

The RIT Pep Band

c/o The Club Resource Center
Rochester Institute of Technology
34 Lomb Memorial Drive
Rochester, NY 14623

Constitution

Article I: Name

The members of this organization at the Rochester Institute of Technology (now referred to as RIT) henceforth name the club, the RIT Pep Band.

Article II: Derivation of Authority

The RIT Pep Band recognizes that it receives the right to function as an organization from the Student Government of RIT in accordance with their guidelines and constitution.

Article III: Purpose

The purpose of the RIT Pep Band is to perform at any event in attempt to increase school spirit as well as to provide an enjoyable atmosphere for the RIT and Rochester Community.

Article IV: Rights and Responsibilities

Section 1: Rules and Regulations

The RIT Pep Band shall adhere to all the rules and regulations set forth by RIT and its affiliates.

Section 2: Club Review Board

The RIT Pep Band has the right to obtain a seat on the Club Review Board, in accordance with all Student Government guidelines.

Section 3: Fulfillment of Purpose

The RIT Pep Band has the right to pursue any activities (attending or organizing) to achieve its purpose as stated in Article III so long as it does not violate the rules and regulations set forth in Article IV, Section 1.

Section 4: Authoritative Attendance

There shall be at least two officers of the club present at each practice and event.

Article V: Membership

Section 1: Qualifications

Club membership is open to all RIT students who can play an instrument that would integrate well into the sound of the band, at the discretion of the executive board.

Section 2: Good Standing

Good standing in the RIT Pep Band indicates that one must have been a member for at least one academic term. He/she must attend a minimum of five performances per year and 2 per academic term to achieve good standing. A member's standing can be questioned or removed by the executive board if a legitimate reason is given. A member can appeal their standing if ruled inactive.

Section 3: Voting Rights

Members can only vote if they are in good standing as specified in Article V, Section 2.

Section 4: Retention

To maintain good standing into the next academic year, one must attend at least one half of all practices and one quarter of all performances in the current academic year. Attendance will be recorded on a sign in sheet by the secretary. If this requirement fails to be met, membership will be ruled inactive on the Center for Campus Life Roster. Special circumstances for the requirement may be granted by the executive board.

Section 5: Resignation of Membership

Any member wishing to resign for any reason (diminished interest, cooperative education, etc.) must inform the executive board. All objects that are the property of the RIT Pep Band must be returned to the organization.

Section 6: Rehearsal Requirement

At the discretion of the e-board, a rehearsal (or unique event) requirement may be imposed upon members of the band to regulate playing at public events (those intended to be visible to an audience). Exceptions to this rule include but are not limited to co-ops, alumni status, classes, injury or illness, other clubs, work, etc. Exceptions must be approved by the e-board on a case to case basis. Exceptions must be brought to the attention of the e-board at least one hour prior to the e-board meeting preceding the event in question.

Section 7: Uniform

The official uniform of the RIT Pep Band shall be an official RIT hockey jersey. The uniform may be exempted at the discretion of the e-board for special events such as themed games. The conductor is always exempted from the uniform rule.

Article VI: Executive Board

Section 1: Authority

The RIT Pep Band shall be managed by an executive board (henceforth referred to as the eboard). Eboard members may not be section leaders if there is any other able member willing to fill the position.

Section 2: Eboard Members

The following positions of the eboard of the RIT Pep Band are:

- President
- Vice President (two)
- Treasurer
- Secretary
- Conductor
- Section Leaders (nine)

Section 3: Qualifications

In order to run for a seat on the eboard, one must be an enrolled full time student at RIT, as well as having been a member for one academic term (excluding the summer and intersession). They also must be in good standing with the club and in good academic standing with RIT. If an eboard member is absent for an extended period of time and fails to fulfill their position, follow rules for impeachment.

Section 4: Length of Term

Each eboard member shall serve for one academic year. All eboard members are eligible for reelection.

Section 5: Meetings

The eboard must meet at least three times per academic term. The time and place of the meeting shall be decided upon by its members. Special meetings may be called by any board member but must be called at least twenty-four hours in advance.

Section 6: Voting

The President, Vice President(s), Treasurer, Secretary and Conductor shall each have one vote on issues brought to the eboard. Section Leaders' votes will be tallied and the majority decision will equal one vote towards the issue brought to the eboard. A majority of non section leader eboard members must be present in order for a vote to occur. If a tie occurs a discussion will be held preceding a revote.

Section 7: Resignation

Any officer of the eboard holds the right to resign from their position. This intention must be submitted in writing to the remaining officers. The resignation will take effect immediately and a new election process will be held within two practices. All duties and privileges will be revoked immediately. The election process format is stated in Article XII. The band shall be informed of the resignation at the earliest convenience of the eboard. Any property belonging to the RIT Pep Band must be returned.

Article VII: Duties of Eboard Members

Section 1: President

The President presides over the eboard and oversees the regular and special eboard meetings. The president shall become Event registration (EVR) and financially certified according to RIT SG Club regulations. The president shall provide general supervision of attended performances. The president reserves the right to delegate duties to other band members, limited to website maintenance and music server maintenance and social event planning. The president reserves the right to delegate duties to other eboard members, including but not limited to, event organization, fundraising, music maintenance, equipment maintenance, social media section leader organization, and alumni relations. The president shall attend or appoint a member in good standing to attend Student Government Club meetings, or any other mandatory club meeting. The president shall keep track of the event calendar. The president will notify the band of upcoming events via email.

Section 2: Vice President

The vice presidents shall become event registration (EVR) and financially certified according to the RIT Student Government Club regulations. They shall take over for the president in their temporary absence. The vice presidents shall perform any duties delegated to them by the president. One vice president shall be in charge of external communications, i.e. social media, event planning for events not affiliated with RIT, email organization, organization of the calendar, etc. The other vice president shall be in charge of internal affairs, i.e. social events, fundraising, music approval, etc. The vice presidents shall decide amongst themselves which role they will hold. In the absence of one vice president or a section leader, a vice president shall take over the empty role.

Section 3: Treasurer

The treasurer shall become event registration (EVR) and financially certified according to RIT Student Government Club regulations. The treasurer shall supervise all eboard approved monetary transactions. The treasurer shall keep well organized and public records of transactions. The treasurer shall supervise the purchasing of band equipment and equipment repairs. The treasurer will keep inventory of all equipment the band owns. The treasurer shall write and propose a budget to the eboard, then submit it for final approval by the RIT Student Government.

Section 4: Secretary

The secretary shall become event registration (EVR) and financially certified according to the RIT Student Government Club regulations. The secretary shall keep an accurate record of the members of the RIT Pep Band and whether the members are eligible for retention and are in good standing. The secretary shall record minutes at all official RIT Pep Band meetings, including eboard meetings and rehearsal. These minutes shall be made available upon request. The secretary is responsible for updating the roster on both the RIT Pep Band email and the Student Government recognized program. The

secretary is responsible for updating all information and filing paperwork with the Club Office. The secretary will maintain and update records and history of the band.

Section 5: Conductor

The conductor shall become event registration (EVR) and financially certified according to the RIT Student Government regulations. The conductor shall run rehearsal and manage the band at games and performances. The conductor shall organize musical sets for performances. The conductor shall keep a musical log of current music and the band's progress. The conductor will report the state of the band and the quality of performances to the eboard. The conductor shall organize the instrumentation and musical balances of the band, as well as the location of the instruments for performances. The conductor will serve as the liaison between the band and arena personnel. The conductor shall organize and schedule a room and time for rehearsal.

Section 6: Section Leaders

The sections to be represented on the eboard are flutes (including piccolos and oboes), clarinets (including soprano saxophones), Eb saxophones (alto and baritone), tenor saxophones (including bass clarinets, treble clef baritone horns, and Bb horns), mellophones (including french horns), trumpets, trombones (including baritone horn and euphonium), tubas and percussion (including rhythm, electric, and mallet instruments). Any other instruments will be placed into a section at the eboard's discretion based on concert pitch and part lineup. Section leaders shall become event registration (EVR) and financially certified according to the RIT Student Government regulations. They shall be present for eboard meetings and stay up to date with the eboard. The section leaders shall make rosters for limited performances. The section leaders will act as liaisons between the section and the eboard. The section leader will organize and evenly distribute musical parts. The section leader shall keep track of RIT Pep Band and RIT Music Department owned equipment used in their designated section. The section leader reserves the right to organize sectional events (i.e. practices, dinners).

Section 7: Contingencies

When one position is being covered due to absence, the absentee position does not get a vote. Should an explicitly listed coverage be unavailable, the role shall be delegated by the e-board members present. In the event that a president is unwilling or unable to conduct, the role of conductor shall be delegated by the e-board members. The president shall take over the duties of an absent conductor. The treasurer shall delegate any duties to other financially certified eboard members in his/ her absence. The treasurer shall take over the duties of an absent secretary. The secretary will take over the duties of an absent treasurer.

Article VIII: Advisor

Section 1: Quantity

There shall be only one advisor to the RIT Pep Band.

Section 2: Qualifications

The advisor must meet the standards set by Student Government regulations. They must also have an interest in improving the band and want to oversee the band's functions. A full time employee is recommended.

Section 3: Election Process

The advisor will be nominated and decided upon at the same time as the eboard elections are held, and the voting shall follow the eboard election protocol as stated in Article XI. Advisors do not need to be re-elected every year.

Section 4: Resignation

Resignation should be received by the eboard in an appropriate manner. Upon resignation, the Director of Club Affairs must be informed. An election process for a new advisor will occur taking place within two practices of the resignation.

Section 5: Duties

The advisor shall verify that the RIT Pep Band follows all the rules and regulations set by RIT and by Student Government. He/She shall also sign off on any necessary documents that the eboard produces.

Article IX: Impeachment

Section 1: Statement

Any eboard member, section leader or the advisor can be impeached.

Section 2: Initiation of Impeachment

Initiation of Section leader impeachment can be performed by the eboard. This initiation will be in writing and presented at an eboard meeting. Initiation may also be performed by the section of the offending section leader. The initiation must have one third of the active section membership signatures and then be presented to the eboard to initiate the impeachment.

Initiation of impeachment of the Advisor, President, Vice President(s), Treasurer, Secretary, and Conductor must be presented to the eboard with the signatures of one third of the active membership as defined in Article V: Section 3.

Section 3: Hearing

Immediately following the meeting at which the initiation is presented, the member in question will be notified. The next eboard meeting will contain a hearing to allow the questioned to defend and the initiators to present. The questioned may choose to attend, request an alternative time, or not attend at all.

Section 4: Approval

The eboard, with exception of the member pending impeachment, must approve the impeachment of the member with a two thirds majority vote following the hearing.

However, if the initiation was made by the section, a vote will be held requiring a two thirds majority of the section to vote in favor of the impeachment. The voting mechanism and protocol is at the eboard's discretion.

Section 5: Conviction

If the impeachment is approved the convicted member will be immediately removed from the position and lose all privileges and duties associated with the post. The band will then be notified at the earliest convenience of the remaining eboard members. Any property related to the position and belonging to the band must be returned.

Section 6: Vacancy

Upon impeachment, the duties will be taken over by the member stated to do so in case of absence in Article VII. A standard election will take place at the next rehearsal following the protocol of Article XI. Another eboard member may run for the vacancy if he/she so wishes. If elected into the new position he/she then forfeits his/her previous position and election for the vacant position begins.

Article X: Amendments

Section 1: Proposal

Amendments to the club constitution may be proposed by any member in good standing at a practice or eboard meeting.

Section 2: Voting

The voting on a new amendment will take place the week after the proposal by the band's active members. The voting format will be decided at the discretion of the eboard. To be enacted the amendment requires an affirmative vote from two thirds of the members voting. A quorum must be present as outlined in Article XI: Section 4.

Section 3: Confirmation

The band shall be notified of the amendment's confirmation and the constitution will be changed to suit the decision. Format and wording is left to the eboard's discretion. The enacting does not require the approval of Student Government or the Club Center.

Article XI: Elections

Section 1: Date

Elections shall occur at least one month before the end of the Spring term. Section leader elections will take place the week following the voting of the other eboard positions.

Section 2: Nominations

Nominations can be made from any member in good standing. A member may hold more than one eboard position at a time only if one of those positions is a section leader and is absolutely necessary. The positions are outlined in Article VI: Section 2. If running for re-election a nomination by another member is not necessary.

Section 3: Accepting Nominations

Only members in good standing may accept a nomination. If nominated for more than one position the member at hand may only accept one nomination, thus declining the others.

Section 4: Quorum

A quorum shall be composed of one half of the membership in good standing. A quorum must be present in order to cast a vote for all elections.

Section 5: Voting

Voting shall be conducted by a secret ballot. The voting mechanism and protocol is at the discretion of the eboard and the band will be notified of the protocol before the voting occurs. If a single candidate is running for a position and there is no opposition, then the candidate in question wins. If two candidates are running for a singular position only a majority is needed for a win. If more than two candidates are running for a singular position more than half of the votes have to be in favor of one of the candidates; If this requirement is not fulfilled then a re-vote will occur between the top two candidates. If no candidate is running for a position the duties of that position shall be delegated at the eboard's discretion until a candidate is found.

Section 6: Tie

If a tie occurs, there will be a revote between the tied candidates only.

Article XII: Student Government Regulations

Section 1: Hazing

There shall be no hazing of any kind in accordance with the New York State Hazing Laws.

Section 2: Dues

Yearly dues may be charged to all members in good standing at the discretion of the eboard.

Section 3: Mailing List

Email address from all members will be collected and used as a means to communicate through the official Pep Band email (ritpepband@gmail.com). All emails

through the mailing list shall not violate RIT's ISC policies. The RIT Student Government and Club Center do not claim any responsibility for the content of these emails and messages.

Section 4: Checks and Balances

If an eboard member's personal decision regarding his or her duties does not agree with a majority of the eboard, then the majority may override that decision. The majority should take into account their reasons for overriding the offending member.

Article XIII: Parliamentary Authority

This constitution shall be the authority of this organization. All matter not covered in the constitution may be determined by the rules of order set forth by the eboard. The interpretation of this document will be done by a majority vote of the eboard.

Created by the eboard of 2006-2007

President- Stephanie Dorn
Vice President- Amanda Preske
Treasurer- Spencer Herendeen
Secretary- Timothy George

Edited by the eboard of 2010-2011

President- Mitch Quartner
Vice President- Chris Bentivenga
Vice President- Matt Fico
Treasurer- Erin Kiselica
Secretary- Laura Osselmann
Conductor- Derek Erdmann

Edited by the eboard of 2012-2013

President- Gabrielle Potts
Vice President- Brian Besmanoff
Treasurer- Teryn Rynone
Secretary- Kaity Moranz
Conductor- Jimmy McNatt

Edited by the eboard of 2015-2016

President- Brian Besmanoff
Vice President- Jon Theismann
Vice President- Stephen Silkey
Treasurer- Elise Walsh
Secretary- Emily O'Connor
Conductor- Ryan Hinkley