

Cornell University Big Red Marching Band Constitution

Passed 02/11/2020

PREAMBLE

With the intention to preserve the Big Red Marching Band as a fully student run organization, the Head Manager, through the authority granted by the University, Big Red Bands Alumni Association, and the Big Red Marching Band members, hereby enacts this Constitution as the governing core of our organization and will ensure its adherence.

ARTICLE I: NAME

The name of this organization shall be the Cornell University Big Red Marching Band (herein referred to as the BRMB).

ARTICLE II: OBJECTIVE

The objective of the BRMB is to foster an inclusive and open environment where all band members feel welcome and comfortable. The primary functions of the Big Red Bands are to promote school spirit, support the activities of Cornell athletics, and provide musical and visual entertainment to the Ithaca community.

ARTICLE III: AUTHORITY AND CAMPUS RELATIONS

Section 1: Student Leadership

Ultimate decision-making power shall always reside within the student leadership of the Big Red Marching Band, given members act in adherence to the Big Red Bands Code of Conduct, Big Red Marching Band Leadership Transition Guide, Cornell University Campus Code of Conduct, and New York State law.

Section 2: Campus Relations

- a. The Big Red Marching Band will work with Cornell University staff members to ensure the Campus Code of Conduct is always upheld.
- b. As a University organization connected to the Athletic Department,

an Advisor is appointed to the BRMB to aid student leadership in assuring the Big Red Bands Code of Conduct, Big Red Marching Band Leadership Transition Guide, Campus Code of Conduct, and New York State law is upheld. The Head Manager and Drum Major may request the advisor's involvement in additional BRMB matters if they deem it necessary.

- c. Communications, specifically with the Athletic Department, will be facilitated to plan the BRMB's performances at athletic events.

Section 3: Big Red Bands Alumni Association

The Big Red Marching Band will accept assistance in long-term financial planning and alumni relations by the Big Red Bands Alumni Association.

ARTICLE IV: MEMBERSHIP

Section 1: Composition

- a. Membership in the BRMB will be open to all persons without regard to race, color, creed, religion, national, or ethnic origin, marital status, citizenship, sex, sexual orientation, gender identity, or expression, age, disability, or protected veteran status.
- b. Membership and/or participation in an organization is voluntary.
- c. Members/Participants may disassociate at any time.
- d. BRMB instrumentalist membership shall be granted by the Head Manager with consideration of the Drum Major based on an audition. Auditions for the BRMB shall be conducted by the Drum Major and scheduled by the Head Manager in the days prior to the start of the academic Fall semester, and at any other time. Auditions shall be open to all members of the Cornell community.
- e. Membership to the Color Guard section shall be granted by the Head Manager with the consideration of the Color Guard Captains.
- f. Membership of any auxiliary, non-musical performers shall be granted by the Head Manager. If auxiliary, non-musical members are a coherent group, they shall be termed an Auxiliary Group, and hold all responsibilities and expectations of a BRMB member. The Head Manager and Drum Major retain the right to prevent any Auxiliary

Group from traveling or performing with the BRMB.

Section 2: Suspension

The membership of any BRMB member may be suspended at any time by the Head Manager and Drum Major. Duration of suspension will be determined by the Head Manager and Drum Major.

Section 3: Detrimental Behavior by a Member

- a. If a member exhibits behavior that is deemed detrimental to the band but is not otherwise covered by the Big Red Bands Code of Conduct, Big Red Marching Band Leadership Transition Guide, Campus Code of Conduct, or New York State law, a small committee consisting of the Head Manager, Drum Major, Treasurer, Show Committee Chairs, and relevant Section Leader(s) will meet to discuss the situation and provide comments.
- b. This meeting may be requested by the Head Manager, Drum Major, or Section Leader(s).
- c. A confidential report of the meeting will be recorded by the Head Manager. All information recorded in the meeting may not be discussed after its conclusion unless requested by the Advisor.
- d. A vote to suspend and a vote to remove will be taken at the conclusion of the meeting to be taken into consideration by the Head Manager, Drum Major, and relevant Section Leader(s) when determining the course of action to take.
- e. The Head Manager, Drum Major, and relevant Section Leader(s) may choose to suspend the member by a majority vote and will consult with the Advisor concerning their decision.
- f. The Head Manager and Drum Major may choose to remove the member and will consult with the Advisor concerning their decision.
- g. Section Leaders, if there are more than one of each, shall in concert have only one vote.
- h. A formal written removal or suspension will be sent to the individual by the Head Manager.
- i. All Title IX incidents will immediately be reported to the Cornell University Title IX Coordinator. The Title IX Office will address

any report as they see fit.

Section 4: Removal

- a. Removal from the band shall be dependent on sufficient evidence of a violation of the Big Red Bands Code of Conduct, Big Red Marching Band Leadership Transition Guide, Campus Code of Conduct, and New York State law.
- b. A formal written removal will be sent to the individual by the Head Manager.
- c. Once removed, the Cornell community member may not seek re-entry into the organization, may not perform or participate in any BRMB event, may not enter the Fischell Band Center, and will be requested to not disturb members when in uniform. If the removed member violates these provisions, the Cornell University Police Department is to be contacted.

Section 5: Re-entry after Suspension

- a. Any suspended person seeking re-entry into the BRMB must make a formal written request to the Head Manager and Drum Major within the first two weeks of January or July.
- b. The small group delineated above shall meet to review and discuss the request and a majority vote will be taken.
- c. A confidential report of the meeting will be recorded by the Head Manager. All information recorded in the meeting may not be discussed after its conclusion unless asked by the advisor.
- d. Following this meeting, the Head Manager may grant or deny membership to the applicant, with consideration from the small committee.
- e. The Head Manager must inform the applicant of the decision with the formal written decision within two weeks of receiving the formal written request.
- f. If no decision is made, or if it is deemed appropriate by the small committee and the Advisor, the small committee may vote to defer the request to the next semester.
- g. If denied membership, the applicant must wait one full semester before reapplying. The same process of review delineated above will

occur. If the applicant is denied membership again, the applicant will be considered removed from the organization.

- h. If the applicant is reinstated, and later suspended or removed from the band, the applicant will not be permitted to apply for reinstatement a second time and will be considered removed from the organization.

ARTICLE V: ELECTIONS

All elections will follow the precedents set in the Big Red Marching Band Leadership Transition Guide as approved by the Judicial Administrator.

Section 1: Officers to be Elected

The Officers of the BRMB that must be elected shall be the Head Manager, Drum Major, Treasurer, Philanthropy Coordinator, Show Committee Chair, Field Manager, Alumni Relations Chair, Section Leader, Uniform Chair, Equipment Chair, Librarian, Public Relations Chair, Historian, Fundraising Chair, Secretary, Special Events Coordinator, and Webmaster.

Section 2: Nominations

Nomination forms for all band offices other than Section Leaders shall be posted no later than two weeks prior to the election of the specific officers. Nominations shall remain open until the individual election.

Section 3: Transfer of Title

Band officers shall be elected by ballot no later than the last day of exams before winter break. They shall serve for a period of one year, or until their successors take office, and their term of office shall begin on the January 1st immediately following their election.

Section 4: Eligible Voters

Any band member who marches or helps (as assistant field manager, historian, etc.) at two or more football games in the fall season, or holds a Bandstaph position shall be eligible to vote. In sufficiently extenuating circumstances, a member of the band who does not meet one of these criteria may be deemed eligible to vote at the discretion of the Head Manager. Furthermore, a band member who is abroad or on health leave shall be eligible to vote as long as the individual watches the entire

election, including the discussion, via video conferencing.

Section 5: Counting of Votes

- a. Officers shall be elected by a preferential majority. Each voter shall list candidates in numbered order. The tellers will then place votes in piles according to the first choice. If no candidate attains a majority, the tellers shall redistribute the smallest pile into the piles of the second choice, and so on until one candidate attains a majority. Not listing a second, third, etc. choice does not increase the chances for a first choice, and may only prevent any candidate from reaching a majority.
- b. The two highest-ranked officers not involved in the election shall act as tellers; in most cases, this would be the Head Manager and Drum Major.

Section 6: Election Regulations for Positions other than Drum Major or Section Leaders

- a. At elections, each candidate will be given five minutes for their speech. The candidate will then have a question and answer period in which the list for questions will close at the ten minute mark for each candidate. After ten minutes those still on the list may finish asking their questions. Each candidate will be allotted a maximum of two minutes to answer each question, which may be extended for any particular question at the discretion of the Head Manager.
- b. After all candidates have had their question and answer session, there will be a discussion period where comparisons of candidates are not necessary, but will be permitted. The length of this period will be five minutes multiplied by the number of candidates running. The discussion will end at the end of this allotted time period regardless of who is on the list for discussion, since the format is that of an open forum with comparisons being allowed.
- c. If two persons choose to run jointly for one office, votes shall be cast singly for the pair. Write-in votes are of course legal, so other combinations, however unlikely, may still be elected.

Section 7: Uncontested Election Regulations for Positions other than Head Manager, Drum Major, or Section Leaders

- a. The procedure outlined in ARTICLE V: Section 5 and 6 must continue to be adhered in case of an uncontested election with additional provisions that apply to a single candidate.
- b. Officers shall be elected by a preferential majority. Each voter shall write the candidate or candidates jointly running for the office or they may cast a vote to defer.
- c. If the majority of the votes are to defer, then the uncontested candidate will not be elected into the position and the Head Manager shall assume the duties of the position until a nomination is posted for another election to be held.

Section 8: Section Leader Elections

- a. Section Leaders shall be chosen by members of their respective sections before the end of the fall exam period. The terms of office of Section Leaders will begin on January.
- b. If a solitary Section Leader vacates the office, the section will hold elections immediately to replace the Section Leader. They may, but are not required to, ask the Drum Major to appoint a short-term replacement until one is elected.
- c. If one Section Leader vacates the office but another remains, it is up to the discretion of the section as to whether another Section Leader shall be elected.

Section 9: Drum Major Elections

- a. The Drum Major shall be elected before any other band officer on the basis of conducting and an interview.
- b. The Drum Major shall be elected by a preferential majority. Each voter shall list candidates in numbered order. The tellers will then place votes in piles according to the first choice. If no candidate attains a majority, the tellers shall redistribute the smallest pile into the piles of the second choice, and so on until one candidate attains a majority. Not listing a second, third, etc. choice does not increase the chances for a first choice, and may only prevent any candidate from reaching a majority.
- c. At elections, each Drum Major candidate will be given five minutes for their speech. The candidate will then have a question and answer

period in which the list for questions will close at the ten minute mark for each candidate. After ten minutes those still on the list may finish asking their questions. Each candidate will be allotted a maximum of two minutes to answer each question, which may be extended for any particular question at the discretion of the Head Manager.

- d. After all candidates have had their question and answer session, there will be a discussion period where comparisons of candidates are not necessary, but will be permitted. The length of this period will be fifteen minutes multiplied by the number of candidates running. The discussion will end at the end of this allotted time period regardless of who is on the list for discussion, since the format is that of an open forum with comparisons being allowed.

Section 10: Position Vacancies

In the event of a vacancy for any reason, nominations will be opened, and an election held, as soon as possible. The Head Manager shall assume all duties of the vacated office in the interim, except as follows.

- a. If the office of Head Manager is vacated, the Treasurer shall assume all duties and shall hold an election as soon as possible.
- b. If the office of Drum Major is vacated, the Show Committee Chair shall assume all duties. If the office of Show Committee Chair is vacated, the Drum Major shall assume all duties. Since the office of Show Committee Chair may be held by more than one persons and the office of Drum Major may be held by only one person, in the event of a conflict, the co- Chairs shall decide amongst themselves which of them is to assume the duties. If they cannot, the Head Manager shall make the decision.

ARTICLE VI: STUDENT LEADERSHIP

Section 1: Governance

- a. The Big Red Marching Band shall be governed by the Bandstaph. The Bandstaph shall be composed of the officers of the BRMB and shall be chaired by the Head Manager.
- b. Each of the following offices may be held by up to two co-chairs: Show Committee Chair, Field Manager, Alumni Relations Chair,

Section Leader, Uniform Chair, Equipment Chair, Librarian, Public Relations Chair, Historian, and Fundraising Chair. This restriction may be suspended for each individual office, by a two-thirds (2/3) vote of those present during the election. The remaining offices are restricted to one officer.

- c. Regular meetings of the Bandstaph shall be scheduled no later than the end of band camp. Special meetings may be called by the Head Manager. Quorum for a Bandstaph meeting shall be one-half (1/2) of the voting members. If any person holds more than one position on the Bandstaph, the person will only receive one vote.
- d. All of the band officers shall promote band spirit and discipline at all times.
- e. Any Bandstaph officer may be removed from office by a three-fourths (3/4) vote of the Bandstaph.

Section 2: Rehearsal and Performance Schedule

- a. The date and time of the first rehearsal shall be posted during auditions. At the first rehearsal, a schedule for the rehearsals held before the beginning of classes shall be distributed.
- b. The regular rehearsal and performance schedule for the band shall be determined by the Bandstaph by the end of band camp. Special rehearsals and performances may be scheduled by the Bandstaph.

ARTICLE VII: OFFICERS AND THEIR DUTIES

Each band officer is responsible for the education of the successor and assessing the needs of the office. Specific duties and hierarchy of positions are as follows:

Section 1: Head Manager

- a. Serves as the public representative of the Band at all times and is responsible for all actions of the Band and its members during a scheduled band function.
- b. Presides at Bandstaph meetings.
- c. Ensures that all Bandstaph members are aware of their duties and budget restrictions.

- d. Makes all housing, travel, and meal arrangements for away trips.
- e. Charters buses according to athletic department policy.
- f. Obtains field and announcer passes for home and away games.
- g. Reserves practice fields for away games.
- h. Obtains stadium seating for home and away games.
- i. Corresponds with and meets visiting bands.
- j. Makes housing arrangements for visiting bands when needed.
- k. Serves on the Advisory Council of the BRBAA.
- l. Facilitates relationship with Advisor, relevant departments, fellow student organizations, and BRBAA.
- m. Submits final Physical Education grades to the Athletic Department.
- n. Writes gift acknowledgment letters.
- o. May appoint special committees as needed.
- p. Collects attendance records from Section Leaders.
- q. Procures excused absences for on campus events as well as trips when necessary.
- r. Coordinates any supplementary training of the Bandstaph or BRMB.
- s. Writes and sends weekly email including tentative schedules to all members of the BRMB.
- t. Oversees equipment repairs and that all equipment of the BRMB is properly maintained in conjunction with the Equipment Chairs.
- u. Supports the Philanthropy Coordinator in the promotion of diversity and inclusion.
- v. In the sudden absence of any Bandstaph officer other than the Drum Major or the Show Committee Chair, assumes the responsibilities of that officer until an election can be held to fill the position.

Section 2: Drum Major

- a. Is responsible for the musical and visual quality of all performances.
- b. Leads the band to and from all marching rehearsals and performances.
- c. Conducts all performances of the band.
- d. Takes charge of all music and field rehearsals.

- e. Conducts the band in the bleachers.
- f. Assists the Show Committee Chair(s) in correcting formation spacing and alignment during rehearsals.
- g. Serves on the Advisory Council of the BRBAA.
- h. Takes on the responsibilities of the Show Committee Chair in the event of a vacancy, until an election can be held to fill the office.

Section 3: Treasurer

- a. Adheres to University regulations governing the position of Treasurer.
- b. Prepares a budget for the BRBAA annual meeting with the assistance of the BRBAA Treasurer and the Head Manager. Prepares Athletics budget.
- c. Orders items requested by officers with approval of the Head Manager.
- d. Makes certain that the band operates within its budget and that all bills are paid promptly. To this end, the Treasurer should keep accurate books and be aware of the present state of all band accounts.
- e. Submits all reimbursement forms.
- f. Serves on the Advisory Council of the BRBAA.
- g. Maintains BRMB cards and all associated paperwork.

Section 4: Philanthropy Coordinator

- a. Establish and facilitate a relationship with the Cornell Public Service Center.
- b. Plan and coordinate the Big Red Marching Band's participation in community service events on campus or in the Ithaca community that does not conflict with rehearsal, performances, or football games.
- c. Actively inform and work with Head Manager about all opportunities and events.
- d. Advertise community service opportunities to the band each semester.
- e. Lead Bring a Child to Work Day event.

- f. Keep track of member participation in service events and time donated for reporting to Student Activities Funding Commission.
- g. Obtain demographics from BRMB membership and determines ways to increase inclusivity and diversity.

Section 5: Show Committee Chair

- a. Organizes and oversees a music selection in conjunction with the Drum Major.
- b. Orders music, making certain that all expenditures are within the budget
- c. Writes, prints, and distributes shows in conjunction with the Drum Major. The Chair is encouraged to solicit others for assistance, although the Chair is still responsible for the final product.
- d. Corrects formation, spacing, and alignment during field rehearsals.
- e. Assists Section Leaders in choosing Rank Leaders. May review Rank Leaders in conjunction with Section Leaders throughout the season.
- f. Leads Rank Leader meetings if necessary.
- g. Assumes the role of the Drum Major if they are unable to carry out their duties.

Section 6: Field Manager

- a. Brings and returns necessary equipment and field props to all field rehearsals and performances.
- b. Supervises the loading of equipment onto buses for away trips.
- c. Guards band property at rehearsals and performances. Ensures that the Fischell Band Center is locked when not in use during performances and events.
- d. Takes first aid kit on all trips and sees that it is well supplied.
- e. Oversees the distribution of water and snacks during football games.
- f. Keeps the Fischell Band Center clean and ensures exits and the mechanical closet are always free from obstruction.

Section 7: Alumni Relations Chair

- a. Organizes at least two postings to the Band Notes website, specifically two online newsletters reviewing band activities, detailing band alumni news, and soliciting for annual contributions to

the operating budget and gifts to the endowment fund.

- b. Ensures that links to the website, as well as to individual articles, are emailed as an email newsletter to Band Alumni by the Alumni Affairs and Development Office.
- c. Oversees Giving Day in conjunction with the Head Manager.
- d. Facilitates communications with alumni members.
- e. Coordinates events for Homecoming and Reunion in conjunction with the BRBAA Events Coordinator.
- f. Ensures Band Alumni events are listed in University programs where appropriate, e.g. Homecoming and Reunion.

Section 8: Section Leader

The sections shall be defined as the following: flute, clarinet, saxophone, trumpet, horn, trombone (and baritone), tuba, percussion, and color guard.

- a. Attend every rehearsal, game, Bandstaph meeting, and recording session. If a Section Leader cannot attend any event, they must make arrangements for someone else in the section to be in charge. They must also notify the Drum Major and Head Manager that they will not be in attendance, and let the Drum Major and Head Manager know who will be in charge of the section.
- b. Assist the Drum Major and Music Advisor in rehearsing music both with the band and in sectionals. These responsibilities include, but are not limited to, meeting with the Drum Major or Music Advisor as necessary to better learn parts and rehearsal techniques, requesting help for certain areas that need work, and calling additional sectionals as necessary. The Section Leader(s) function(s) to help the Drum Major carry out rehearsal goals, as well as to inform the Drum Major if their section feels they need more work on a particular section.
- c. Ensure that their respective sections do not interfere with the progress of rehearsal and assist the Drum Major and Show Committee with marching rehearsals by helping to correct forms and informing the Drum Major of any problems.
- d. Maintains necessary equipment for the section and distributes

instruments to section members.

- e. Report any problems with members of their section or with the Drum Major and Head Manager at an appropriate time and in an appropriate manner.
- f. Represent their sections at Bandstaph. Each section receives one vote. In the event of two Section Leaders, they must come to a consensus on how to cast their joint vote. If they cannot agree, that section must abstain from voting.
- g. Take attendance at all events and help with retention of members of the section.
- h. Chooses Rank Leaders in conjunction with Show Committee Chair(s) and Drum Major.

Section 9: Uniform Chair

- a. Fits, issues, and collects all uniform parts. All band members should be assigned a uniform by the first performance.
- b. Collects an annual uniform fee from all uniformed members, which is set according to the budget.
- c. Sees that uniforms are dry cleaned once each off-season. If dry cleaning is needed during the band season, the individual band member is responsible.
- d. Maintains the uniform inventory, and ensures proper storage, both in the off-season and during the season.
- e. Places requests to the Treasurer and Head Manager when gloves, shoes, cords, rain coats, pants, tops, and hats are needed.
- f. Brings rain coats on away trips if necessary.

Section 10: Equipment Chair

- a. Works closely with Pep Band Equipment chairs to do the following:
 - Maintains the inventory of Big Red Bands and BRMB owned instruments, marching equipment, ladders, and tools.
 - Issues Big Red Bands and BRMB-owned instruments and collects them by the end of the academic year in

conjunction with Section Leaders.

- Has renter sign Instrument Renter's Agreement form along with the issuing of Big Red Bands and BRMB- owned instruments and other Big Red Bands/BRMB owned equipment.
- Documents and performs minor repairs on Big Red Bands and BRMB owned instruments.
- Documents and sends Big Red Bands and BRMB-owned instruments out for professional repair as needed.
- Documents and submits requests for purchase of lyres, valve oil, flip-folders, and marching equipment to the Treasurer and Head Manager.
- Brings toolkit on away trips for emergency fixes on Big Red Bands and BRMB-owned instruments.

b. Serves as a non-voting member of the Pep Band Board

Section 11: Librarian

- a. Issues music and folders to BRMB members.
- b. Maintains the physical and digital music libraries.
- c. Takes charge of the use and operation of the copier, and reports all service needs to the Head Manager.
- d. Informs the treasurer if paper for the copier is needed.
- e. Hosts an annual paper drive to collect sheets for the printer.

Section 12: Public Relations Chair

- a. Maintains and regularly updates BRMB social media accounts including Facebook, Instagram, Snapchat, and Twitter.
- b. Advertises all BRMB events and produces releases to be submitted for a newspaper ad, making certain all expenditures are within the budget and reported to the Treasurer.
- c. Communicates with members of the Cornell community interested in joining the BRMB.

- d. Assists in the recruitment of new members through appropriate entries in the Orientation booklet, advertisements for auditions, creates appropriate poster displays, and chalks around campus prior to fall Orientation.
- e. Designs and orders a t-shirt each year that members of the Cornell community can receive through a donation.

Section 13: Historian

- a. Takes pictures at all BRMB events and makes photos available for the Cornell community to view.
- b. Maintains band YouTube page, Facebook account (BRMB Historian), and SmugMug Website.
- c. Video records all field shows and requested events and makes footage available for the Cornell community to view.
- d. Collects and saves relevant newspaper articles.
- e. Provides assistance in the recording and streaming of the BRMB Giving Day Concert.

Section 14: Fundraising Chair

- a. Coordinates the BRMB's annual Phonathon event(s) and communicates with the Head Manager regarding this event.
- b. Holds fundraisers throughout the year to raise money for the BRMB's operating budget.
- c. Provides BRMB requested merchandise and CDs to individuals who make donations to the BRMB.

Section 15: Secretary

- a. Records minutes and attendance at all Bandstaph meetings and sends them to Band- Announce-1.
- b. Administrates band-1, band-announce-1, and bandstaph-1.
- c. Distributes a membership roster with all relevant contact information to all BRMB members.

Section 16: Special Events Coordinator

- a. Organizes and coordinates Spring Semi-Formal, Senior Reception following Convocation, Bandstaph BBQ before the start of classes, First Night, the Stewart Park Picnic, Scavenger Hunt, Senior Concert

song choices with the Drum Major-elect, and Non-Sectarian. All dates must first be approved by the Head Manager.

- b. Collects any monies necessary to pay for social events. Fees shall be uniform throughout the band.
- c. Communicates with Seniors about sizes for Alumni Sweaters to be ordered by the Head Manager. Distributes Alumni Sweaters and Senior Cords.

Section 17: Webmaster

- a. Completes a yearly update to the BRMB's website. This includes but is not limited to updating the Bandstaph positions after elections, keeping techniques used on the site up to date, and adding relevant information concerning rehearsals and events.
- b. Ensures the maintenance of the television at the entrance of the Fischell Band Center and regulates its use.
- c. Provides assistance in the recording and streaming of the BRMB Giving Day Concert.

ARTICLE VIII: AMENDMENTS

Section 1: Amendment Procedure

This constitution may be amended at any meeting of the band by a three-fourths (3/4) vote, provided that the proposed amendment has been submitted in writing and approved at a Bandstaph meeting at least one week prior, and has been posted for at least one week.

Section 2: Bandstaph Discussion

The requirement for Bandstaph approval is intended to force most of the debate to take place at a Bandstaph meeting, since business is not usually conducted at rehearsals. Discussion should still be held, however, when the amendment goes before the band.

Section 3: Revision Introduction and Adherence

If this Constitution, or any auxiliary document, is amended, the entire document should be reprinted with applicable changes and the Revision Date changed to the date of ratifications.

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