

# **CONSTITUTION OF THE MIT MARCHING BAND**

**Last Amended 21 February 2009**

## **Article I: Name**

The name of this organization shall be the MIT Marching Band. In the Constitution and Bylaws, "Band" shall mean the MIT Marching Band.

## **Article II: Purpose**

The purpose of the Band shall be to provide musical entertainment for athletic events and special events at MIT or in the community.

## **Article III: Membership**

### Section 1

Any member of the MIT community is eligible to become a member of the Band. The Band will not discriminate based on any characteristic listed in MIT's Nondiscrimination Statement.

### Section 2

Any person who has participated in a Band activity within the previous twelve months shall be considered a member of the Band.

### Section 3

The membership of the Band will at all times contain at least 5 MIT students and be more than half MIT students.

### Section 4

If the Band charges any monetary dues, there will be exceptions made for students that cannot afford these dues.

## **Article IV: Meetings**

### Section 1

Regular, weekly meetings shall be held for the purposes of administrative duties and rehearsal during the Fall and Spring terms, and during the January and Summer terms at the discretion of the Board.

### Section 2

A General Body Meeting will be held annually to inform the Band of the financial activities and strategic direction of the Band.

### Section 3

Three of the officers and twenty-five percent of the active members of the Band shall always constitute a quorum.

#### Section 4

Meetings shall be presided over by the President, and decisions will be made with a simple majority of members present unless otherwise specified.

### **Article V: Officers**

#### Section 1

There shall be a board of officers, henceforth referred to as the "Board," consisting of the President, the Secretary, the Treasurer, the Music Director, the Drum Major, the Social Chair, and three Officers-at-Large. The officers shall meet regularly as necessary to perform their tasks.

#### Section 2

Elected officers shall be members of the MIT community.

#### Section 3

The President and Treasurer shall be distinct persons and MIT students.

### **Article VI: Elections**

Officer elections shall occur at the end of the fall football season. At this election meeting, any member of the Band can be elected a new officer by a simple majority of the members present. Newly elected officers shall take their positions at the start of the new calendar year. An elected officer may be removed from office by a two-thirds vote of the members present at a special meeting called for that purpose.

### **Article VII: Amendments**

Amendments to the Constitution and Bylaws may be adopted by a two-thirds vote of members present at a special meeting called for that purpose.

### **Article VIII: ASA Governance Clause**

The MIT Marching Band agrees to abide by all the rules and regulations of the Association of Student Activities, and its executive board. This constitution, amendments to it, and the bylaws of this organization shall be subject to review by the ASA Executive Board to insure that they are in accordance with the aforementioned rules and regulations.

## **BYLAWS OF THE MIT MARCHING BAND**

**Last Amended 10 February 2007**

### **Bylaw I: Officers**

### Section 1: Composition of the Board

- A. President: The President shall preside at meetings of the members and the Board. The President shall be primarily responsible for setting the agenda for both the Board and the entire Band. The President shall be the official representative of the group to any other organization including MIT and DAPER.
- B. Secretary: The Secretary shall take the minutes of the Band and maintain the Band webpage and history. The Secretary shall maintain regular e-mail contact with the members of the Band to inform them of upcoming meetings and other necessary information. The Secretary shall be responsible for reserving space for all Band meetings, rehearsals, and other functions. The Secretary shall be responsible for the Band's publicity. In the absence of the President, the Secretary shall assume the President's duties.
- C. Treasurer: The Treasurer shall keep track of Band finances and submit budget requests to the Undergraduate Association Finance Board. In the absence of both the President and Secretary, the Treasurer shall assume the President's duties.
- D. Music Director: The Music Director shall lead music rehearsals and conduct the Band during non-marching musical performances. The Music Director shall be responsible for the selection and purchase of music, instruments, and equipment. The Music Director shall be responsible for the organization and maintenance of the music library and flip books.
- E. Drum Major: The Drum Major shall lead marching rehearsals and conduct the Band during marching performances. The Drum Major shall be responsible for the selection or design of marching shows. The Drum Major shall be responsible for coordinating the Color Guard with the rest of the Band.
- F. Social Chair: The Social Chair shall be responsible for organizing at least two social events for the Band during each of the Fall and Spring terms. The Social Chair shall be responsible for coordinating occasional refreshment during Band meetings and events. The Social Chair shall be generally jovial.
- G. Officers-At-Large: The Officers-At-Large shall perform duties assigned to them by the Board. In order to lighten the workload of the other officers, some of the duties of the other officers may be transferred to the Officers-At-Large. The Officers-At-Large shall not be condescendingly referred to as the "Band Slaves."

### Section 2: Duties of the Board of Officers

- G. The Board shall approve music and field shows and make major decisions regarding the Band.
- H. The Board shall determine the rehearsal and performance schedule.
- I. The Board shall, when necessary, interpret the Constitution and Bylaws.
- J. The Board shall review any questionable conduct of a member and has the power, in extreme circumstances only, to deny a person membership in the Band.

### Section 3: Vacancies

- K. In the event of a vacancy in an elected position, the remaining members of the Board shall call a special meeting of the members within two weeks of the vacancy for the purpose of electing a new officer.

- L. The new officer thus elected by a simple majority will serve until the end of the the calendar year.
- M. Until the new officer is elected, the remaining members of the Board shall absorb the responsibilities of the vacant position.
- N. If the office of President is vacated, the order of succession shall be applied as determined in Section 1 of Article V until a special election can be held.

## **Bylaw II: Removal From Office**

### Section 1

A written petition containing a motion for the removal of an elected officer or officers, signed by at least five members of the Band, may be submitted to the Board at any time. The Board shall call a special meeting for voting the motion no later than two weeks after the petition was submitted. The Board shall provide the candidate for removal with a copy of the petition for removal.

### Section 2

To maintain fairness prior to the meeting, notice of the meeting shall specify only that a motion for removal has been submitted and will be voted on at the meeting. The name of the officer involved, the names of the petitioners, and the specific charges and defenses shall not be announced by the Board prior to the meetings.

### Section 3

At the meeting the petitioners shall present their position, and the officer involved shall be allowed to respond. The members may then engage in general discussion followed by a secret ballot on the motion. No other business may be conducted at this meeting.

### Section 4

In the event that the President is the candidate for removal, the meeting shall be presided over by another member of the Board, as determined by the order of succession listed in Section 1 of Article V.

### Section 5

If at least two thirds of the votes are cast in favor of removal the officer is immediately stripped of his office.

## **Bylaw III: Amendments**

### Section 1

A written proposal signed by at least five members of the Band for an amendment to the Constitution or Bylaws may be submitted to the Board at any time.

### Section 2

The Board shall call a special meeting for voting on the amendment no later than four weeks after the amendment was submitted. The meeting must be announced at least two weeks in advance and the text of the proposed amendment must be attached to this announcement.

#### Section 3

Minor amendments to the proposed amendments may occur at the meeting in accordance with Robert's Rules of Order. The presiding officer shall interpret "minor."

#### Section 4

An amendment may be adopted by a two-thirds vote of members present at the special meeting.

### **Bylaw IV: Midterm Elections**

#### Section 1

During the last four weeks before Spring finals, the President shall call a meeting for Midterm Elections. The President shall announce the time of the Midterm Election meeting at least two weeks before it is scheduled to take place.

#### Section 2

At the midterm elections, each officer shall be given the option of voluntary resignation. No officer shall be forced to resign, except under the standard procedures for removal from office, as outlined in Bylaw II.

#### Section 3

If an officer chooses to resign, a new officer shall be elected by simple majority and take office immediately. The new officer's term shall end at the next Fall Elections.

#### Section 4

The purpose of midterm elections shall be to allow graduating seniors to hold office in the Spring, to allow officers who are too busy to fulfill the duties of their office to resign honorably, and to give new members the chance to become involved in the leadership of the Band.

### **Bylaw V: General Body Meeting**

#### Section 1

The President shall announce the time of the General Body Meeting (GBM) to the entire Band at least two weeks before it is scheduled to take place. The GBM shall be held in the month of February. The President shall determine the format of the GBM. The President shall determine and publish an agenda for the meeting at least one week prior to the GBM.

#### Section 2

At the GBM, the Board shall review for the Band what it has done during the past term, what it is currently working on at the time of the GBM, and what it plans to do in the term to come. The Board shall hear suggestions, questions, and feedback from the Band.

### Section 3

It shall be considered good practice for the Band to dine together immediately before or after the GBM.

### Section 4

Though attendance at the GBM shall not be compulsory, officers who do not attend shall be told off.

## **Bylaw VI: Honorary Titles**

### Section 1

In keeping with historical traditions, honorary titles may be offered to members of the Band by some combination of Presidential appointment, or election by the Board or the Band.

### Section 2

The honorary titles may include, though are not limited to, Band Wench, Composer Laureate, Mellophone Section Leader, Lord High Executioner, Comic Relief, Ambassador to the Cheerleaders, Ambassador to Alien Nations, and Vice President.

### Section 3

Though these are titled positions, they are not official constitutional positions and do not give their bearers a seat on the Board.

### Section 4

There shall be no limit to the number of honorary titles bestowed.

## **Bylaw VII: Mailing Lists**

### Section 1

The entire membership of the Band and other interested persons shall be on the mailing list [marching\\_band@mit.edu](mailto:marching_band@mit.edu). This list shall be used for official communication with the Band. This list is primarily for the announcement of rehearsals, performances, and other Band events. Mail on other topics should be kept to a minimum.

### Section 2

The current constitutional officers shall be the exclusive members of the mailing list [marching\\_band-acl@mit.edu](mailto:marching_band-acl@mit.edu). This mailing list is used for official ASA business.

### Section 3

The list [marching\\_band-acl@mit.edu](mailto:marching_band-acl@mit.edu) and former officers of the Band (at their discretion) shall be members of the list [marching@mit.edu](mailto:marching@mit.edu). This list shall be used for communication with the Board, and shall be listed as the contact email for the Band on any publicity or recruitment materials and the website.

#### Section 4

Additional official mailing lists may only be created with permission of the Board.

#### Section 5

The secretary shall be responsible for the maintenance of the mailing lists.

#### Bylaw VIII: Attendance

##### Section 1:

Consistent attendance and punctuality at rehearsals and performances is essential to the smooth operation of the Band. While occasional absences are inevitable, regular or frequent absenteeism is unacceptable. The Board shall make these provisions clear to interested parties.

##### Section 2:

When a member must miss a rehearsal or performance, notice should be given to the Board as soon as possible, allowing the Board to make accommodations for that absence.

#### Bylaw IX: Timelines

##### Section 1: Meetings

- O. The President shall call meetings and set agendas for said meetings in accordance with Bylaw I, Section 1, A.
- P. The Secretary shall send meeting announcements, with said agendas attached, at least 24 hours in advance of meetings unless otherwise specified.
- Q. The Secretary shall post minutes from all meetings within 24 hours after adjournment.

##### Section 2: Marching Shows

- R. The Drum Major should consult the Music Director about music selections prior to presenting a show to the Board.
- S. The Drum Major shall present marching shows, including music selections and drill, to the Board at a Board meeting preceding the first rehearsal for that show. The Board will then approve or reject the show in accordance with Bylaw I, Section 2, A.
- T. In the event that a show is rejected by the Board, the Board shall determine an appropriate course of action.
- U. Once a show is approved all necessary materials shall be distributed to the Band, including Color Guard, as soon as possible.