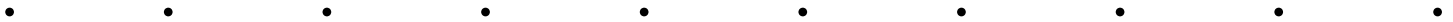




# Lehigh University Marching 97

## Constitution



*The Finest Band East of All Points West...*







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# Constitution

*The Finest Band East of All Points West...*

## **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-marchery, leg-liftery, and play-playery, provide for the band adequate scum, 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 responsible for maintaining their uniform and instrument while they are in said band member's possession and returning them at the end of the season in like condition, excepting normal wear and tear. The Uniform and Equipment managers will publish fines for abuse or neglect of band property at the beginning of the season. The band member is a representative of Lehigh University and the Marching 97, and therefore is expected to act in an appropriate manner. Therefore, there will be no smoking, consumption of alcoholic beverages, or disorderly conduct (as defined by University policy) while in uniform. The Exec Board will decide upon disciplinary action in closed session at the next meeting. The Marching 97 must be taken for credit unless otherwise decided by the Exec Board and Director. Being that each case is unique, the band member must speak to the execs 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 exec board.

## Article IV - Officers

### Section One: Officers

Manager as President	Uniform Manager
Drum Major as Vice President	Librarian
Staff Assistant as Treasurer	Senior Representative
Publicity Manager as Secretary	Student Conductor
Equipment Manager	Freshman 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

#### 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 act as the account executive 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 exec materials are distributed, ensure all execs perform their duties, and supervise the budget process.
- In conjunction with the execs he/she compiles the performance schedule.
- The Manager shall arrange transportation for the band season, including flames, create a summer exec contact list, and notify the athletic department which games the band is going to attend.
- The Manager makes the list of what items need to go to band camp as well as making a list of rank leaders with the Drum Major to be taken to the Exec Board for input.
- 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 execs to decide upon. The manager decides if the issue warrants a full band vote.

- At the beginning of the season the Manager shall distribute a paper copy of this Constitution to new members, and make it 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 done 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 Exec 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 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 as well as general assistant to the execs.
- 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 execs with any work that needs to be done.
- The Staff Assistant is responsible for maintaining the financial records of the band.
- The Staff Assistant shall determine the schedule of events for Band Camp and order exec 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 Exec Board and press liaison for the Marching 97.
- The Publicity Manager of the 97 is responsible for taking and posting Exec 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. They may appoint an assistant as needed.
- The responsibility of coordinating recruitment efforts for Lehigh Lafayette and other events is now that of the Publicity Manager.

**Equipment Manager:**

- The Equipment Manager, a.k.a. "Toots", keeps inventory of instruments, chairs, stands, and everything else in the band practice/storage area besides music and uniforms.

- This includes maintaining a database of instrument assignments, making sure all of the instruments work, fixing minor problems or getting the instruments to the repairman, ordering instrument accessories for the upcoming year, preparing instruments for band alumni events, preparing first aid equipment and other supplies for band camp, setting up the softball game at band camp, preparing the Band Box, obtaining and distributing scum with the help of the Uniform Manager, determining instrument usage in accordance with weather conditions, and to assist the Uniform Manager with his/her duties when necessary or as requested.
- The Equipment Manager has the privilege of being responsible for The Baritone.

**Uniform Manager:**

- The Uniform Manager, a.k.a. “Suits”, has the honor of dressing and undressing the band.
- 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 and collect birds at performances, distribute raincoats when necessary, organize the uniform demo skit, help the Equipment Manager pack the band box, help the Equipment Manager distribute scum, check the stands after the game to make sure nothing was left behind, and to assist the Equipment Manager with his/her duties when necessary or as requested.

**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 exec week as well as the replacement of lost music throughout the band season. The Librarian is also responsible for ordering new music as requested by those writing drills or the Student Conductor and ordering general office and copier supplies.
- 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 exec dinner during exec 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 and planning the senior skit.

**Student Conductor:**

- The Student Conductor shall select what to play, as well as conduct in the stands.
- This includes selecting what to play and when to play it, as well as actually conducting the band.
- 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 shall conduct stands music rehearsal during Band Camp and the season.
- The Student Conductor is responsible for collecting appropriate cadence twist ideas and running a vote to decide which twist to use.

#### **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.
- During the spring semester the Freshmen Managers shall contact potential freshmen and organize performances on Candidates' Days. 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 Exec 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 life.
- During the band season, the Freshmen Managers are responsible for ensuring that all of the mards are being brought to the practice field.
- The Freshman Managers are responsible for ordering band jackets for all interested members.
- The Freshman Managers shall ensure the production of an annual band video for the season they are elected.

### **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, and Drum Major 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 exec 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. A departing Manager will be allowed to take part in the process.

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

If there are no candidates for a position, a person will be accepted by acclamation for the position.

#### **Campaign Letters:**

Individualized and personalized campaign letters must be sent out via campus mail 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.

Manager candidates must send letters to all the current Execs, the Director, and any other non-Exec manager candidates. Manager candidates may not distribute bribes.

Humor, creativity, and handwritten messages are **highly** recommended, as well as substance.

If a member does not have a campus box, campaign letters must be delivered.

Those who do not attempt to 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.

A majority is required for a candidate to win the office. In the event of three or more candidates receiving a non-decisive vote, the top two candidates will compete in a run-off election at the Band Banquet.

In the event of Bill the Cat 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 execs and Director are the only ones who take part in this process; each one asks one question (same to each candidate). All execs are required to be present, excepting those who are excluded on account of running for office.

Votes will be by secret ballot and will be counted by the Manager and Director for all non-Manager exec positions. The Director will count manager ballots with a non-returning senior from the Exec Board.

Elections will be held at the final band practice, which will be held soon after the final performance of the season. All non-Managerial candidates are required to deliver a speech prior to elections. 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 candidates will conduct the Star Spangled Banner and a fight song. The Student Conductor candidates will conduct a fight song and a stands piece of their choice.

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

Absentee Ballots will only be offered to those excused from the band final. Criteria for being excused will follow the Attendance Policy for an official performance.

## **Article V – The Leadership**

### **The Exec Board:**

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

The Exec 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 execs are required to attend exec week, held prior to band camp.

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

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

### **Exec Board Meeting Structure:**

All exec board meetings shall be scheduled and announced by the Manager.

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

Exec Meetings are to be open except in such cases where the Exec Board has voted 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 execs.

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 Exec Board. A majority vote is required to close the meeting.

### **Voting:**

Voting on administrative matters is done by execs 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.

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.

### **Resignation of an Exec:**

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 upperclassmen 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 Exec Board shall install a temporary replacement by acclimation, 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 Exec Board will permit proposing the impeachment of an exec.

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

In the event of affirmative vote, said exec 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 exec 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 execs 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. In addition to these events, there are social events such as the Uniform Demo, Senior Dinner, and the Citrus Bowl. Band Camp is usually held at a summer camp within two hours driving time of Lehigh.

### **Practices:**

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

The Drum Major and the Manager are responsible for creating the final list of rank leaders, which is derived from a list of interested band members and by acclimation.

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 domain 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 – Miscellaneous**

### **Rank Leader 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.

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.

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.

### **Awards:**

An award shall be presented to the rank with the most enthusiasm and hard-working attitudes. The rank shall be picked by the band using a method of the Manager's and Director's choice.

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**Given that the amendments to this document of August 08, 2008 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 eighth day of the eighth month in the year of two-thousand and eight.**

**Respectfully Submitted,**

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**Grant C. Thornton, Manager**