



UNIVERSITY of ROCHESTER
STUDENTS' ASSOCIATION
GOVERNMENT

University of Rochester Marching Pep Band

ARTICLE I - ESTABLISHMENT

We the students, faculty, and staff of the University of Rochester hereby establish the University of Rochester Marching Pep Band (UR Pep Band) of the University of Rochester and enact this constitution for its governance. Failure to follow this constitution could result in penalties or revocation of Students' Association recognition of this organization.

ARTICLE II - MISSION STATEMENT

The purpose of the University of Rochester Marching Pep Band is to provide music, entertainment, and an atmosphere of enthusiasm at University events. Such events may include sporting events, public performances, freshman orientation, and freshman move-in.

ARTICLE III – MEMBERSHIP

SECTION ONE - MEMBERSHIP

- A. Eligibility - All Students' Association (SA) members shall be eligible for membership. An SA Member is a University of Rochester undergraduate of the College who has paid their SA activities fee. All members and associate members shall be listed on the organization's CCC site. Membership is automatically renewed yearly unless the member graduates, requests to cancel their membership, or fails to meet membership requirements.
- B. Definition of active member - An active member of the University of Rochester Marching Pep Band must attend rehearsals, performances, and events. Members must attend at least 80% of all rehearsals, performances, and events within the semester. Failure to meet this requirement without an adequate excuse, as deemed by the Executive Board, will revoke active membership and necessitate a meeting between the offending member and at least three members of the Executive Board, including at least one Co-President. Following this meeting, membership may be restored at the discretion of the Executive Board.
- C. Definition of associate member - All University of Rochester faculty, staff, graduate students and Eastman students shall be eligible for associate membership but not eligible to hold an officer position. Graduate students, faculty, and staff are not eligible to compete nor travel as part of a college student organization. Associate members are eligible to attend any event but are only required to be present at performances. For excused absences, associate members must follow the same policy as active members.

ARTICLE IV - MEETINGS AND VOTING

SECTION ONE - QUORUM

- A. A meeting shall be valid if a quorum is present. Quorum is defined as any group including no less than ½ of the active membership plus one or more officers.

SECTION TWO - VOTING

- A. Voting on any issue shall be official only if the meeting is valid.
- B. All members shall have equal voting power.
- C. Procedure – All decisions shall be arrived at by simple majority using a hand or written vote unless otherwise specified by the presiding officer.

SECTION THREE – FREQUENCY OF MEETINGS

- A. A meeting shall be held at least every week throughout the fall and spring semesters. The Executive Board have the option to cancel meetings without rescheduling for that week.

ARTICLE V - OFFICERS AND QUALIFICATIONS

SECTION ONE - OFFICER POSITIONS

- A. Two Co-Presidents – must have served on the Executive Board previously, unless no one else is qualified.
- B. Business Manager – must have been an active member of the Band for at least one semester, unless no one else is qualified.
- C. Student Conductor/Music Librarian – must have been an active member of the Band for at least one semester, unless no one else is qualified.
- D. Secretary – must have been an active member of the Band for at least one semester.
- E. Public Relations/Social Chair – must have been an active member of the Band for at least one semester, unless no one else is qualified.
- F. Equipment Manager – must have been an active member of the Band for at least one semester, unless no one else is qualified.

SECTION TWO - DUTIES OF OFFICERS

- A. All officers shall be members of the Students' Association.
- B. All officers shall promote active recruitment of new members.
- C. All officers shall enforce this constitution.
- D. All officers shall be responsible for knowing the sections of the Students' Association constitution and bylaws that apply to this organization.
- E. The Co-Presidents shall preside over the meetings and shall maintain organization within the club, communicate with other officers, and delegate duties to maintain a functioning club that fulfills the purposes set forth above. The Co-Presidents shall act as liaisons between the Band and any other party. The Co-Presidents are responsible for maintaining a current copy of this constitution open to inspection by all members of this organization, Senators, and all members of the Students' Association. A Co-president will be presiding officer on all things that are not

elections. Elections must be presided by a trusted individual (as explicitly stated later).

- F. The Business Manager shall be responsible for maintaining all finances and keep detailed records of all transactions. The Business Manager writes the budget and shares appropriate knowledge of how this budget functions with the members of the Executive Board. When necessary, the Business Manager shall acquire and execute purchase orders in a timely manner.
- G. The Student Conductor / Music Librarian shall be responsible for maintaining and overseeing the music that the Band plays and directing the Band at performances. The Student Conductor / Music Librarian must keep diligent records of all items within the music inventory.
- H. The Secretary shall take attendance at all necessary meetings, tally non-election votes, keep an accurate list of organization members, and take and maintain meeting minutes. The Secretary is also responsible for relaying information and other necessary correspondence to all organization members.
- I. The Public Relations / Social Chair is responsible for relaying information pertaining to all University of Rochester Marching Pep Band events, recruitment, etc. to the general University population. This individual is also charged with the task of maintaining all current University of Rochester Marching Pep Band social media pages as well as any future pages, and they must organize any and all social events for the Band.
- J. The Equipment Manager is responsible for the maintenance and upkeep of all equipment and property, as well as an inventory of all items belonging to the Band, except that which falls under the responsibility of the Student Conductor.
- K. Each officer must create or update a document for future individuals on the Executive Board holding that position. This transition document contains information on the duties of that officer's position.
- L. All officers take on any additional duties as deemed necessary by at least one Co-President and approved by a majority vote of the Executive Board.
- M. All officers must attend all Executive Board meetings, scheduled by the Co-Presidents. An excused absence is defined as having extenuating circumstances and/or giving three days advance notification of the absence to the Secretary. Failure to do so on two consecutive or three total occasions throughout the semester will result in a discussion with the rest of the Executive Board.

SECTION THREE - NOMINATIONS AND ELECTIONS

- A. Nomination Procedure –
 - a. Notice that nominations will take place must be given at the prior official meeting. Any active member can be nominated to run for office by any other active member (including themselves) through an online form submitted to the Secretary. All nominated members have until 72 hours before the day of the election to accept or decline the nomination.
- B. Election Procedure –

- a. Elections must take place no more than three official meetings after nominations have been announced. For an election to be valid, no less than two-thirds of all active members must be present to vote.
- b. All elections are to be done via private ballot.
- c. Candidates running for all positions shall receive no more than three minutes each in which to speak on their own behalf. After all speeches for any given position are presented, the candidates will leave the room, and the Band will begin deliberations. This will be mediated by a trusted active member who is not running for election. This individual is selected the day of the election via majority vote prior to any election. Any member can nominate this individual for this position.
- d. Deliberations will be limited to five minutes per position. The mediator will be responsible for ensuring an orderly debate, including organizational strategies at their discretion (i.e. raising hands to speak), as well as ensuring a fair balance of opportunity to speak for all members. Any and all comments or concerns raised during this time must be valid and relevant to the qualifications of the individual relating to those comments and concerns. No comments will be allowed pertaining to the personal life of the individual unless directly relevant to their qualifications for the role, and there is no discrimination on characteristics unrelated to the individual's capabilities of fulfilling a role as an officer.
- e. The counting of votes is to be completed by the presiding officer and must, at request of a club member, be cross-checked with a tally by one of the Co-Presidents, as applicable.
- f. Elections will be conducted in the following order: Co-president, Business Manager, Student Conductor/Music Librarian, Secretary, Public relations/Social Chair, equipment manager.
- g. Both Co-Presidents shall be elected by plurality vote. All members will select two of the running candidates. The two candidates receiving the highest number of votes shall be selected as the two Co-Presidents.
- h. The Business Manager shall be elected by plurality vote.
- i. The Student Conductor shall be elected by plurality vote.
- j. The Secretary shall be elected by plurality vote.
- k. The Public Relations/Social Chair shall be elected by plurality vote.
- l. The Equipment Manager shall be elected by plurality vote.
- m. Candidates who are not elected to their first-choice position may run in any subsequent election and will be given the prescribed time limit in which to speak on their own behalf.
- n. A plurality vote is defined as the number of votes cast for a candidate who receives more than any other candidate but does not necessarily receive an absolute majority.
- o. Any candidate running unopposed must receive an affirmative vote from at least one half of the voting members present.

- p. If over ½ of the present and voting members decide that none of the running candidates are suitable for the position, they may nominate an individual from within the voting party to also run for the position.
- C. Term of Office – The term of office is two semesters, from the end of Fall Semester Reading Period to the subsequent end of Fall Semester Reading Period. Newly elected officers will take office the day after the end of the University of Rochester Fall Semester Reading Period. A transition meeting between old and new Executive Board members will take place no more than two weeks after the start of the spring semester.
- D. Timing of Elections – The elections will occur once per year within the last three weeks of the fall semester. An emergency election may also occur as soon as possible following the vacancy of a position, in the manner described above.

SECTION FOUR - VACANCIES, RESIGNATIONS, AND REMOVALS

- A. At the first valid meeting following a vacancy of an office, the position is to be filled in the same manner described in *Article V, Section Three, Subsection B: Election Procedure*.
 - a. In the interim, until emergency elections can be held, the Co-Presidents have the power to jointly appoint a member of the Band who meets the necessary requirements to act as an interim officer in that position.
 - b. If the office of a Co-President becomes vacant, an emergency election will be held, and the Executive Board will select two to four members of the Band as nominees. The nominees will be notified by email and have the opportunity to accept or decline the nomination. Elections will take place no more than three weeks after resignation or vacancy. In the interim, only one Co-President will serve.
- B. A vote of no confidence is a vote to remove an officer. Such a vote shall require a ⅔ majority of the entire active membership to pass. Any member of the organization may call for a vote of no confidence, either publicly or privately to a current Executive Board member.
- C. If a vote of no confidence on any officer is to take place, they must be notified one week in advance.
- D. An office shall be declared vacant as the result of a vote of no confidence.

ARTICLE VI - RESOURCES

SECTION ONE - Resources.

- A. The University of Rochester Marching Pep Band will abide by their Resource Agreement.

ARTICLE VII - HAZING POLICY

Hazing, defined as the harassment of one individual by another individual or organization, is not permitted by the University of Rochester Marching Pep Band. Behavior prohibited under this rule includes actions threatening substantial risk of physical or mental injury; actions exposing the individual to distressing, repulsive, or alarming situations or sensations; forced consumption

of alcohol or drugs; actions in the form of social pressure which might cause harm to an individual.

ARTICLE VIII - NONDISCRIMINATION POLICY

The University of Rochester Marching Pep Band abides by the nondiscrimination policy of the University of Rochester.

Anika Tripathi

Signature of Confirmation

Anika Tripathi

Co-President, University of Rochester Marching Pep Band

April 4, 2026

Date

Natalie Wolfeiler

Signature of Confirmation

Natalie Wolfeiler

Co-President, University of Rochester Marching Pep Band

April 4, 2026

Date

Ryan Li

Signature of Approval

Jessie Li

Chair, Student Organization Administration & Review Committee

4/7/26

Date