

THE UNIVERSITY OF MINNESOTA, MORRIS



CONCERT BAND ~ SYMPHONIC WIND ENSEMBLES CHAMBER WINDS ~ BRASS ENSEMBLES

CONSTITUTION

Article I: Name and Purpose

- Section 1** The name of the organization shall be the University of Minnesota, Morris Concert Band.
- Section 2** This group shall abide by the applicable rules and policies of the University of Minnesota Morris pertaining to students and their organizations.
- Section 3** The UMM Concert Band is an organization that provides an opportunity for musical enrichment through the preparation and performance of both traditional and contemporary band music. The group will present a number of concerts on and off campus throughout the school year, providing a rich and varied outlet for the students' musical interest.

Article II: Membership

- Section 1** Membership is open to all students without regard to race, religion, color, sex, national origin, disability, age, creed, marital status, public assistance status, veteran status or sexual orientation.
- Section 2** All members are eligible to vote on matters concerning the band. Members are subject to the Articles of Constitution and Bylaws to remain in good standing as a member of the organization.
- Section 3** Auditions:
- Concert Band auditions are open to all students. Acceptance is based upon the director's evaluation of a satisfactory audition; which includes performance on the individual's instrument at a level necessary to execute standard concert band music as performed by same organization. While the band will allow as many qualified members as rehearsal and performance areas allow, it may be necessary at times to apply maximum quotas to certain sections of the ensemble for proper performance balance.

Section 4 Attendance:

All members are expected to be present at all rehearsals, dress rehearsals, and performances. To obtain excusal from any of these functions, the member may discuss his/her case with the director, who shall make the final decision for excusal. If the director excuses the member, it is the member's responsibility to notify the band secretary. The attendance policy, as it pertains to grading, is stated in the class syllabus which is distributed at the beginning of each term.

Section 5 Termination of Membership:

If any band member does not fulfill regular rehearsal and/or concert attendance, as stated in the attendance policy, the council/director may have to terminate his/her credit and/or membership. For example: if it is deemed that the circumstances surrounding the lack of attendance are beyond the individual's control (of an extraordinary manner, not one of convenience) excusal may be granted. If it is felt there is a lack of commitment and/or effort on the member's part to work around such conflicts, the student will not be excused and credit and/or membership will be terminated.

Article III: Executive Officers

Section 1 The officers of the organization shall consist of:

- President
- Vice President
- Secretary
- Treasurer
- Managers (2)
- Members-at-Large (Two upper class and two freshmen)
- Webmaster

Section 2 All members are eligible for elected positions, and all positions must be held by students. The duties of all elected officers will be those stated in the Bylaws of the Constitution.

Section 3 Elections:

- Elections for all positions, except two Members-at-Large, will be conducted by means of ballot, during regularly scheduled class, before the last week of spring semester. Notice will be given two weeks prior to the elections. The two freshmen Members-at-Large will be elected during fall semester, according to parliamentary procedure, by the end of the second week of the term.
- Election shall be determined by simple majority vote of members present. Nominations will be received in advance, and members may be nominated for more than one position. Vote shall be done by ballot and the count will be taken immediately following rehearsal.
- Only UMM Concert Band members may vote.
- In case of a tie a re-vote will be taken between the two tied candidates.

- The director and one chosen student, a band council member not up for re-election, shall count the votes.

Section 4 Eligibility:

- A person agreeing to be nominated shall know, to the best of his/her knowledge, that he/she will be a member of the concert band for the entire term of the position to which he or she is elected.
- If a member of the council must leave the organization prior to the conclusion of his/her term, his/her term will be considered expired.
- No person shall concurrently serve on the Concert Band council and the council of any other major musical organization (i.e. Concert Choir, Jazz, or Orchestra).

Section 5 Terms of Office:

Terms shall last from the beginning of summer session to the end of spring semester the following year.

Section 6 Procedure for Recall:

- If a council officer fails to fulfill the duties of his/her office, the organization may vote to remove him/her from office.
- Notice shall be given one week prior to recall vote. Recall vote will be determined by a simple majority of the members present.

Section 7 Vacancy of Office:

Positions becoming open during the course of the academic year will be filled by special election, conducted according to parliamentary procedure, serving the remainder of the term.

Article IV: Librarians

Section 1

Two librarians are appointed by the director during elections. These students are awarded work study contracts. Due to the non-democratic appointment of librarians, they are non-voting members of council. However they are crucial in the operation of the organization through sheet music related tasks, organizational skills, assisting other council members with their duties, and serving on committees as needed.

Article V: Band Council Meetings

Section 1 Band Council:

Band Council will be made up of the elected officers. The Council shall govern the organization according to the Articles and Bylaws of the Constitution.

Section 2 Responsibilities:

Meetings of the Band Council shall be held weekly and are generally open to all band members. Council members must attend all meetings unless prior arrangements are made with the President. A three ring binder containing all relevant materials and a copy of the constitution is needed for each office. The president provides a weekly agenda for every council member and personal notes shall be taken by each member of the council.

Section 3 Quorums:

A quorum shall be present in order to conduct official business of the Concert Band. A quorum shall consist of the Director, President, and 5 of the remaining 10 other members of the Band Council.

Article VI: By-Laws

Section 1 By-Laws may be proposed by the membership and may be adopted by a majority vote of those present at the meeting when a quorum is present.

Article VII: Amendments

Section 1 Process:

Any member may suggest an amendment to this constitution at any regular meeting of the Band Council.

Section 2 Notification:

The entire membership will be made aware of the recommendation during a regular rehearsal time, during which the said recommendation will be presented to the band. A vote on the proposed amendment will be taken immediately thereafter.

Section 3 Ratification:

An amendment shall be passed by a two-thirds majority of band members present. A quorum must be present to vote on an amendment.

Section 4 Approval:

The ratified constitution (or amendment) will be submitted to the University of Minnesota, Morris Student Services Committee for approval.

Constitution Ratified by Organization Members: (m/d/yr): _____

Witnessed by Officers:

_____	_____	_____
<i>Name</i>	<i>Position Title</i>	<i>Date</i>
_____	_____	_____
<i>Name</i>	<i>Position Title</i>	<i>Date</i>

Name

Position Title

Date

BYLAWS OF THE CONSTITUTION

I. Duties of the Officers:

A. President:

- Presides at all Band Council and general organizational meetings.
- Acts as spokesperson for the organization.
- Handles the group's announcements.
- On tour, informs the band members of concert details, dressing rooms, eating and sleeping arrangements.
- Must have current information on all band activities.

B. Vice President:

- Presides in the absence of the President.
- Assists the President with administrative duties.
- Assists the President on tours.
- In charge of all fundraising activities for the organization

C. Secretary:

- Maintains records of the Band Council meetings and general organizational meetings for distribution to the band including records of who attends and who is absent.
- Conducts necessary correspondence.
- Assists the Managers with tour concerns.
- Takes rehearsal attendance and reports absences to the Director and Band Council.
- Takes attendance on tour. All students must personally check with the secretary before leaving on tour.

D. Treasurer:

- Handles all financial matters.
- Is responsible for the ordering and picking up of cash boxes when needed.
- Collects the band dues in the fall and keeps track of who has paid/needs to pay

E. Managers (2):

- Oversee set-up of chairs and stands for rehearsals and concerts.
- Issue and check in tuxedos. Order extra tuxedos or tuxedo parts as needed.
- Have tuxedos cleaned each fall and maintained as needed.
- Make instrument lists for overseas tours (including make, model, and serial number).
- Appoint specific band members to load and unload equipment on tours.
- Prepare a list of all school equipment being taken on tour.
- Oversee rehearsal and concert set-up while on tour.

F. Members-at-Large (2 upper class, 2 freshman):

- Handle publicity for concerts.
- Assist the other council members with their duties, and serve on committees, as needed.

G. Webmaster:

- Maintains and updates the current concert band webpage, advertising upcoming concerts and activities as frequently as possible.
- Assist the other council members with their duties, and serve on committees, as needed.

II. Dues:

- All members of the concert band shall pay annual dues of \$15.00, regardless of the semester in which they join the ensemble. If the dues are not received by the end of the second week of the term the amount will increase to \$20.00.
- Dues shall be used to supplement the cost of cleaning, repairing, and replacing the tuxedos worn by band members, and other incidental expenses.
- Members of the Band Council do not have to pay dues.

III. Fall Festival:

- The UMM Concert Band hosts a festival during the fall of every year, since 1979. This festival brings high school students from the local area, and their directors, to campus where they study, rehearse, and perform with outstanding guest conductors and artists.
- It is the band council's, along with the director, duty to organize and carry out this festival. It is also mandatory that the entire council is at the festival all day. These duties are as follows:

1) President:

- Oversee all activities, as class schedule will allow
- Make announcements to the UMM Band
- Make a "To-Do" list, so that every council member knows what their job is and sees that it is accomplished.

2) Vice President:

- Assist President in the oversight of all activities.
- Reserve the video equipment for conducting symposiums, rehearsals, etc., and oversee its use. Also return the equipment after the festival.
- Enlist the aid of two ushers, ticket sellers, and stage managers for all concerts.

3) Secretary:

- Develop a sign-up list for duties to be performed by other members of the band (e.g. ticket selling, set-up crews, rehearsal runners, etc.).
- Make name tags for Select Band members, directors, and UMM band volunteers, and collect them after the festival.
- Make room signs for sectional rooms, school dividers, etc.
- Write thank-you notes after the festival to the appropriate supporters.

- Help send out the information before the festival, at the director's discretion.

4) Treasurer:

- Get a cash box for the concert (Check with Business Office at least one week before the concert).
- Helps oversee all fundraising that takes place during the band festival.
- Handles all purchase orders that will be needed during the festival.

5) Managers:

- Organize crews to set-up rehearsal and performance areas, as well as sectional rooms.
- Make a sketch of both the Concert Band and the Select Band's stage set-up.
- Reserve seating for all band members prior to the concerts.
- Make sure that there are extra chairs set up for the audience before the concert begins.
- Set up designated rehearsal areas and sectional rooms in HFA/Student Center.
- Show the honor band how to file on and off the stage in an organized manner.

6) Members-at-Large:

- Handle publicity.
- Hang up signs for sectional rooms, the guests' dressing rooms, and clinics, and also prepare the conductor's lounge.
- Make and hang up signs for admission prices and directions for select band students.
- Help with Photo Sessions.
- Help with receptions after the rehearsals/concerts.
- Help other council members with other misc. jobs that need to be accomplished to ensure the success of the festival.

7) Webmaster:

- Advertise the festival on the webpage in advance and also follow up after the festival.
- Assist the other council members with their jobs, as needed.

8) Director:

- Set Concert Date and reserve necessary spaces.
- Select and negotiate with the guest artists.
- Contact High School directors and organize the Select Band
- Make announcements to the Select Band.
- Type the rehearsal schedule.
- Procure sectional leaders and clinic presenters.