

# William and Mary Pep Band Constitution

Revised January 2009

## 1 Name

The name of the organization shall be "The William and Mary Pep Band".

## 2 Purpose

The primary purpose of the Pep Band is to provide interested students with an opportunity to enjoy rehearsing and performing together, and to further develop their musical abilities, in an extracurricular setting. A further, secondary purpose shall be to promote William & Mary spirit inside and outside of the W&M community through performing at home football and basketball games, pep rallies, and other events.

## 3 Membership

### 3A Eligibility

Membership is open to all students, faculty, and staff who have significant experience in any of the following instruments: Flute, Piccolo, Clarinet, Saxophone, Trumpet, Cornet, French Horn, Trombone, Baritone, Euphonium, Tuba, Electric Bass, or Percussion. Highly motivated musicians with experience on other instruments or who wish to play an instrument on which they do not have significant experience may also become members with the consent of the Director, who will consult with the Executive Board before granting or denying such consent.

### 3B Auditions

There will be no auditions. Any interested student who is confident that he or she can make a positive contribution may become a member of the Band. Each section will be responsible for determining how its part assignments will be distributed. The Director will intervene only when he/she deems it necessary.

## 4 Officers

The Band shall be governed by an Executive Board of both elected and appointed officers. The Director, Liaison Officer, Winds Manager, Percussion Manager, Show Manager, Librarians (2), Secretary, Treasurer, Webmaster, and Social Chairs (2) are elected by majority vote of the Band. The Associate Conductors (4) shall be appointed by the Director after consultation with the Executive Board. No individual may hold more than one elected office simultaneously. Each Associate Conductor may simultaneously hold an elected office. Each Board member is entitled to one vote. In the case of a tie, the Director shall make the final decision. Each candidate for elected office must intend to remain enrolled at the College through at least the end of their term of office. Each candidate for elected or appointed office shall have been an active member of the Pep Band for a minimum of any one semester prior to the beginning of their term of office. Additional requirements for Director and Associate Conductor candidates are detailed below.

## 4A Director

Each candidate for Director shall have been an active member of the Pep Band for the fall semester in which the election is held, and/or the spring semester prior to the election. Each candidate must have served for at least one half term as an Associate Conductor. This service may have been contiguous with service in any elected Executive Board position.

The Director:

1. Shall be the Conductor of the Band during all rehearsals and performances.
2. Shall be the chief governing officer of the Band.
3. Shall, upon consultation with the Executive Board, appoint officers as the year demands.
4. Shall organize any logistics dealing with rehearsals, performances, or travel. This includes selection of repertoire.
5. Shall organize and preside over regular meetings of the Executive Board.
6. Shall preside over all proceedings at rehearsals and other meetings.
7. Shall, at his discretion, appoint any other member of the Band to conduct one or more songs on a short-term basis during rehearsals or performances.

## 4B Liaison Officer

1. Shall serve as Liaison between the Band and all other College entities, including the Music Department, the Office of Student Activities, the Athletic Department, and the Alumni Band Organization.
2. Shall work with the Director to pursue the Band's interests with College departments and organizations.
3. Shall be responsible for any other duties as delegated by the Director.

## 4C Winds Manager

1. Shall be responsible for equipment including wind instruments, folders and lyres, and tuners.
2. Shall assist the Director by warming up and tuning wind instrument sections, and assigning parts if needed.
3. Shall be responsible for any other duties as delegated by the Director.

## 4D Percussion Manager

1. Shall be responsible for equipment including percussion instruments and percussion music.
2. Shall assist the Director by warming up and tuning the percussion section.
3. Shall assign percussion parts and select cadences.
4. Shall maintain the instrument closet.
5. Shall be responsible for any other duties as delegated by the Director.

## 4E Show Manager

1. Shall be responsible for equipment including props, podiums, banners, etc. used in the halftime shows.
2. Shall assist the Director by overseeing all aspects of show preparation.
3. Shall be the Chair of the Show Committee.
4. Shall be responsible for any other duties as delegated by the Director.

## 4F Librarians

1. Shall organize and maintain the Pep Band library of sheet music, keeping all titles organized and keeping all parts within each title in order.
2. Shall compile, and distribute to Band members, all necessary music and folders.
3. Shall keep track of all music loaned out to Band members, and ensure that such music is returned to the library when necessary.
4. Shall report to the Director any music that needs replacement, and shall assist in securing such replacements.
5. May solicit assistance from Band members in completing any of the above tasks.
6. Shall work as a team.
7. Shall be responsible for any other duties as delegated by the Director.

## 4G Associate Conductors

Because one of the purposes of the Associate Conductor position is to ensure that experienced conductors are always available to serve as the Band's Director, each Associate Conductor appointee must intend to remain enrolled at the College for at least one year past the end of his/her term. The Director is required to appoint to the Associate Conductor position any and all elected officers who wish to be appointed and who meet this criterion. The Director may fill all remaining Associate Conductor positions with any Band members who meet this criterion as well as the eligibility criteria for elected office. There shall be no more than four Associate Conductors at a time. The Director's appointments must be approved by the Executive Board.

Associate Conductors:

1. Shall assist the Director in conducting and rehearsing the Band at rehearsals and performances.
2. Shall assist the Director in all musical matters, including repertoire selection, instrumentation, etc.
3. Shall be responsible for any other duties as delegated by the Director.

## 4H Secretary

1. Shall keep track of attendance at rehearsals and performances, maintain the membership roster, and keep minutes of Executive Board meetings.
2. Shall maintain the Constitution.
3. Shall be responsible for any other duties as delegated by the Director.

## 4I Treasurer

1. Shall be responsible for all budgetary matters of the Band.
2. Shall participate in the Student Activities budgeting process.
3. Shall be responsible for disbursement of funds.
4. Shall manage a Band account on behalf of the Band.

## 4J Webmaster

1. Shall manage the Band's website by updating officer information, adding videos of the scramble shows, adding pictures, and updating other information as necessary.
2. Shall be responsible for ensuring the website is renewed before its contract expires.

## 4J Social Chairs

1. Shall plan, publicize, and coordinate all social events set by Executive Board, and shall work with the Office of Student Activities, if necessary, to accomplish this goal.
2. Shall be responsible for any other duties as delegated by the Director.

## 4K Removal From Office

1. Grounds for removal from office shall include, but not be limited to, the neglect of duties as stated in this Constitution.
2. The removal procedure begins when three (3) Executive Board members or ten (10) Band members notify the Director of their intent. If the Director happens to be the one to the petition is about, the Liaison Officer should be notified.
3. Once the petition is submitted, it must be voted upon during the next meeting. If 2/3rds of those present vote in favor of the petition, the officer will be removed from office.

## 5 Elections

### 5A Officer Elections

Elections for each of the elected positions shall take place near the end of the fall semester each year. The term of newly-elected officers shall begin the day after the second basketball game of the spring semester and continue for approximately one year. The purpose of this timing is so that the Band can become familiar with its spring repertoire before changing conductors; and so that the new officers may learn their duties before they must begin coordinating logistics for the Fall Band, and while outgoing officers are still available to provide advice.

Outgoing officers will remain Emeritus in their offices until the end of the Spring semester, and are expected to work closely with the new officers, providing help, advice and training.

The elections are conducted by the top two non-returning officers according to the order set forth in Article IV. If there are fewer than two non-returning officers, one or two non-returning members, selected alphabetically, shall conduct the election. The moderators must establish discussion guidelines, e.g. time limits, number of speakers, Pro-Con-Pro, etc., that they see fit to maintain quality, courtesy, and efficiency for the Election Process. These guidelines must be posted with the candidates' letters of intent one week before the date of the election to allow for Band response.

Each prospective candidate is encouraged to submit a letter of intent prior to the election, which shall be posted in a prominent area for the Band's appraisal. These letters should include the offices for which the candidate wishes to be considered, and a brief statement of qualifications and ideas for the office.

On the day of the election, additional nominations may be made from the floor. These nominations must be seconded by another member and accepted by the nominee. After all nominations for a particular office are given, the nominations are closed by a motion and a second. When a second is given, a vocal vote of "aye" or "nay" is given and judged by the Moderators. If at this point there is a single candidate, the motion may be made to elect the candidate by acclamation. If there is more than one candidate, each candidate is given the opportunity to give a statement to the Band. All candidates then leave the room. There will be a discussion of each candidate by the voters. Discussion can be closed by a motion, a second, and the absence of any objections from the voters,

or when the pre-stated requirements of the Moderators have been met. A secret ballot will be taken, and all candidates will then return to the room. Moderators are not permitted to vote.

Order of elections will proceed in the same order as the statement of officers in Article IV. However, if an office lacks more than one letter of intent, it will be voted on after the offices which do have one or more letters of intent posted.

A simple majority of those in attendance must be attained for election. If a simple majority is not attained, a runoff vote is taken. This is done by striking the lowest vote-getter from the ballot and taking another secret vote. This process is continued until one candidate has attained a simple majority. Those nominated and not elected are eligible for candidacy in another office.

## 5B Special Elections

Should an officer resign or be removed during his/her term, the regular election procedure outlined in Section A will be followed to elect a replacement. The regular eligibility requirements will apply. Other officers may run for the vacated position only if the position is that of Director.

## 5C Appointment of Associate Conductors

Following an election, the Director-elect must announce his appointments for Associate Conductor prior to the end of the first week of classes in the Spring Semester, so that the new appointees may learn and practice their conducting skills prior to taking office. The Director-elect's appointments must be approved by the outgoing Executive Board.

## 6 Committees

Committees will be formed as deemed necessary by the Executive Board. The chairpersons will be appointed and members may be appointed as well. Standing committees include the following:

### 6A Executive Board

The Executive Board, chaired by the Director, will consist of all elected and appointed officers. The Executive Board will meet approximately once a month on a basis determined by its members. The dates of these meetings will be announced to the entire Band since all members may attend and participate - however, only the officers may vote. Other meetings of the Executive Board may be open or closed to non-officers at the discretion of the Board.

### 6B Amendment Committee

The Amendment Committee will meet whenever it is deemed necessary by the current officers. In the fall it will consist of the present officers, chaired by the Liaison Officer. In the spring the committee will consist of all incumbent and newly elected officers and will be chaired by the incumbent Liaison Officer. The purpose of the committee is to review the Constitution and to propose amendments as it deems necessary. An Emergency Amendment Committee can be formed at any time deemed necessary by the Executive Board. At least once a year, this same group of officers will also sit to consider the Band's existing repertoire and possible new music, and the Band will be invited to participate.

### 6C Show Committee

The Show Committee will consist of all interested Band members and will be chaired by the Show Manager. The Committee may elect its own officers. The Committee shall be responsible for all aspects of field show performance, including soliciting ideas from Band members, coordinating logistics including drill and script, and obtaining appropriate props. The Show Committee shall report on its activities and decisions to the Director and the Executive Board on a regular basis, and the Executive Board shall have the final decision in approval of any show material.

## 7 Meetings

The Band will meet for rehearsal as determined by the Executive Board. Each member is expected to attend every rehearsal and performance in its entirety. The Executive Board may temporarily deny the privilege of performing with the Band to members who have had poor attendance. Members are allowed three unexcused absences to maintain voting privileges. An unexcused absence shall be defined as a case in which a member does not appear for a rehearsal or performance and has not informed the Secretary of their absence in advance. The Secretary shall make the Executive Board aware of possible attendance problems. Band members are responsible for being aware of their attendance status.

## 8 Dues

### 8A Amount

The Executive Board will require members to pay dues of no more than \$10 per academic year for new members; also, there will be an additional uniform fee. The dues for returning members will be no more than \$10 per academic year.

### 8B Purpose

Each new member shall be entitled to receive a uniform, and each member shall be entitled to receive a music folder, after paying dues.

## 9 Amendments

Amendments may be proposed by the Amendment Committee, an Emergency Amendment Committee, or by a petition of one-fourth of the Band's members. A two-thirds majority vote of the Band is required to ratify an amendment.

## 10 Ratification

This constitution shall take effect immediately upon ratification by a two-thirds majority of the Band membership.

Ratified September 28, 1999

Amended January 21, 2009