

Cornell University Big Red Marching Band

Constitution and Bylaws

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Revised April 21, 2017

Constitution

Organization

Section 1. This organization shall be known as the Cornell University Big Red Bands, which shall comprise the Big Red Marching Band and the Big Red Pep Band. This document covers the operation of the Big Red Marching Band; the operation of the Big Red Pep Band is provided for in the constitution of the Big Red Pep Band.

This organization is provided for by the Big Red Bands Charter.

Section 2. The Big Red Bands may be aided in certain operations (i.e. long term planning and music instruction) by Cornell University staff members, whose tasks shall be described by the Big Red Bands Advisory Council. No advisor, however, shall have voting privileges in any Band matter, nor take part in any Band election.

Section 3. Ultimate decision-making power shall always reside with the student leadership of the Big Red Bands, in accordance with the Big Red Bands Charter.

Purpose

Section 4. The purposes of the Big Red Bands are to provide musical and visual entertainment and to promote school spirit on campus and elsewhere for athletic contests and other events.

Membership

Section 5. Membership of instrumentalists shall be granted by the Head Manager with the consideration of the Drum Major based on an audition. Auditions for the Big Red Marching Band (henceforth referred to as "the band, "or variations thereof) shall be conducted by the Drum Major, Head Manager, and Music Advisor during the weekend immediately preceding Band Camp, and at any other time. Auditions shall be open to all members of the Cornell community.

Membership or appointment of auxiliary field managers shall be granted by the Head Field Manager, as per Bylaw I, Section 20, Article 3, Subsection h of this document.

Membership of one announcer shall be appointed by the Head Manager on a case-by-case basis.

Membership to the Color Guard section will be granted by the Head Manager with the consideration of the Color Guard Captains.

Membership of any auxiliary, non-musical performers may be granted by the Head Manager. If auxiliary performers are a coherent group, they shall be termed an Auxiliary Group, and hold all applicable rights and responsibilities therein. The Head Manager and Drum Major retain the right to prevent any Auxiliary Group from traveling or performing with the Band.

Section 6. The membership of any member may be suspended at any time by the Head Manager and Drum Major.

Removal from the band shall be dependent on sufficient evidence of a violation of the Big Red Bands Code of Conduct. Based on the severity of the violation of the Big Red Bands Code of Conduct, that member may also be referred to the Judicial Administrator.

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, a small committee consisting of the Head Manager, Drum Major, Treasurer, Show Committee Chairs, and relevant Section Leaders will then meet to discuss the situation and provide comments. The Head Manager, Drum Major, and relevant Section Leaders may choose to suspend or remove the member, in consultation with the Advisor. Section Leaders, if there are more than one of each, shall in concert have only one vote.

Any suspended person seeking reentry into the band must make a formal written request to the Head Manager and Drum Major within the first two weeks of January or July. The small group delineated above shall meet to review and discuss the request. Following this meeting, the Head Manager may grant or deny membership to the applicant, with consideration from the small committee. The Head Manager must notify the applicant of the decision within two weeks of receiving the formal written request. 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.

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.

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.

Officers

Section 7. The officers of the Big Red Marching Band shall be the Head Manager, Drum Major, Head Field Manager, Treasurer, Show Committee Chair, Alumni Relations Chair, Uniform Chair, Equipment Chair, Head Librarian, Publicity Chair, Historian, Fundraising Chair, Secretary, Social Chair, Webmaster, one Class Representative from each of the senior, junior, and sophomore classes, two Class Representatives from the freshman class, and Section Leaders.

Each of the following offices may be held by up to two co-chairs: Show Committee Chair, Alumni Relations Chair, Head Librarian, Publicity Chair, Historian, Fundraising Chair, and Social Chair. Each of the following offices may be held by up to four co-chairs: Uniform Chair and Equipment Chair. The remaining offices are restricted to one officer. This restriction may be suspended, for an individual office or on the whole, by a two-thirds (2/3) vote of those present during the election.

The specific duties of each officer are outlined in Bylaw I.

Section 8. Nomination forms for all band offices other than Class Representatives and 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.

Band officers other than Class Representatives 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. 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 Band Staff 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.

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.

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.

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.

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.

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 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 1.

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. 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. The Drum Major shall be elected before any other band officer on the basis of conducting and an interview.

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.

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.

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. The Class Representatives shall be elected by the members of their respective classes during the first week of fall semester and take office immediately upon election, to serve until the conclusion of the academic year. If a Class Representative vacates the office, the Head Manager will appoint a replacement with majority approval of Band Staff.

Section 11. Any Band officer may be removed from office by a three-fourths (3/4) vote of Band Staff.

Section 12. 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.

1. If the office of Head Manager is vacated, the Treasurer shall assume all duties and shall hold an election as soon as possible.
2. 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 two 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.

Section 13. Any auxiliary group granted membership according to Article III, Section 1 shall be governed by its own rules and regulations, which shall not contradict this Constitution.

Band Staff

Section 14. The Big Red Marching Band shall be governed by the Band Staff. The Band Staff shall be composed of the officers of the marching band, the Pep Band Manager, and one representative of any auxiliary group, and shall be chaired by the Head Manager.

Section 15. Regular meetings of the Band Staff shall be scheduled no later than the end of band camp. Special meetings may be called by the Head Manager. Quorum for a Band Staff meeting shall be one-half (1/2) of the voting members. Each individual on Band Staff shall hold one vote, except for the Pep Band Manager, who is a non-voting member of the Band Staff. If any person holds more than one position on the Band Staff, the person will only receive one vote.

Meetings

Section 16. 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 (band camp) shall be distributed.

The regular rehearsal and performance schedule for the band shall be determined by the Band Staff by the end of band camp. Special rehearsals and performances may be scheduled by the Band Staff.

Section 17. The members present at a regularly scheduled rehearsal or performance shall constitute a quorum. Business may be transacted in the spring at a special rehearsal, given two weeks' notice of the agenda. Quorum for that shall be fifty (50) members.

Authority

Section 18. The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Band in all cases to which they are applicable and not inconsistent with this document and any special rules adopted.

Amendments

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 Band Staff meeting at least one week prior, and has been posted for at least one week.

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

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.

Bylaws

Bylaw I—Duties of Officers

Section 19. All of the band officers shall promote band spirit and discipline at all times.

Section 20. The titles and duties of individual band officers shall include, but not be limited to, the following. In addition, each band officer is responsible for the education of the successor, assessing the needs of the office, and preparing a budget for the Treasurer.

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 Band Staff meetings.

(c) Ensures that all Band Staff 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) Works with the Athletic Public Affairs office on both short and long term planning.
- (m) Submits final Physical Education grades to the Athletic Department.
- (n) Writes gift acknowledgment letters.
- (o) May appoint special committees as needed.
- (p) Collects weekly 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 Band Staff or band.
- (s) Writes and sends summer letter including tentative fall schedule to all returning members of the band.
- (t) In the sudden absence of any Band Staff 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.

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.

3. Head Field Manager

(a) Sees that necessary equipment is at all rehearsals and sees that it is returned after rehearsals.

(b) Assists at all field rehearsals and performances.

(c) Supervises the loading of equipment onto buses.

(d) Takes first aid kit on all trips and sees that it is well supplied.

(e) Takes charge of any field prop.

(f) Helps keep band room (including bathrooms) neat and arranges clean-up sessions as needed.

(g) Guards band property at rehearsals and performances. Ensures that the band room is locked when not in use on game day.

(h) Appoints any number of auxiliary Field Managers to assist in carrying out the duties.

4. 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) Assists the Equipment Chair and other band officers in formulating budget requests.

(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) Educates band officers and interested members in the workings of University accounting.

(h) Maintains Wegmans card and all associated paperwork.

5. Show Committee Chair

(a) Organizes and runs a music selection in the spring and whenever necessary.

(b) Orders music, making certain that all expenditures are within the budget.

(c) Takes charge of writing, printing, and distributing shows. To this end, the Chair is encouraged to solicit others for assistance, although the Chair is still responsible for the final product.

(d) Leads Rank Leader meetings if necessary.

(e) Corrects formation, spacing, and alignment during field rehearsals.

(f) In the sudden absence of the Drum Major, assumes those responsibilities until an election can be held to fill the position.

(g) Assists Section Leaders in choosing Rank Leaders. May review Rank Leaders in conjunction with Section Leaders throughout the season.

6. 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. 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.

(b) Organizes and coordinates events for Homecoming, Reunion, and any other Alumni events in conjunction with the BRBAA Events Coordinator.

(c) Makes sure Band Alumni events are listed in University programs where appropriate, e.g. Homecoming and Reunion.

7. Uniform Chair

(a) Fits, issues, and collects all uniform parts. All band members should be assigned a uniform by the first performance.

(b) Sells accessories as needed.

(c) Tends to uniform repairs. The Chair should have a repair kit at all events, especially trips.

(d) Collects an annual uniform fee from all uniformed members, which is set according to the budget.

(e) 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.

(f) Maintains the uniform inventory, and ensures proper storage, both in the off-season and during the season.

8. Equipment Chair

(a) Maintains the inventory of band-owned and personal instruments and other band-owned equipment.

(b) Issues band-owned instruments and collects them by the end of the academic year in conjunction with Section Leaders.

(c) Repairs band-owned and personal instruments. If necessary, sends band-owned instruments out for professional repair, making sure all allocations are within the equipment budget.

(d) Takes requests from Section Leaders and submits a budget proposal for new instrument acquisition to the Treasurer.

(e) Works with the BRBAA for long-term equipment acquisition.

(f) Follows University guidelines for purchasing.

(g) Maintains and brings toolbox on away trips.

(h) Orders lyres, valve oil, reeds and flip-folders.

9. Head Librarian

(a) Maintains the physical and digital music libraries.

(b) Issues music and folders to the band members.

(c) May appoint any number of Assistant Librarians to aid in carrying out the duties.

(d) Takes charge of the use and operation of the copier, and reports all service needs to the Treasurer or Head Manager.

(e) Purchases paper for the copier as needed.

10. Publicity Chair

(a) Publicizes band events, making certain all expenditures are within the budget and reported to the Treasurer. This may include, but is not limited to, newspaper ads and newspaper coverage.

(b) Recruits new band members. This includes, but is not limited to, appropriate entries in the Orientation booklet, advertisements for auditions, and some sort of stand or booth.

(c) Designs, orders, and sells t-shirt or appoints an appropriate committee to do so.

(d) Maintains band social media accounts (Facebook, Twitter, etc.).

11. Historian

(a) Takes pictures at all band events.

(b) Reprints photographs without profit for band members.

- (c) Maintains band archives and supervises the display of scrapbooks and other archive materials.
- (d) Collects and saves relevant newspaper articles, letters, and other items of interest for the scrapbook.
- (e) Creates scrapbook for their year of office, utilizing pictures, articles, etc., that they have collected.
- (f) Maintains band Youtube and Facebook accounts, and Historian website.
- (g) Video records events and creates DVD containing videos of all shows and concert footage.

12. Fundraising Chair

- (a) Works with Alumni Affairs and Development and the Athletic Department in raising monies for the operating budget and endowment fund.
- (b) Works with the BRBAA and the above for other ideas, both short and long term.
- (c) Sells CDs, DVDs, and hats when appropriate.

13. Secretary

- (a) Takes minutes at all Band Staff meetings and types them, and sends them to the listserv.
- (b) Takes attendance at all Band Staff meetings.
- (c) Assists the Head Manager and Alumni Relations Chair where appropriate.
- (d) Distributes a membership roster with all relevant contact information to all band members.
- (e) Administrates all full band email lists.

14. Social Chair

- (a) Organizes and coordinates any planned social events for the band, including the Band Staff BBQ before the start of classes, the Stewart Park picnic, semi-formal, and anything else deemed appropriate.

(b) Collects any monies necessary to pay for social events. Fees shall be uniform throughout the band.

15. Class Representatives

(a) Consider the views of their respective classes in advising the Band Staff and voting on Band Staff matters.

(b) Coordinate social events within and between classes.

16. Webmaster

(a) Takes charge of the content for any official band website. This includes but is not limited to updating the Band Staff positions after elections, choosing songs from the CD each year to add to the music selections, and keeping techniques used on the site kept up to date.

(b) Responds, or makes sure the appropriate person responds, to all requests directed through the website (incoming freshmen, booking requests, alumni questions/requests).

(c) As necessary (or requested), provides assistance (or help, advice, etc.) to the people who maintain and update the sectional websites.

(d) May appoint Assistant Webmasters to aid in working on the band site and/or specific sections sites.

Bylaw II—Amendments

These bylaws are intended to be a less strict, more easily amendable addendum to the Constitution, and so maybe amended by a two-thirds (2/3) vote of Band Staff, provided the amendment has been submitted in writing at the previous meeting, and provided it does not contradict the Big Red Marching Band Constitution or any other higher documents.

Bylaw III—Duties of Section Leaders

Section 21. The duties of Section Leaders shall include, but not be limited to, the following. In addition, each Section Leader is responsible for the education of the successor(s), and assessing the needs of the office and the many responsibilities to their respective section.

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

Section Leaders

(a) Attend every rehearsal, game 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 that they will not be in attendance, and let the Drum Major know who will be in charge of the section.

(b) Ensure that their respective sections do not interfere with the progress of rehearsal unless previously arranged with the Drum Major.

(c) 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.

(d) Assist the Drum Major and Show Committee with marching rehearsals by helping to correct forms and informing the Drum Major of any problems.

(e) Maintains necessary equipment for the section.

(f) Report any problems with members of their section or with the Drum Major at an appropriate time and in an appropriate manner.

(g) Represent their sections at Band Staff. 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.

(h) Take attendance at all events and help with retention of members of the section.

(i) Distributes instruments with the equipment chairs' approval.

(j) Chooses Rank Leaders in conjunction with Show Committee Chair(s) and Drum Major.

Patrick Carr 11/14/1997

Amended by Christine Banks 11/12/2002

Amended by Dana Muir 5/10/05 & 11/15/05

Amended by Jennifer Goforth and Jessica Reno 3/13/12

Amended by Shelby Hulett and Steven Albanese 10/8/13

Amended by Emily Isenstein 1/13/16

Amended by Kathleen Won and Jeffrey Crosby 4/21/17