

Kutztown University Marching Unit Constitution

Article I Name of the Organization

The name of this organization shall be the Kutztown University Marching Unit, Wind Ensemble, and Concert Band. This organization shall consist of a Marching Unit, Concert Band and Wind Ensemble.

Article II Objective

The objective of this organization will be participation in musical performances at the discretion of the band director.

Article III Title IX Clarification

All references to gender apply to both sexes.

Article IV Members

Section I *General Membership Requirements*

This organization shall be open to any member of the University community at the discretion of the director.

Section II *Voting Members*

Any student member of the Marching Unit is eligible to vote for an officer at the annual officer elections.

Article V Band Executive Council

The governing body of the Kutztown University Marching Unit, Concert Band, and Wind Ensemble shall be known as the Band Executive Council here forth known as the BEC.

Section I *The Voting Members*

The voting members shall consist of the President, Vice President, Secretary, Treasurer, Historian, Guard Representative, Section Leaders, Fraternity and Sorority Presidents, and Drum Major(s).

Section II *Powers*

To assist the Band Director(s) in management, discipline, attendance and social functions of the unit.

Section III *Meetings*

Meetings shall be held every week at an announced time and location during the marching season and when deemed necessary throughout the year. Meetings are called by the Band President. A quorum of 75% of the BEC membership is required to hold an official meeting.

Article VI Officers

Section I *List of Officers*

President, Vice President, Secretary, Treasurer, Historian, and Guard Representative.

Section II *Duties of Officers*

President

- A. Shall preside at all BEC meetings and delegate responsibilities as deemed necessary.
- B. Shall hold regular meetings with the Band Directors.
- C. Shall oversee the other officers in their duties and assist when needed.
- D. Shall communicate the attitudes and concerns of the members to the directors.

Vice President

- A. Shall work closely with the director in recruiting
- B. Shall take attendance at all rehearsals, and performances.
- C. Shall be in charge of BEC meetings when the president is unavailable.
- D. Shall work closely with the President and assist in any aspects of presidential duties.
- E. Shall work with the director and all BEC officers in creating the annual KUMU Newsletters.

Secretary

- A. Shall take minutes at all BEC Meetings.
- B. Shall be in charge of band memorabilia.
- C. Shall assist the Band Director in all documental needs.
- D. Shall assist the Historian in securing documents and articles of importance to the organization.

Treasurer

- A. Shall be in charge of all financial planning and obligations.
- B. Shall be in charge of all money transactions
- C. Shall maintain accountably for the KUSSSI account

Historian

- A. Shall be responsible for the collection and organization of articles and documents of historical significance to KUMU.
- B. Shall assist the director in assembling and maintaining an accurate historical account of KUMU.
- C. Shall work closely with the secretary in obtaining appropriate documents of historical significance to KUMU.

Guard Representative

- A. Shall act as a liaison between the Band Front and the Band Executive Council.
- B. Shall work with Captain to keep policy for Guard and KUMU

Section III *Election of Officers*

A. Officer Requirements

President:

- A. Shall be at least a third year member of the organization and must participate in both the Marching Unit and the Concert Band/Wind Ensemble.
- B. Shall be enrolled at Kutztown University both Fall and Spring Semesters.

Vice President:

- A. Shall be at least a second year member of the organization and must participate in both the Marching Unit and the Concert Band/Wind Ensemble.
- B. Shall be enrolled at Kutztown University both Fall and Spring Semesters.

Secretary:

- A. Shall be at least a second year member of the organization and must participate in both the Marching Unit and the Concert Band/Wind Ensemble.
- B. Shall be enrolled at Kutztown University both Fall and Spring Semesters.

Treasurer:

- A. Shall be at least a second year member of the organization and must participate in both the Marching Unit and the Concert Band/Wind Ensemble.
- B. Shall be enrolled at Kutztown University both Fall and Spring Semesters.

Historian:

- A. Shall be at least a second year member of the organization and must participate in both the Marching Unit and the Concert Band/Wind Ensemble.
- B. Shall be enrolled at Kutztown University both Fall and Spring Semesters.

Band Front Representative:

- A. Shall be at least a second year member of the organization.
- B. Shall be enrolled at Kutztown University both Fall and Spring Semesters.

B. Voting Procedure

- a. Elections shall be held towards the conclusion of the Fall Semester.
- b. Nominations for all officers shall be made at the election meeting.
- c. The election date must be announced two weeks in advanced.
- d. At the election, each nominee will be allowed to give a 2 minute speech, followed by a brief question answer period.
 - e. The election order shall be President, Vice President, Secretary, Treasurer, Historian, and Guard Representative.
 - f. Ballots shall be distributed, marked and collected.
 - g. Votes for officers shall be tallied by acting president plus one director, unless president is running for re-election in which time vice president shall tally presidential vote.
 - h. In the event of a tie, the president shall cast the deciding vote.
 - i. The candidate with the largest number of votes shall receive the office.
 - j. If multiple candidates occur, the winner will be decided by plurality.
 - k. Any nominee not elected will have the opportunity to run for a lesser office.

Section IV *Removal of Officers*

It will be the power of the BEC to relieve, by a 3/4 majority vote, any officer of this council who fails to uphold and perform his/her duty.

Section V *Drum Majors*

The Drum Major(s) may not hold any office.

Article VII Selection of Advisors to the BEC

Section I *List of Representatives*

- A. Section Representatives shall be the designated section leaders as chosen by the director(s). One Representative from each section of the organization
- B. The Drum Major(s).
- C. The President from both KKY and TBS: National Honorary Band Fraternity and Sorority.

D. The Band Librarian as chosen by the Directors.

Section II *Duties of Representatives*

A. Section Leaders

- A. Shall check that all members in his/her section have all of the appropriate music.
- B. Shall help the section learn the music and drill by holding sectional rehearsals at least once a week, for a minimum of 30 minutes, each week of the marching season.
- C. At the BEC Council meetings he/she shall represent his/her Section.

B. Guard Captains

- A. Shall represent their particular section on the Council.
- B. Shall serve on council during both the Fall and Spring Semester.

C. Drum Major(s)

- A. Shall bring out suggestions and criticisms from his/her viewpoint.

D. Fraternity and Sorority President

- A. Shall voice the opinions and suggestions of their collective organizations.

E. Band Librarian

- A. Shall be responsible for organizing and preparing the music for the University Bands.

Section III *Selection of Representatives*

A. Section Leaders

- A. Shall be selected at the end of the Fall Semester by application and possible interview in front of the Directors based on leadership, experience, and the handling of their instrument and/or equipment.

B. Guard Captains

- A. Shall be selected at the end of the Fall Semester by application, on the basis of ability, leadership, and will be required to interview in front of the Band Director(s) and the Band Membership.

C. Drum Major(s)

- A. Shall be selected at the end of the Fall Semester by application, on the basis of ability, and leadership.
- B. Shall first hand in an application to the director of the Marching Unit.
- C. Are required to interview in front of the Band Director(s) and the Band Membership.
- D. Shall be selected by the Band Membership and Director(s) by audition.
- E. Shall not qualify to hold any BEC office.

D. Fraternity and Sorority Representatives

- A. These representatives shall be the Presidents of their organizations.

E. Band Librarian

- A. The Band Librarian is selected by the Director(s).

Section IV Removal of Representatives

It will be the power of the BEC to relieve, by 3/4 majority vote, any member of this Council who fails to uphold and perform his/her duty.

Article VIII Meetings

This organization meets when and where the Band Director(s) deems necessary. Extra rehearsals may be called at the discretion of the Band Director.

Section I Attendance Commitment

Attendance is mandatory. If a member must miss a function, he/she should see a director and present a reasonable excuse.

Section II Attendance Policy

- A. All rehearsals are mandatory and attendance will be taken.
 - a. Any member who fails to attend an announced Unit rehearsal and has not presented a valid excuse will not be permitted to perform at the following performance.
 - b. All excuses must be in written form and given to the director and vice president 24 hours prior to the rehearsal that is to be excused. At the time a ruling will be made as to whether the excuse is valid. This ruling will be enforced at the discretion of the director and section leaders.
- B. Sectionals are mandatory and attendance will be taken.
 - a. Each section of the Marching Unit is to meet weekly at a location and time agreed upon by the members. Sectionals will last for 30 minutes.
 - b. Section leaders must make a reasonable attempt to accommodate every member of their section. If a Unit member cannot attend a sectional the member must

present a valid written excuse 24 hours in advance to the director and the section leader for the sectional that is to be missed. The director must approve these excuses.

C. In the event that a member would miss a sectional or rehearsal for which there is NO prior written excuse, it is the member's responsibility to make an appointment with the director to explain the absence.

D. In the event that a member continues to miss sectionals and/or rehearsals, further disciplinary action will be taken at the discretion of the director. The member will be asked to meet with the director and section members to discuss appropriate actions ranging from lowering the final grade to dismissal from the Unit.

E. The director will have a list of all members with class or internship conflicts that would be reason for them to miss any portion of the allotted rehearsal time. All members must sign a contract signifying that they will attend all practices and performances, unless a valid written excuse is approved by the director.

F. After one unexcused absence, you will not perform in the upcoming performance, but you must attend in full uniform.

G. After two unexcused absences, the director will evaluate the status of your membership, and if deemed appropriate, the member shall be removed from the organization. If the class is taken for credit, an F will be assigned as their grade.

H. The Vice President will then keep track at all performances of those who are absent. The vice president shall then alert the director of the members not present.

Article IX Advisor(s)

The Advisor(s) shall be the Directors of each organization

Article X Amendments

Proposed amendments to this constitution shall be presented in writing at any regular BEC Meetings. If 3/4 of the votes casts at the meeting are favorable, then the proposed amendment shall be declared adopted by the BEC. If it does not get the required 3/4 of the votes, it shall be considered nullified a the meeting. After ratification, the amendment must be approved by the Student Government Board, the Student Faculty Committee on Student Affairs, and the President of Kutztown University before it becomes operative.

Article XI Ratification

This Constitution has been approved by a 2/3 majority of the Band Executive Council. It will become effective upon approval by the Student Government Board, the Student Faculty Committee on Student Affairs, and the President of Kutztown University.

Revised date: April 29, 2008
Revised by: Kate Bienkowski, President
Chris Kimmey, Vice President
Kit Wei, Secretary
Andy Johnson, Treasurer