



UNIVERSITY of ROCHESTER
STUDENTS' ASSOCIATION
GOVERNMENT

We the students of the University of Rochester do hereby establish the University of Rochester Pep Band and enact this constitution for its government. Failure to follow this constitution could result in revocation of Students' Association recognition of this organization.

Article I. Purpose of Organization

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

Article II. Membership

Section A. Membership

1. Eligibility-All undergraduate and graduate students of the University of Rochester are eligible for Pep Band membership.
2. Definition of an active member-An active member of the University of Rochester Pep Band must attend rehearsals, performances, and fundraisers. An active member must pay semester dues before the conclusion of the semester unless they have spoken with the Business Manager and other arrangements have been made. Missing more than two rehearsals, performances, or fundraisers without an adequate excuse as deemed by a Co-President and any two other officers 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 three officers.

Article III. Meetings and Voting

Section A. A meeting is valid if a quorum, plus one officer, is present. A quorum is any group including no less than one half of the active group membership.

Section B. Voting

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

Section C. Frequency of Meetings. A meeting shall be held at least every week throughout the football and basketball seasons. The officers have the option to cancel meetings without rescheduling for that week.

Article IV Officers and Qualifications

University of Rochester Pep Band

Section A. Officer Positions

1. Two Co-Presidents
2. Business Manager
3. Student Conductor
4. Secretary
5. Public Relations/Social Chair
6. Fundraising Chair
7. Equipment Manager

Section B. Duties of the Officers

1. The two Co-Presidents are liaisons between the Band and any other party. They are also responsible for coordinating and delegating the duties of the other officers.
2. The Business Manager writes the budget, and shares appropriate knowledge on 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. The Business Manager will work with the Fundraising Chair to plan and execute fundraisers and oversee the business aspect of said fundraisers (i.e. taking care of the cash box).
3. The Secretary is responsible for the general organization of the Executive Board and the Band.
4. The Equipment Manager is responsible for the maintenance and upkeep of all equipment and property, except that which falls under the responsibility of the Student Conductor.
5. The Student Conductor is responsible for maintaining and overseeing the music that the Band plays.
6. The Fundraising Chair serves to plan and organize endeavors to fundraise for the Pep Band each year.
7. The Public Relations/Social Chair position is twofold. This individual is responsible for relaying information pertaining to all University of Rochester Pep Band fundraisers, recruitment, etc. to the general University population. This individual is also charged with the task of maintaining all current University of Rochester Pep Band social media pages (Facebook and Twitter) as well as any future pages.
8. Each officer creates or edits a document for future individuals on the Executive Board holding that position. This document contains information on the duties of that officer position.
9. All officers take on any additional duties as deemed necessary by at least one Co-President and approved by a vote of the Executive Board.
10. All officers must be active members of the University of Rochester Pep Band.
11. All officers shall promote active recruitment of new members.
12. At least one officer of the Band will be responsible for maintaining a current copy of this constitution open to inspection by all members of the University of Rochester Pep Band, Senators, and all members of the Students' Association.
13. All officers must enforce this constitution.

14. All officers are responsible for knowing the section of the Students' Association constitution and by-laws that apply to this group.
15. All officers must attend all Executive Board meetings, scheduled by the Co-Presidents. An excused absence is defined by 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 disciplinary discussion with the rest of the Executive Board.

Section C. Nominations and Elections

1. Nomination Procedures – Notice that nominations will take place must be given at the prior official meeting. Any active member can be nominated to run for an office by any one other active member (including themselves) via email to the Secretary. The member nominated has the right to accept or decline the nomination.
2. Election procedures – Election must take place no less than two 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. Newly elected officers will take office on New Year's Day. A transition meeting between old and new Executive Board members will take place no less than three weeks after the start of the spring semester. Any candidate running unopposed must receive an affirmative vote from at least one half of the voting members present.
3. Elections shall occur once per year between the end of football season and the end of fall semester classes. Emergency election may also occur as soon as possible following the vacancy of a position, in the manner prescribed above.
4. The term of office is from election to election.
5. Voting on any issue is official only if the meeting is valid.
6. All active members have one vote on a given issue; no one person may have extra weight for his or her vote, nor a vote for members not present.
7. Voting procedure is as follows: A vote is taken by private ballot. A non-returning current Executive Board member will record the vote. If this individual is not present, any other officer may record the vote. This individual does not receive a vote.
8. 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 given, the candidates will leave the room, and the Band will begin deliberations. This will be mediated by the same individual who counts the votes. 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 his or her qualification for the role, and there is no

discrimination on characteristics unrelated to the individual's capabilities of fulfilling a role as an officer.

9. 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.
10. Elections proceed as follows:
 - a. The first Co-President shall be elected by plurality vote.
 - b. The second Co-President shall be elected in a separate vote by plurality.
 - c. The Business Manager shall be elected by plurality vote.
 - d. The Student Conductor shall be elected by plurality vote.
 - e. The Secretary shall be elected by plurality vote.
 - f. The Fundraising Chair shall be elected by plurality vote.
 - g. The Public Relations/Social Chair shall be elected by plurality vote.
 - h. The Equipment Manager shall be elected by plurality vote.
 - i. 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.

Section D. Vacancies and Resignations

1. At the official meeting following the vacancy of any office, the position is to be filled in accordance with the rules of this constitution as soon as possible. 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. If the office of a Co-President becomes vacant, an emergency election will be held. 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 resignation. Elections will take place no more than three weeks after resignation or vacancy. In the interim, only one Co-President will serve.
2. If a vote of no confidence on any officer is to take place, it must be given an official meeting's notice. Any active member of the Band may call for such a vote.
3. A vote of no confidence is defined as a vote showing that two thirds of the Band does not support a particular individual in an officer position.
4. A vote of no confidence must consist of a two-thirds affirmative vote.
5. An office is declared vacant by a vote of no confidence.

Section E. Provision of Advisor. The University of Rochester Pep Band must have at least one faculty or staff advisor.

Article V. Committees. Not Applicable

Article VI. Finances.

Section A. The University of Rochester Pep Band is primarily funded by the Students' Association. Additional funds will be obtained through other organizations and independent fundraising.

Section B. The University of Rochester Pep Band may not use Students' Association funds to purchase alcohol for students, nor to subsidize student room and board at the University of Rochester.

Article VII. Classification

Section A. The University of Rochester Pep Band shall be classified as a Performing/Fine arts organization.

Article IX. Adoption of the Constitution.

Section A. Two-thirds of the entire active membership must approve this constitution.

Section B. This constitution will be ratified upon approval of the Senate and the signature of the Speaker.

Section C. This constitution cannot conflict with the Students' Association Constitution or By-Laws.

Article X. Amendments.

Section A. Adoption and ratification of amendments to this constitution shall follow the same procedure as adoption of the entire constitution.

Article X. By-Laws

Section A. The Band may adopt by-laws at any time, if any part of the constitution is lacking in some manner, provided the proposal passes a vote of plurality by active members of the Band.

Section B. Any by-laws approved by the Band must not conflict with this constitution nor the Students' Association Constitution or by-laws.

Article XI. Hazing Policy

The harassment of one individual by another individual or group, known as hazing, is not permitted by the University of Rochester Pep Band. Behaviors prohibited under this rule includes actions threatening substantial risk of mental or physical injury, actions exposing the individual to distressing, repulsive, or alarming situations or sensations, forced consumption of alcohol or drugs, and actions in the form of social pressure which might cause harm to an individual.

Article XII Discrimination Policy

The University of Rochester Pep Band does not discriminate against any individual or group of individuals. This includes but is not limited to discrimination on the basis of age, veteran status, race, color, sex, sexual orientation, national origin, ethnicity, age, handicap, religious views, political views, and ideological views or affiliations.



Signature of Officer

11/3/14

Date

Submitting Constitution



Signature of SA Speaker

11/3/14

Date

Granting Recognition

University of Rochester Pep Band