCES**

Section One: Ticket Sales

- A. Each fraternity/sorority shall be responsible for all tickets they attempt to sell.
- B. Chapters must return unsold tickets and ticket sales money to the Business Manager on or before a date determined by the Executive Board.

Section Two: Advertisement Requirements

- A. The current Executive Board will determine the total number of advertisement sales each chapter must acquire.
- B. Chapters that do not meet these requirements will be fined for the delinquent amount as determined by the executive board.
- C. All fines must be paid by the start of Bren Week.

Section Three: Props

- A. A maximum of \$3,000 per pairing can be spent on props or other materials used expressly for the theatrical performance.
- B. A financial statement from pairing may be required by the start of Bren Week.

- C. Pairings who exceed \$3,000 will have five percent of their final theatrical score deducted.

Article Eight
RULES OF PERFORMANCE

Section One: Show Selection

- A. All pairings may submit a proposal for their theatrical performance as soon as the pairings are announced.
 - 1. The Executive Board must approve all proposed ideas.
 - 2. Any show may be submitted for approval as long as it was not performed the previous year, received an award in the last three years, and is not a Disney production.
 - 3. There will be a lottery done no later than ninth week of Fall Quarter to determine the order by which each pairing will select their proposal.
- B. Final approval for show selection will be granted after the submission and approval of songs by the Executive and Assistant Director.

Section Two: Theatrical Performance

- A. The Executive Board will determine the length of each theatrical performance.
- B. Each pairing shall not to exceed the specified length as determined by the Executive Board.
- C. All theatrical performances shall receive the same amount of time on stage.
- D. The Executive Director reserves the right to close the curtain.
- E. At the discretion of the Executive Director, performances will be given a one-minute margin. Performances that exceed the specified length shall be penalized in a manner agreed upon and made public knowledge by the Executive Board at the first Representative and Director Meeting.

Section Three: Performers

- A. Each pairing shall be limited to a maximum of 16 performers.
 - 1. The total number of performers must consist of eight fraternity and sorority members, unless three or more chapters are in the same pairing.
 - 2. A minimum of four members from each chapter per pairing must perform.
 - 3. Members must be in good standing at UCI and have a minimum of 12 academic units during the Spring Quarter of Greek Songfest.
 - 4. Alumni are not allowed to participate in the cast.
 - 5. Quarterly checks will be required in order to verify the student status of each performer.

Section Four: Technical People

- A. Each pairing can provide technical people to assist with the set-up and execution of the theatrical performance.
 - 1. Each pairing is allowed a total of three technical people to help with the theatrical performance without having to purchase admission.
 - 2. All additional technical people must purchase a ticket to the theatrical performance.
 - 3. The total number of technical people per pairing must be submitted and approved by the Executive Producer and Executive Director.

Section Five: Musical Instruments

- A. Fraternity/Sorority performers may play musical instruments as part of the theatrical performance.
 - 1. If additional costs arise due to the presence of a live band, the group using the band will be responsible for these costs.
 - 2. All costs for musical accompaniments must be included in the expenses for the theatrical performance.

Section Six: Introductory Act

- A. No introductory act by an unpaired or paired fraternity or sorority is allowed.

Article Nine OUTSIDE ASSISTANCE

- A. Pairings are restricted to no more than six musical accompanists for the theatrical performance.
 - 1. Members must be in good standing with the University and have a minimum of twelve (12) units at the time of performance.
 - 2. Alumni are not allowed to participate.

Article Ten JUDGING

- A. Individuals chosen to judge the Greek Songfest theatrical performance shall be from a wide variety of backgrounds with at least 50 percent having a background in the fields of music or dance.
- B. There shall be no more than 10 judges and no less than five.
- C. The judges shall have at least one hour prior to the theatrical performances to go over the criteria and procedure in which they will judge the theatrical performances as specified. At which time the judges may meet with the Executive Director to clarify criteria upon the approval of the Executive Producer.

- D. Judges will score and make comments about the performances after each theatrical performance. They will also be allowed time at the end of all of the theatrical performances for discussion and reevaluation of scores. At which time the Executive Producer will meet with the Judges.
- E. Once the scores have been tallied and the winners chosen, the Executive Producer will announce the winners on stage.

Article Eleven
BREAKDOWN OF GREEK SONGFEST AWARDS

Section One: Theatrical Performance

- A. The awards for the theatrical performance are determined by the averages from each category. The scores are out of the complete total of 150 points.
- B. The categories of judging and the basis for the point system shall be as follows:
 1. Vocal Performance based on the vocal arrangement of the musical selection, difficulty, quality of singing, interpretation, and participation. Possible Points = 40 points
 2. Choreography based on the choreographic arrangement, quality of dancing and showmanship, difficulty, incorporation of props/set, and participation. Possible Points = 40 points
 3. Scenic/Prop Design based on the quality of design (handmade vs. purchased), theme coordination, and choreographic involvement. Possible Points = 20 points
 4. Costume based on the quality of design (handmade vs. purchase), theme coordination, and choreographic involvement. Possible Points = 20 points
 5. Entertainment based on creativity, originality, completeness of show/presentation (the show as a whole package) and overall enjoyment. Possible Points = 30 points
- C. In order to receive an award, the cast, must receive the highest score in that category. It is possible for a cast to receive more than one award, except for the casts that wins Best Overall Performance.

Section Two: Theatrical Performance Awards

- A. Best Overall Performance: Most Points
 This is awarded to the cast who presents the best version or interpretation of the musical they have chosen to perform. Their performance must exceed satisfactory standings in all areas: musicality (or vocal performance), choreography, sets/props, costumes, and entertainment. This performance must have a well-organized flow of songs and scenes.
- B. Best Vocal Performance
 This award is presented to the cast who demonstrates the most outstanding abilities in musicality. This category includes their flow and use of their

musical selection, synchronization, and above all the delivery of their show vocally.

- C. Best Costume
Best Costume is presented to the cast with excellence in costuming. The cast awarded Best Costume must exceed in all areas of costuming: construction, quality, design, creativity, and appropriateness/usefulness in the show.
- D. Best Choreography
This award is presented to the cast with the most exceptional choreography. Choreography not only includes dancing but, the incorporation of props and the set, the demonstration of group participation, in addition to the choreographer (chapter member or was he/she hired outside of the sorority/fraternity).
- E. Best Scenic/Prop Design
The award is presented to the cast who appears to have the finest construction and design of props/sets. Casts awarded Best Scenic/Prop Design must exhibit excellence in craft (which includes the amount of labor for construction, i.e. purchased or handmade), creativity, theme coordination, and appropriateness/usefulness in the show.

Section Three: Overall Awards

- A. The overall winners will be determined following the points system for Greek Songfest outlined in Appendix A.
 - 1. Greek Songfest Winner
The pairing who receives the most points per the points system as outlined in Appendix A.
 - 2. Best Show
The pairing who has the best overall theatrical performance as outlined in Article 11, Section 2A.
 - 3. Most Money Raised
The pairing who raises the most money by the date set by the Executive Board prior to the theatrical performance.
 - 4. Greek Songfest Representative of the Year Award (2)
Each year, a representative from a fraternity and a representative from a sorority shall be honored for their hard work, dedication, and countless hours of service to Greek Songfest. The Executive Board shall determine the winners.

Article Twelve INFRACTIONS

- A. Chapters found responsible for infractions of any of the bylaws will be held responsible for complying with the consequences.

- B. Participation of alumni, students not in good standing, and/or non full time student participating in cast will be removed from cast regardless of the time the infraction is discovered.
- C. Expenditures of over \$3,000 for the theatrical production per pairing will result in a loss of points.
- D. Lying, cheating, or dishonest behavior may result in an infraction and loss of points.
- E. Behavior that is incongruent with the values of the fraternity or sorority may result in infraction and loss of points.
- F. A group, person, or persons may file a complaint or concern by submitting a one page report with details of the complaint to the Executive Producer, who will notify the Greek Songfest Advisor of the concern. If a complaint is submitted, the Executive Board shall hold a meeting to hear the complaint.

**Article Thirteen
AMENDMENTS**

- A. The incoming Executive Board shall review the Greek Songfest Bylaws each year.
- B. All changes must be made by the second Representative meeting of the academic year.
- C. Any member of the Greek community may recommend amendments to the Greek Songfest Bylaws.
- D. Amendments to the Greek Songfest Bylaws must be approved by a two-thirds vote of the Executive Board.

*Updated October 2008

APPENDIX A Points System

Introduction

The overall winner of Greek Songfest will be determined from three weighted categories:

- 1) Theatrical Performance (50%)
- 2) Money Raised (30%)
- 3) Participation (20%)

Point Breakdown

Each pairing will receive points based on their performance in each of the three categories. A winner will be determined in each category and given the maximum amount of points. Points will be awarded to pairings in order of performance for each category. The following point breakdown will be used to award points to pairings for each category:

- 1st Place – 200 points
- 2nd Place – 170 points
- 3rd Place – 145 points
- 4th Place – 125 points
- 5th Place – 110 points
- 6th Place – 100 points
- 7th Place – 92 points
- 8th Place – 87 points
- 9th Place – 84 points
- 10th Place – 82 points

Earning Points

Points can be earned for each category using the following criteria:

Theatrical Performance (50%)

The points system outlined in Article 11 will be used to determine the winner of Best show and distribution of points for this category. The points earned in the Theatrical Performance category will count towards 50 percent of a pairing's overall Greek Songfest score.

Money Raised (30%)

Each pairing will earn one point for every dollar raised and submitted to the Business Manager. The winner of this category will be the pairing that raises the most money. The total numbers of points for each pairing will be determined by a date set by the Executive Board that shall be no later than five days before the theatrical performance. All money raised must be submitted to the Business Manager by the set date to be counted towards a pairing's total score. The points earned in the Money Raised category will count towards 30 percent of a pairing's overall Greek Songfest score.

Participation (20%)

Each pairing will earn points for participating in Greek Songfest events and programs as outlined in the Representative Manual and as determined by the Assistant Producer. The winner of the category will be the pairing earns most points. The total numbers of points for each pairing will be determined by a date set by the Executive Board that shall be no later than five days before the theatrical performance. The point earned in the Participation category will count towards 20 percent of a pairing's overall Greek Songfest score.

Greek Songfest Overall Winner

The overall winner of Greek Songfest will be determined by the following formula:

$$\text{Theatrical Performance Score} \times 0.50 (+) \text{ Money Raised} \times 0.30 (+) \text{ Participation} \times 0.20$$

Example:

Theatrical Performance = 2nd Place (170 points)

$$[170 \times (0.5) = 85 \text{ points}]$$

Money Raised = 1st Place (200 points)

$$[200 \times (0.30) = 60 \text{ points}]$$

Participation = 5th Place (110 points)

$$[120 \times (0.20) = 24 \text{ points}]$$

Total Score

$$85 + 60 + 24 = 169 \text{ total points}$$