

The Lehigh University

Marching

97

The Finest Band East of All Points West

Constitution



Zoellner Arts Center
Lehigh University
Bethlehem, PA 18015

Preamble

We The Members of the Lehigh University Marching 97, in order to form a more perfect band, establish order, insure the continuance of psyche-psychery, march-machinery, leg-liftery, and play-playery, provide promote the general welfare, and secure the traditions and heritage of the 97 to ourselves and our posterity, do ordain and establish this Constitution for the Marching 97.

Article II - Purpose

The objectives of the Lehigh University Marching 97 are these:

First to provide support for the Lehigh University football team through the playing of fight songs, participation in cheerleader cheers, and organized group cheering at the football games.

Second to provide entertaining performances at Lehigh University football games, namely pregame and halftime field shows. A special effort is made to provide entertainment for alumni, tailgaters, and other activities associated with the game.

Third to enrich school and community spirit through participation in events such as parades.

Article III – Membership and Attendance

Membership in the Marching 97 is open to any Lehigh University or LVAIC student in good standing with the member's school provided he or she agrees to abide by all policies set forth by the Marching 97 and Lehigh University.

Band Member Responsibilities

The band member is a representative of Lehigh University and the Marching 97, and therefore is expected to act in an appropriate manner. Therefore, each member will be expected to adhere to the University and band's policies. Therefore, each member will be expected to adhere to the University and band's policies. In the event that a band member fails to follow any of these policies, the Exec Board will decide upon disciplinary action in closed session at the next meeting that follows the incident. The Marching 97 must be taken for credit unless otherwise decided by the Executive Board and Director. Being that each case is unique, the band member must speak to the Executives and Director, who together will decide whether to allow the member to take the Marching 97 for no credit.

Attendance:

All attendance policies are as set forth in the Attendance Policy established by the Executive Board.

Article IV - Officers

Section One: Officers

Manager as President	Uniform Manager
Drum Major as Vice President	Student Conductor
Staff Assistant as Treasurer	Librarian
Publicity Manager as Secretary	Senior Representative
Freshman Managers (2)	Historian
Equipment Managers (2)	

In the event of the Manager not being able to fulfill his or her duties, the Staff Assistant will assume the duties of Manager.

Section Two: Duties

If any member for the Executive Board fails to perform their duties as defined by the Constitution, they can be brought up for impeachment, as outlined in Article V.

All members of the Executive Board:

- Must attend Executive Week, Band Camp, and all Executive Board meetings.
- Must enforce the policies of the band and act as positive role models by following these policies.
- Any Executive can appoint an assistant to help with his/her duties.

Director:

- To ensure that the performances are of a quality in keeping with the standards of the Marching 97 and the Music Department of Lehigh University.
- To act as a liaison between the Executive Board of the band and the University in matters concerning large purchases such as instruments and uniforms.
- To give assistance to the Staff Assistant insuring that the band operates within the budget.
- To award course credit and grades to band members.

Finally, the director is charged with maintaining the rich history and tradition of the Marching 97 by ensuring that the band remains a student run organization.

Manager:

- The Manager is the administrative head of the Marching 97.
- During the spring semester the Manager shall schedule and conduct meetings, ensure all relevant Executive materials are distributed, ensure all Executives perform their duties, and supervise the budget process.
- In conjunction with the Executives he/she compiles the performance schedule.
- The Manager shall arrange transportation for the band season, including flames, create a summer Executive contact list, and notify the athletic department which games the band is going to attend.
- The Manager shall create an itemized list of all supplies and equipment which must be brought to band camp.
- The Manager shall compile a list of potential rank leaders in conjunction with the Drum Major (see: Article IX) based on volunteers from each rank.
- The Manager shall coordinate band appearances, write the final exam, and organize and conduct elections.
- The Manager is responsible for handling any other duties as they arise. The Manager is responsible for the band as a whole.
- The Manager determines if an issue is administrative and if so, goes to the Executive Board or individual Executives to decide upon. The Manager decides if the issue warrants a full band vote.
- At the beginning of the season the Manager will make this Constitution and all of the policies readily available to all members of the band.

Drum Major:

- The Drum Major is responsible for the performance of the Marching 97.

- Practices are to be planned, scheduled, and run by the Drum Major. Cancellation of practices is to be decided by the Drum Major when circumstances justify.
- The Drum Major is responsible for creating the drill schedule based on the band calendar and publishing it prior to the start of the season. The Drum Major shall decide the meeting times for the performance with the input of the Executive Board.
- The Drum Major is in charge of the Drill Writing Committee. If not enough people volunteer to write drills, it is the responsibility of the Drum Major to write all remaining drills. All transitions are to be written by the Drum Major as well as the off-field set.
- The Drum Major shall compile a list of potential rank leaders in conjunction with the Manager based on volunteers from each rank (see: Article IX).
- The Drum Major shall notify the rank leaders at least 36 hours in advance of board games.
- The Drum Major must ensure someone is conducting at each performance.
- The Drum Major must attend all official performances and rehearsals unless he/she has prior clearance from the Manager and Director.

Staff Assistant:

- The Staff Assistant is the Treasurer of the Marching 97, and as such is responsible for maintaining the financial records of the band.
- The primary duties of the Staff Assistant shall be to keep attendance records, to oversee enforcement of the attendance policy, compile and distribute a band roster, run the band banquet, and assist all other Executives with any work that needs to be done.
- The Staff Assistant shall determine the schedule of events for Band Camp and order Executive T-shirts.
- If the Manager is unable to perform his/her duties, the Staff Assistant will assume the Manager position.

Publicity Manager:

- The Publicity Manager is the Secretary of the Executive Board and press liaison for the Marching 97.
- The Publicity Manager of the 97 is responsible for taking and posting Executive Board meeting minutes, organizing the band yearbook photo, writing letters to the football and cheerleader coaches, organizing tickets and T-shirts for the alumni, and writing the announcements for the pregame and halftime.
- The Publicity Manager shall coordinate Alumni Band Day.
- The Publicity Manager shall be responsible for the maintenance of the Marching 97 website and social media. The Publicity Manager must appropriately manage what is posted on these media outlets.
- The Publicity Manager is responsible for recruiting alumni to participate in the Lehigh-Lafayette show when more members are needed.
- The Publicity Manager shares the responsibility of creating videos of the band's performances with the Historian.

Freshmen Managers:

- One female and one male Freshman Manager are elected as a team to advise and guide the freshmen during their first season in the Marching 97. Transgender and other gender nonconforming individuals may serve as the one Freshman Manager position they most identify with.
- During the spring semester the Freshmen Managers shall contact potential freshmen and organize performances for recruitment events. They are responsible for ordering dinks for new members and compiling a list of returning band members.

- Over the summer the Freshmen Managers send letters to freshmen, send letters to upperclassmen to ensure they are coming to Band Camp, arrange for upperclassmen to write letters to new band members, and arrange early arrival with Residential Services for all those attending Band Camp.
- During Executive Week, the Freshmen Managers are responsible for giving a final list of band members to the Drum Major and preparing mards and dinks for the new season.
- At Band Camp, the Freshmen Managers are to help the new members adjust to band and college life. They are to continue to assist new members throughout the band season and into the spring semester, paying close attention to the retention of members.
- During the band season, the Freshmen Managers are responsible for ensuring that all of the mards are being brought to the practice field.

Equipment Managers: (To be enacted when voting for the 2017 Executive Board)

It is encouraged that the two Equipment Managers should come from two different instrument classifications (Woodwind, Brass, Percussion) so as to encompass the greatest knowledge of instrument mechanisms as possible although this is not mandatory.

- The two Equipment Managers, a.k.a. “Toots”, are elected as a team to inventory, repair, and maintain instruments, chairs, stands, and everything else in the band practice/storage area besides music and uniforms.
- During the spring semester, the Equipment Managers shall test every instrument owned by the 97, recording the conditions of the instruments and the cases in which such instruments reside in the process. A database of 97 instruments shall be updated with this information.
- The Equipment Managers are responsible for repairing broken instruments under their field(s) of expertise, either through fixing minor problems themselves or taking the instruments to professional repairmen. Along with this, the Equipment Managers are responsible for researching new instruments for purchase in accordance with the band’s budget and instrumentation.
- The Equipment Managers are in charge of ordering all equipment accessories for the coming year and maintaining other necessary equipment.
- The Equipment Managers shall determine instrument usage in accordance with weather conditions and prepare instruments for band alumni events.
- The Equipment Managers shall prepare all supplies for band camp and official flames.
- The Equipment Managers are responsible for loading the equipment wagon before home football games and, when tailgating is completed, ensuring that said wagon reaches the football stadium before any contained equipment is needed by the band. The Equipment Managers are also responsible for returning the wagon and all of its equipment to the proper storage areas at the conclusion of the football game.
- The Equipment Managers are responsible for The Baritone.

Uniform Manager:

- The Uniform Manager, a.k.a. “Suits”, is responsible for the maintenance of the uniforms.
- The duties for this position are: to keep inventory of all uniform parts, repair or replace any worn parts, fitting all the members of the band, ordering and selling band T-shirts, washing the gloves, taking the uniforms to the cleaners, keeping accurate records of the uniform distribution, making sure everyone is properly dressed for the game, determine uniform wear in accordance with weather conditions, distribute raincoats when necessary, check the stands after the game to make sure nothing was left behind, and to assist the Equipment Managers with their duties when necessary or as requested.

Student Conductor:

- The Student Conductor shall select what to play, as well as conduct in the stands. He/she is responsible for running music rehearsals during Band Camp and the season.
- Before the beginning of the season, the Student Conductor should help the Librarian with organizing/cataloguing music as well as select the music to be played throughout the upcoming season.
- The Student Conductor is responsible for collecting appropriate cadence twist ideas and running a vote to decide which twist to use.
- The Student Conductor must contact the opposing team’s band to organize when music is played in the stands.

Librarian:

- The Librarian is responsible for the distribution and replacement of stand and field music.
- The Librarian is responsible for the assembly of stand music folders during Executive week as well as the replacement of lost music throughout the band season.
- During practices and before performances the Librarian is responsible for ensuring that everyone who needs music, rubber bands, and paper clips has these supplies.
- At games the Librarian is responsible for making sure that all of the needed stand folders arrive at the stadium.
- The Librarian must catalog new music and maintain the music database.

Senior Representative:

- The Senior Representative handles all of the band's food and seating needs as well as coordinating senior events.
- The Senior Representative shall be responsible for the Executive dinner during Executive week, and the reception luncheon before departure for band camp.
- During the band season the Senior Representative orders and picks up box lunches, dinner, and breakfast as needed for the band, provides tickets to the games, and coordinates the seating arrangements in the stadium.
- The Senior Representative shall be in charge of ordering senior mugs.
- The Senior Representative shall act as a social chair and organize events for band members to attend outside of practice.

Historian:

- The Historian shall be the custodian and curator of the band's history, past and present.
- The Historian shall be responsible for the establishment and upkeep of the band history archive.
- This includes (but is not limited to) digitizing old photographs, ensuring the preservation of artifacts important to the band's history, analyzing historical documents, and coordinating with any outside sources to assist with these duties.
- The Historian shall keep a record of all official or relevant band activity that occurs during their term. This includes (but is not limited to) correspondence, emails, drills, meeting minutes, and purchase orders. They shall produce this information in a binder for that season to be entered into the archive by the time they leave their office.
- The Historian shall be responsible for the creation of media concerning the official performances of the band. This includes (but is not limited to) taking photos, capturing audio performances, ensuring video of field shows, and making such media accessible in a timely manner.
- The Historian shall work with the Publicity Manager to coordinate efforts among the alumni to contribute to the band history archive, including interviews, stories, and any other assistance that the alumni are willing to give.
- The Historian shall make band history accessible to all band members and band alumni as requested, to the best of his or her abilities.
- During Executive Week, the Historian shall create or update a presentation on the band's history to be shown to the incoming freshman class.
- The Historian shares the responsibility of creating videos of the band's performances with the Publicity Manager.

Section Three: Elections

Eligibility:

All positions, excluding Manager and Drum Major are open to all members of the band who have had at least one year of Marching 97 marching experience and have attended Band Camp at least once.

Candidates may run for one position only unless they are running for Manager.

Manager and Drum Major candidates are required to have had at least two years of band experience and at least two years of Band Camp. The Manager, Staff Assistant, Drum Major, and Freshman Managers candidates must be Lehigh students.

Manager Candidates are allowed to run for a second position, to be awarded in the event of the candidate losing the Manager elections and winning the Executive elections.

Candidacy must be declared in accordance with the Manager's timeline.

Candidates for Manager will not take part in voting or the interview phase of Manager selection. The departing Manager will preside over the election of the new Manager.

The Senior Representative must be a member of the current graduating class.

If there are no candidates for a position, there will be a special election for the position.

Campaign Letters:

Individualized and personalized campaign letters must be distributed as directed by the Manager in sealed envelopes by all seeking office to all members of the band and the Director.

The Freshmen Manager candidates may send a joint letter.

Those who do not send candidate letters by the deadline shall have their names omitted from the ballot.

Voting Procedures and Regulations:

Write-in votes are allowed.

“Bill the Cat” is on the ballot to allow the electorate a no-confidence vote.

On each band member's ballot, each candidate, including the no-confidence vote, may be ranked in order of preference. Any candidate receiving a majority of the first-preferences for that office wins the election. If no such candidate exists, an instant runoff tabulation shall be conducted in rounds. In each round, each ballot shall count as a single vote for whichever non-eliminated candidate is ranked highest. After each round, the candidate with the fewest votes shall be eliminated, with the votes for that candidate redistributed to the remaining non-eliminated candidates based on the order of preferences indicated on each of the affected ballots. If the redistribution of votes results in a candidate receiving a majority of the votes, that candidate is elected. Otherwise, the candidate then having the fewest votes shall be eliminated, and the votes are redistributed as before, with the process of candidate elimination and vote redistribution continuing until one candidate has a majority of the votes counted for any candidate in that round.

If a band member does not rank every candidate, their votes in the instant runoff tabulation rounds will be considered no-confidence votes.

In the event of the no-confidence vote winning an office, nominees will be requested for the office in question. New and prior candidates must undergo the campaign process a second time, with the election for that position being held at the Band Banquet.

Manager Interviews: Candidates will be notified in advance of a time. The Executives and Director are the only ones who take part in this process; each one asks one question (same to each candidate). All Executives are required to be present, excepting those who are excluded on account of running for office. A transcript of the interviews, written by the Publicity Manager, will be provided to the band.

In a closed meeting, the Executive board must approve the Manager candidates. The candidates are then voted in by the band during the general election. If the Manager candidates are not approved by the Executive Board

members, the members who are not running for office will continue to have discussion until a consensus is met and a candidate approved.

Elections will be held at the final band practice, which will be held soon after the final performance of the season. All candidates are required to deliver a speech prior to elections. The Manager Candidates will speak for up to 5 minutes; each non-Manager Candidate will speak for up to 97 seconds. Following speeches a question and answer period will be held by the Manager. The Drum Major and Student conductor candidates are required to undergo a conducting tryout in addition to the speech. The Drum Major performance tryout will be defined by the current Drum Major. Votes will be by secret ballot and will be counted by the Manager and Director for all non-Manager Executive positions. The Director will count Manager ballots with a non-returning senior from the Executive Board.

Announcement of the new Executive Board is traditionally done at the Band Banquet.

Absentee Ballots will be offered for any election if someone is excused. Criteria for being excused will follow the Attendance Policy for an official performance.

Article V – The Leadership

The Executive Board:

The Executive Board shall be composed of all Officers of the band with the director as an ex-officio member.

The Executive Board governs all activities, performances, and operational concerns of the Marching 97.

The Manager acts as President, Publicity Manager as Recording Secretary, and Staff Assistant as Treasurer. If the Staff Assistant desires, he or she can appoint an Assistant Treasurer from the ranks of the band. However, the Treasurer assumes full responsibility for all monetary concerns of the Marching 97.

All Executives are required to attend Executive week, held prior to band camp.

If any Executive cannot fulfill the duties of their position, then they shall resign their position.

Execs must not have a regularly scheduled conflict with band rehearsals.

Executive Board Meeting Structure:

All Executive Board meetings shall be scheduled and announced by the Manager.

All Executives are required to be in attendance unless they have prior clearance from the Manager.

Executive Meetings are to be open, except in cases where the Manager has decided to close the meeting.

Anyone in attendance at the meeting is permitted to offer an opinion and an opportunity to speak; all voting is done by the Executives.

Closing of the meeting is done when the board is dealing with any issue concerning an individual in the band and at the discretion of the Manager.

Voting:

Voting on administrative matters is done by Executives only, excluding the Manager who acts as vote taker and tiebreaker. The band as a whole can vote on major policy decisions; decision to do so is made by the Manager.

At least three quarters (3/4) of the Executive Board must be present for a vote to occur.

Majority carries the motion on most issues; 2/3 vote is necessary for major decisions.

The carry majority will be decided prior to the voting dependent upon the severity of the issue at hand and by a simple majority.

The majority that is needed is decided by the Manager before the vote.

Resignation of an Executive:

Regardless of time, Manager resignations will be handled through the transition of power outlined in Article IV, section 1 and the position descriptions in Article IV, Section 2.

During the Season:

Due to the destructive nature of this circumstance and the length of the season:

Freshmen Managers: No action will be taken with respect to replacements, unless both Freshmen Managers resign. In such a circumstance, one Freshman Manager will be replaced.

All others: Nominations of band members will be accepted. Vote will be done by all members of the band as soon as possible.

Spring:

Before school adjourns, candidates will announce their candidacy and a special meeting of the band members will be held to vote. Elections shall be conducted following Section 3, 'Elections'.

Absentee ballots will be accepted.

Absentee ballots shall contain a primary and secondary candidate selection. In the event of a tie or run-off election where the primary candidate has been removed, the secondary vote shall then be accepted.

Summer:

The Executive Board shall install a temporary replacement by acclamation, and notify the band of the replacement. A special election will be held as soon as possible.

Impeachment of an Exec:

A 2/3 written majority from either the band or Executive Board will permit proposing the impeachment of an Executive.

2/3 of the band (including all Executives) must vote in favor of impeachment to pass the motion.

In the event of affirmative vote, said Executive is considered resigned.

Article VI – Parliamentary Authority

The Parliamentary Authority shall be Robert's Rules of Order, Newly Revised.

Article VII – Amendments

Amendments can be made to the Constitution of the Marching 97.

Any member of the Marching 97 can propose an amendment to the Constitution.

Proposals for amendments will be created by a group consisting of a minimum of ten Marching 97 members. If it is approved by a majority vote of the Executive Board, it is then taken to the band for a vote. The band must approve the proposal by at least a 2/3 majority vote.

If the proposal receives at least a 2/3 majority of the votes, it then becomes an official amendment to the Constitution of the Marching 97.

Amendment shall be followed by all members of the Marching 97.

Article VIII – Activities

Band Camp:

Band Camp is a three day excursion prior to Freshmen Orientation.

Band Camp is not required for band members but is highly recommended. However, Band Camp is required for all Executives and rank leaders.

The schedule for the three days includes the learning and reviewing of basics, introducing and learning stand and show music, and the learning of the pregame drill.

Practices:

Practices are mandatory as set forth in the Attendance Policy for all members of the Marching 97.

The Drum Major sets the practice schedule.

Transportation to the practice location and the attendance taking are to be arranged by the Staff Assistant.

The Drum Major has control over what happens during the practice.

If there is justifiable cause for canceling practice, the Drum Major will make the call prior to the general departure for the practice location.

If the University has an emergency closing, practice is cancelled.

Performances:

Performances, just as with practices, are mandatory for all members of the Marching 97.

The performance day schedule is set jointly by the Manager and the Drum Major. The schedule is dependent entirely upon the performance location and by the need/lack thereof for practice prior to the performance.

As with practices, the Staff Assistant is responsible for the attendance taking and transportation to the meeting location.

Transportation to away performances is the responsibility of the Manager.

The acquisition of food for early morning practices and lunch is the responsibility of the Senior Representative.

If an official performance, a non-game performance, is to be added during the season, the band must be notified at least two weeks prior to the event. Then, an official vote by the band on whether to make the performance an official event should occur one week prior to the event.

Flames:

A flame is a volunteer group of band members that play in the style of a pep band.

All members of a flame represent Lehigh University and the Marching 97 and are expected to abide by all rules and regulations of the University.

A flame leader is in charge of the organization and execution of a flame. This includes informing band members beforehand, arranging transportation with the assistance of the Manager, arranging lodging (if needed), providing refreshments, and informing the Lehigh ticket office and school to be visited that the band is coming. The 97 will not be held liable for the actions of any flame participants.

The flame leader must be present on sponsored transportation.

Article IX – Rank Leaders

Rank Leaders shall be chosen from the membership of each rank to act as the head of that rank and to serve as a liaison between the Drum Major and the rank members. Each rank shall have a designated rank leader who will serve for the duration of the band season.

Prior to the start of exec week, eligible band members may volunteer for the position of Rank Leader. The Executive Board will then review the list of candidates in consultation with the Drum Major and Manager, who will make the final selections, to be announced to the band during band camp.

Eligibility:

- Rank leaders must have a minimum of one year of experience in the band and must have attended band camp at least once.

Responsibilities:

- The Rank Leaders' primary responsibility is to assist the Drum Major in teaching and maintaining the proper marching style, teaching new drill, and maintaining order on the practice field. If a Rank Leader fails to fulfill his/her duties, he/she can be removed from the position by a majority vote by the members of the Executive Board.
- The Rank Leaders must attend Band Camp.
- The Rank Leaders must verify that all rank members have all parts of their uniforms and enforce uniformity of dress in stands.
- A Rank Leader is expected to act as liaison between the members of his/her rank and the Executive Board.
- The Rank Leaders must attend boardgames when possible and are responsible for finding a rank representative in the event that he/she is unable to attend.

Given that the amendments to this document of May 6th, 2016 have been voted upon and conducted in accordance to the guidelines for revision herein, I the Manager of the Marching 97, hereby ratify and enact this Constitution of the Marching 97 of Lehigh University this twentieth day of the fourth month in the year of two-thousand and fifteen.

All changes from the 2015 Marching 97 Constitution have been marked in this color and are pending approval from votes polled from the 2015 band members. The poll closes on May 18th, 2016.

Respectfully Submitted,

Robert J. Hillman, Manager