

Jackson Jills Constitution

Dogma

The Jackson Jills were established in 1963 as Tufts' first and only all-female a cappella group. We have evolved into a remarkable and unique group of multitalented women who are extremely dedicated to working hard at our music, and achieving friendship and fun through song. The following constitutes the code of beliefs that make the Jills what we are and ensures that we always display our excellent musicianship and enthusiasm for performance:

1. **Getting into the Jills is an amazing privilege that is earned by few people. You are one of those people.** It is imperative that each Jill have utmost confidence and believe in everything she does, from each syllable sung on stage to each part learned in rehearsal. We never have a reason to look like we're apologizing for our performance. Instead, each one of us should convince every member of the audience that we are invincible.

2. Participation in the Jills comes immediately second to academics, and above all other extra-curricular activities. Jills need to plan ahead in order to meet all of our academic responsibilities, and be able to fulfill our commitment to the Jills. By committing yourself to a Jills' event (i.e. rehearsal, on or off-campus performance, or tour) you are willingly making the choice to plan ahead in order to fulfill your academic obligations.

Rehearsals

1. The Jackson Jills rehearse at least 7.5 hours a week; two hours twice a week on weekday evenings and three and a half hours on Sunday. We will often schedule additional rehearsal time around upcoming performances as necessary. Officers will always try to plan far enough in advance so that other obligations can be scheduled around upcoming rehearsal.

2. No one should arrive late to rehearsal. All rehearsals are opportunities to be productive, whether we are practicing music and performance, discussing business, or writing intros and skits. There is no reason for us to use this time for anything other than making our songs as close to perfect as possible. In order to accomplish what we do, we will often stand in a circle or a "U". Every member of the group needs to take responsibility for keeping her energy level up during rehearsal, and for concentrating on the music/business at hand. Excessive socializing has to be saved for time other than rehearsals and performances. We don't have time for any woman to read anything besides music, or do any studying, during rehearsal.

We need to think of rehearsal as one of the main reasons why we are in the Jills: we are musicians, and improving our music is what makes us what we are- PUJ. In order to be the invincible performers that we have the potential to be, we need to put incredible effort into every minute of every rehearsal. It is something that we have each chosen to do as a Jill.

3. It is imperative that before missing a scheduled rehearsal or event that one considers the ramifications. It is never "okay" to miss a rehearsal. When one person is not in practice, it affects the whole dynamic of the group in addition to slowing down the learning process. If one decides they must miss a rehearsal, they are required to contact the Music Director and President who then has the responsibility to notify the other officers as necessary. You are then responsible for seeing that you find out what occurred in that practice and doing what

you need to do to be caught up. This could mean scheduling private time with the Music Director to learn your part or getting together with other groups members. No officer can give “permission” to miss practice. This is a decision you have to make yourself.

Decision Making

1. The Jackson Jills make our decisions (about auditions, performance dates, tours and other business) as a group primarily using a combination of discussion and voting. Our usual discussion process is that we speak in turn in a circle, without interrupting each other, for as many times around as people have things to say.

2. Every woman’s opinion is equally vital to the group decision, regardless of age, number of semesters in the Jills, officership, or anything else. Every person’s opinion has identical weight in group decision making.

3. There is never a time limit to the length of our discussions. We can discuss for as long as we need to contemplate, until every woman in the group feels that a good decision has been made. Even if there is only one person that needs to talk, ask questions or debate more, she has the right to do whatever she needs to do, for as long as it takes. Every woman has the responsibility to make her own opinion heard. It is imperative that the entire group understands that when there are disagreements during discussions, those disagreements are not between people, but people’s opinions. Everyone needs to give respect as they would want to receive it.

Tours

The Jackson Jills a number of tours a year to colleges, high schools and other events. These tours will be scheduled as early in the semester as possible, and are so much fun that they are obviously mandatory. Every Jill should anticipate upcoming tours, so that other obligations do not conflict with those weekends.

At any gig, Jills are required to stay until the end of the show unless otherwise notified. We need to remember that we are guests and are there to support the other groups as well as sing out hearts out. In addition, we usually sell lots of CDs on tour, and every Jill should attempt to sell as many CDs as possible after every show.

Support for Other Groups on Campus

The Jills are known for their unfaltering support of other singing groups on campus. While not required literally, in theory the Jills should make attending other group’s shows a priority. This is especially true in regards to the Amalgamates and the Beelzebubs.

Hosting Other Groups

We often make the decision to host a cappella groups on campus from other schools, for formal or informal concerts on Tufts’ campus. When other groups come, we need to do everything that we can to ensure that a good time is had by all. This includes:

- letting group members sleep in our houses, dorm rooms and, if necessary, the Jill’s Room in Curtis Hall
- hanging out with them after our show
- seeing that and request or general needs are met to our best ability in a timely fashion

Membership

Auditions are held as necessary, which usually occurs once a semester. Membership shall be open to any female student who has demonstrated the musical ability to perform in an a cappella ensemble, and who is willing and able to make the time commitment necessary for rehearsals and performances. This process is two fold, involving an open audition and a call back. The entire current group uses the information they have gathered from both the audition sheet and actual auditions to make their decision. All new members of the group must be voted in unanimously by the entire group with no abstention to the vote.

The saying goes: “Once a Jill, Always a Jill” but in order to make sure that this privilege is not abused, it is said that if a Jill chooses not to sing for reasons other than going abroad or taking time off from school, the group has the right to reanalyze this Jill’s membership. This decision is based upon four main factors:

1. The member’s attitude, spirit and performance while in the group
2. Reasons for leaving
3. Reasons for returning
4. The amount of support given to the group while they were gone.

In general, if the woman is sincere in their reasons for leaving and returning, they need not worry. However, the decision regarding the return of a member must have complete support of the entire group.

Annual Events

While we schedule a variety of spontaneous gigs and get-togethers each semester, the following events happen every year and each Jill should be aware of the time commitments for each of them.

Orientation Week and Show: late August and early September (arrive on campus at least a week before school begins)

Auditions: early to mid September

Homecoming Show: late September

Parent’s Weekend: mid October

December Reception: early December

Winter Recording or Touring: Arrive on campus at the most a week before classes begin

Winter Show: late January to early February

Spring Break Tour or Recording: Spring Break in March

Spring Show: generally in April

Officer Elections and Auditions (if needed): late April or Early May

Senior Week/Graduation/Recording: late May (remain on campus at least week after finals end)

The Roles of the Officers

The Jackson Jills fill six positions every year: President, Music Director, Internal Business Manager, External Business Manager, Alumnae Relations and Web Chick. *Please note that the guidelines below are generally outlined and officers should be flexible in regards to the demands placed upon them. ALL JILLS should be responsible for helping out the officers as necessary.*

President

The President of the Jills has the following responsibilities:

- boosting group morale in any way possible
- making sure that every Jill feels that she is able to express her opinions in the group
- ensuring that any Jills' decisions are made according to what is best for the group, as a whole
- speaking on behalf of the Jills, with pride, at shows and concerts
- being available for any woman in the group if she wants to talk about anything
- pushing album sales
- being a calming force for the Jills
- keeping rehearsals focused
- staying in close communication with the other officers to ensure that their responsibilities are being fulfilled, and to help them allocate duties to other Jills as necessary
- staying aware of group dynamics, and doing everything possible to facilitate genuinely positive relations
- promoting inter-group relations (especially with the Mates and Bubs), including planning officers meetings and organizing mixers
- helping the new Jills feel comfortable in the group as quickly as possible
- planning Jills' dinners and social events
- securing the licensing rights for Jills' albums
- organizing the physical production of the CD or allocating this responsibility to another member
- being a visible representative of the Jills on campus in the Senate, Students Activities, other singing groups and administrators and keeping contacts in all these areas
- maintaining a contagious attitude of pride and dedication to the Jackson Jills and all of our wonderful traditions in the true spirit of PUJ

Music Director

The MD of the Jills has the following responsibilities:

- facilitating the Jills' New Songs discussion
- leading musical rehearsals as efficiently and productively as possible
- patiently working with members for as long as they are trying their hardest to learn their parts to particular arrangements
- responsible for primary arranging and assisting other Jills in arranging new songs
- deciding set order
- directing as much as the group needs, and as little as possible, during shows
- knowing musical reasons that particular decisions are made
- boosting group morale in any way possible
- helping new Jills feel comfortable, especially musically, with the group and a cappella music in general
- meeting with those who have missed rehearsals to catch them up with music before and after scheduled rehearsals and performances
- being in charge of the recording process and planning ahead as necessary to use studio time as efficiently as possible
- planning the semesters and rehearsals with the Preident

- being available for any woman in the group if she needs to talk about anything
- maintaining a contagious attitude of pride and dedication to the Jackson Jills and all of our wonderful traditions

Internal Business Manager

The IBM's responsibilities are as follows:

- being responsible for concerts and all of the details involved including ticketing, advertising, and delegation of the various needs
- writing and seeing that we uphold our budget to the greatest capability
- being responsible for all the group's finances
- pushing album sales and bringing money to shows
- coordinating CD mailers and other business responsibilities to with the EBM
- being a representative on campus of the Jills- especially to administrators, other groups, the TCU Senate and Student Activities
- collecting mail and distributing it as necessary
- being responsible for keeping CDs available in the Bookstore
- maintaining a contagious attitude of pride and dedication to the Jackson Jills and all of our wonderful traditions

External Business Manager

The EBM's responsibilities include:

- managing the logistical details for tours and other Jills events including meeting times, appropriate dress, directions, securing traveling arrangements, double checking set lists with other groups and overall being a positive representative to other groups and employers off campus
- presenting tours to the Jills with enough pertinent information for the group to be able to make a decision regarding the tour
- allocating business jobs to other members of the Jills as necessary
- coordinating with the IBM to cover CD mailer logistics and other business
- check the e-mail account and voicemail regularly and responding in a timely manner
- being a proactive force in finding tours and gigs for the Jills that are not only fun but also bring enough money to sustain the group's desires and goals
- maintaining a contagious attitude of pride and dedication to the Jackson Jills and all of our wonderful traditions

Alumnae Relations

Alum Chick is responsible for the following:

- maintaining an ongoing list of current alumnae addresses with Heather Dresser JJ01
- working in close connection with the Superjills (especially the officers) to make sure that we send group updates and newsletters each year
- helping plan the Alumnae Brunches and Cocktails
- responding in a timely fashion to letters and e-mail from alumni and notifying them of upcoming events
- contributing the timeline and collage representing each year and generation
- keeping the Jills in touch with Jills' History and traditions
- helping out the other Jills officers as necessary

- maintaining a contagious attitude of pride and dedication to the Jackson Jills and all of our wonderful traditions

Web Woman

The Web Woman's responsibilities are as follows:

- establishing and maintaining a functioning and up-to-date web page that contains a representation of our past, present and future
- adding updated information as necessary to the web page and frequently making improvements and changes
- recognizing that this is often the first way people find out about the Jills and understanding that the entire group needs to be represented in both a genuine and professional manner
- helping the other Jills officers as necessary
- maintaining a contagious attitude of pride and dedication to the Jackson Jills and all of our wonderful traditions

In reading the above descriptions, Jills should keep in mind that officers can only perform all of their responsibilities if assisted by the entire group. For example, even though the president will do everything possible to facilitate group discussion, every person has to take personal responsibility for making her own opinion heard. ***Each member of the Jills is responsible for its success.*** In addition, it is the responsibility of each officer to pass the knowledge they gained from their year of experience into the woman who is elected.

Officer Evaluations

Officer evaluations formally take place mid semester, twice a year. The President decides how the specific process can be organized based upon current group dynamics. The general concept is that each officer, or pair of officers, leaves the room and the rest of the group remains and discusses how well each person is doing her job. Concerns, suggestions, praise and complaints are welcome from the entire group. The discussion should try to remain focused around the job performance rather than the person who holds the position as much as possible. The representative (usually another officer) that the evaluated officer chooses will give them their notes from the group in a timely fashion outside of practice in a manner that the person can benefit from the information.

All members of the group should know that they should NOT wait until evaluations if they have any concerns, suggestions or other ideas they would like to bring up to the officers or pertaining to their performance. At any time during the year, the officers are open to every member's feedback. Jills should also feel free to talk to any officer about another officer, knowing that officers (no matter what level of personal relationship they might have) have professional relationships with each other, and expect to give each other group feedback regularly. Please voice your concerns so that they can be resolved in some way.

In a similar fashion, Jills should remember to voice concerns about other group members as well. Whenever possible it is best to confront that person directly, however, if this is not feasible please address these issues to any officer (preferably the President or Music Director). At no time should a Jill ever share their concerns with another Jill unrelated to the issue at hand.

Since elections are held each year, there is typically no need to impeach an officer before she recognizes the problem and resigns on her own. However, should impeachment become necessary, the group, in conjunction with the other officers, must discuss the nature of the problem with the offending officer in attempts to rectify the situation. If this fails to solve the problem, the officer may be impeached by group consensus reached through a group discussion.

Elections

Officer elections are held each year in late April- early May. A Jackson Jill who wishes to run for an officer position should consider the job descriptions in this Constitution as well as information gathered from the officers currently holding the position. A period of shadowing is recommended to decide if the position is right for the individual.

A few weeks previous to the voting date, the Jills open nominations for positions with a seconded vote. If a member knows she absolutely cannot take the position, she can decline immediately, however, she should think about the nomination seriously until at least the next rehearsal. New nominations can be added or taken away at any time until the election.

On the day of election, the women then prepare a short speech (generally informal) to give the group concerning what she thinks is involved in the position, why she wants to be an officer and what she plans to bring to this position. For each office, all candidates take turns speaking, other group members have a chance to ask questions and then the women running leave the room. If a member running is abroad during elections, she must send a speech with as much information as possible in order for her nomination to be considered. While the women running are out of the room, the rest of the group decides on the person to fill the position. The officer who will be replaced takes notes from the group (suggestions, comments, why the group has confidence in this person) to give to the newly elected officer if necessary. When the Jills leave Tufts for the summer, the new officers assume full responsibility for their positions at this time.

Exceptions and additions to the above procedures and guidelines are made by the group when needed, typically through consensus. Generally, the Constitution is, and should be, slightly amended every few years in order to maintain relevance to the growth of the group. All additions or other changes to this constitution must be approved by the TCUIJ.

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