

The Lehigh University

Marching 97

Constitution

“The Finest Band East of All Points West”



Zoellner Arts Center
Lehigh University
Bethlehem, PA 18015

Article I - Preamble

We The Members of the Lehigh University Marching 97, in order to form a more perfect band, establish order, ensure the continuance of psyche-psychery, march-marchery, leg-liftery, and play-playery, 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 enrich school spirit through supporting the Lehigh University football team at football games by playing in the stands and cheering as a group, performing at on-campus events, and providing entertainment for alumni, tailgaters, and for other activities associated with football games.

Second to provide entertaining performances at Lehigh University football games, namely pregame and halftime field shows.

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

Article III – Membership and Attendance

Section One: Membership

Membership in the Marching 97 is open to any Lehigh University or LVAIC student in good standing with the member's school provided they agree to abide by all policies set forth by the Marching 97 and Lehigh University. All members of the Marching 97 must register for the appropriate course through the Registrar in order to be a member of the Marching 97.

Section Two: 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's and band's policies. In the event that a band member fails to follow any of these policies, the Executive Board will decide upon disciplinary action in closed session at the next meeting that follows the incident. Marching 97 must be taken for credit unless otherwise approved 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.

Section Three: 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	Historian
Freshman Managers (2)	Senior Representative
Equipment Managers (2)	

In the event of the Manager not being able to fulfill their duties, the Staff Assistant will assume the duties of Manager. If the Drum Major is unable to perform their duties, the Student Conductor will assume the duties of Drum Major, and vice versa. If neither is able to conduct, the Executive Board may appoint a replacement.

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. Exemptions must be petitioned to the other members of the Executive Board.
- 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 their 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 ensuring 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.
- 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.
- The Manager shall compile the performance schedule in conjunction with the Executives.
- 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 in conjunction with the Director.
- The Manager is responsible for handling any other duties as they arise.
- The Manager determines if an issue is administrative and if so, goes to the Executive Board or individual Executives to decide upon.
- 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.
- 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 ensure that all remaining drills are written.
- 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.
 - A board game is a meeting in which the Drum Major and rank leaders review the drill and prepare drill sheets for the upcoming show.
- The Drum Major must ensure someone is conducting at each performance.

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.
- The Staff Assistant 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.
- If the Manager is unable to perform their 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, organizing tickets and T-shirts for the alumni, and writing the announcements for the pregame and halftime performances.
- 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 or 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, 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 brought to the practice field.

Equipment Managers:

- 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 Uniform Manager shall keep inventory of all uniform parts, fit all members of the band to a uniform, and keep accurate records of uniform distribution
- The Uniform Manager shall repair, replace, and clean uniform parts as necessary
- The Uniform Manager shall order and sell any uniform items that are sold to band members
- The Uniform Manager shall determine uniform wear in accordance with weather conditions, distribute rain gear when necessary, and ensure that everyone is properly dressed at a performance.
- The Uniform Manager shall ensure that no uniform pieces are left behind after a performance
- The Uniform Manager shall 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.
- The Student Conductor is responsible for running music rehearsals at Band Camp and during the season.
- Before the beginning of the season, the Student Conductor should help the Librarian with selecting, organizing and cataloging 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 communicate with the opposing team’s band 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 and field flip 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 and rubber bands has these supplies.
- The Librarian must catalog new music and maintain the music database
- At games, the Librarian is responsible for making sure that all of the needed stand folders arrive at the stadium.

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, including 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) archiving correspondence, emails, drills, and meeting minutes. The Historian should also produce a review of the year for the archive in any format they choose..

- 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 create videos of the band's performances and to coordinate alumni contributions 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 their 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.

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 performances, 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.
- As a member of the senior class with extensive experience as a band member, the Senior Representative is expected to provide assistance and general wisdom to other members of the Executive Board in their duties.

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 candidates are allowed to run for a second position, but their candidacy from the other position is withdrawn should they win the position of 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. All Executive Board candidates must be Lehigh students.

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. In the event of the current Manager running as an incumbent for the position of Manager, the next available qualified Executive Board member in accordance with Constitutional order 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 by all seeking office to all members of the band and the Director(s).

Any candidates running for a joint position 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. Any individual who is ranked below “Bill the Cat” shall be counted as “Bill the Cat”.

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. “Bill the Cat” cannot be eliminated from the voting pool.

[For further clarification on the Instant Runoff tabulation, please click here.](#)

If a band member does not rank every candidate, their votes for the unranked candidates 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 according to a timeline determined by the outgoing Manager.

Elections will be held at the Band 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 five 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 and Student Conductor performance tryout will be defined by the current Drum Major and Student Conductor.

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.

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.

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

Manager Interviews:

Candidates will be notified in advance of their interview time. The interview will be conducted by the Executives and the Director(s), each of whom asks a question to all candidates. Each interviewer must prepare a question in advance and ask the same question to each candidate. All Executives are required to be present, excluding those running for Manager. A transcript of the interviews 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 no Manager candidates are approved by the interviewers, there will be a special election for the position of Manager.

Section Four: Special Elections

A special election shall take place when there is no Executive to hold a position. A special election will take place as soon as possible after the vacancy of the position. A special election may occur due to, but not limited to, the following scenarios:

- Lack of a candidate for an Executive Board position
- Disapproval of all Manager candidates by the Executive Board
- Resignation or impeachment of an Executive

A special election shall adhere to all regulations outlined in Article IV, Section Three: Elections. In the event of a special election being necessary outside the regular band season, the Executive Board may allow the distribution of letters, speeches, and secret ballots to occur electronically in lieu of a full band meeting.

Article V – The Leadership

Section One: 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, Drum Major as Vice President, Publicity Manager as Recording Secretary, and Staff Assistant as Treasurer.

If any Executive cannot fulfill the duties of their position, then they shall resign their position. Executives essential to the operation of Marching 97 practices must not have a regularly scheduled conflict with band rehearsals.

Section Two: 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 decides to close the meeting.

Anyone in attendance at the meeting is permitted to offer an opinion and an opportunity to speak.

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.

Section Three: 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 of the Executive Board must be present for a vote to occur.

Majority carries the motion on most issues; a two thirds 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.

Section Four: 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. A special election will be held for Staff Assistant.

During the Season:

Nominations of band members will be accepted. A special election for the resigned position will be conducted as soon as possible.

Joint positions: No action will be taken with respect to replacements, unless all those holding the position resign. In such a circumstance, one replacement will be elected in a special election.

Spring:

Before school adjourns, candidates will announce their candidacy and a special election will be held.

Summer:

The Executive Board shall appoint a temporary replacement and notify the band. A special election will be held as soon as possible.

Section Five: Impeachment of an Exec

A two thirds written majority from either the band or Executive Board will permit proposing the impeachment of an Executive.

Two thirds of the band (including all Executives) must vote in favor of impeachment to pass the motion.

In the event of an 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.

A proposal for an amendment will be considered by the Executive Board if it has no less than ten band members' written support. If the amendment 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 two thirds majority vote.

Article VIII – Activities

Section One: 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, unless prior clearance is given by the Executive Board in accordance with the Attendance Policy on missing a performance.

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 and halftime drill. The Manager and Drum Major are responsible for writing the Band Camp schedule.

Section Two: 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.

Practices are to be planned, scheduled, and run by the Drum Major. Transportation to the practice location and the attendance taking are to be arranged by the Staff Assistant.

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.

Section Three: 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.

The Staff Assistant is responsible for attendance and transportation coordination.

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

Section Four: 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 and the Marching 97

A flame leader is in charge of the organization and execution of a flame. This includes informing band members beforehand, arranging transportation, arranging lodging (if needed), providing refreshments, and informing the Lehigh ticket office and school to be visited that the band is coming.

The flame leader must be present on sponsored transportation.

Article IX – Rank Leaders

Section One: Selection Process

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.

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.

Section Two: Eligibility

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

Section Three: 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 their duties, they can be removed from the position by a majority vote by the members of the Executive Board.
 - 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 board games and are responsible for finding a rank representative in the event that they are unable to attend.
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Respectfully Submitted,



Edward A. Gardiner, Manager