

The Johns Hopkins University Band

Constitution

Revised March 2003

Preamble

The Johns Hopkins University Band, founded in 1921, provides an opportunity for Hopkins students to perform instrumental music on the Homewood campus. The Band is divided into four main groups: the Wind Ensemble, the Pep Band, the Jazz Ensemble, and the Jazz Band. The Wind Ensemble plays symphonic and orchestral pieces at formal concerts in Shriver Hall. The Pep Band provides music at all football and lacrosse games. The Jazz Ensemble and the Jazz Band perform stage and jazz pieces on numerous occasions throughout the year. Other subdivisions of the Band may arise if interest warrants. The Wind Ensemble, Pep Band, Jazz Ensemble, and Jazz Band, as well as any new subgroups, are considered part of the Johns Hopkins Band and will be subject to its Constitution as well as to any Student Activities Council (SAC) regulations. The Band is organized under Class A status in the SAC.

Article I: Objectives

The objectives of this body shall be:

- A. To provide a resource in which amateur musicians of the student body can perform in a challenging atmosphere;
- B. To provide music at appropriate University functions; and
- C. To give concerts on and off the campus at the members' discretion.

Article II: Membership

- A. Membership shall be open to all undergraduates attending The Johns Hopkins University. Graduate students, alumni, faculty and staff are also eligible to join.
- B. Any individual who meets the criteria outlined in Article II, Section A, and attends a majority of rehearsals for any group during a given semester shall be considered a member of that group for that semester.
- C. Individuals that do not meet the membership criteria above will not be permitted to perform in any performance unless they receive special permission from both the Executive Board and the Director.
- D. Active Voting Membership is open only to full-time undergraduates attending the Johns Hopkins University.
- E. A Hopkins undergraduate who attends a majority of rehearsals for the Wind Ensemble, Pep Band, Jazz Ensemble, or Jazz Band during the semester shall be considered an Active Voting Member for that semester.

Article III: Meetings

- A. Regular meetings (rehearsals) shall be held as follows:
 - 1. The Wind Ensemble shall meet two days per week at times decided by the Wind Ensemble Director and officers.
 - 2. The Pep Band shall rehearse one day per week at a time decided by the Pep Band Director and officers.
 - 3. The Jazz Ensemble shall rehearse one day per week at a time decided by the Jazz Ensemble Director and officers.
 - 4. The Jazz Band shall rehearse one day per week at a time decided by the Jazz Band Director and officers.
- B. Special meetings (e.g., dress rehearsals) of the Wind Ensemble and/or Pep Band may be called at any time by the President.
- C. Special meetings (e.g., dress rehearsals) of the Jazz Ensemble and/or Jazz Band may be called at any time by the Vice President of Jazz.
- D. Meetings of the Wind Ensemble and/or Pep Band may be cancelled at the request of the President (e.g., Spring Break).
- E. Meetings of the Jazz Ensemble and/or Jazz Band may be cancelled at the request of the Vice President of Jazz and/or the Assistant Vice President of Jazz (e.g., Spring Break).
- F. At least one member of the Executive Board, one of whom will preside, will be present at each meeting.
- G. A voting quorum will consist of a majority of Active Voting Members.

Article IV: The Executive Board

- A. The Executive Board shall oversee all operations of the Band.
- B. Executive Board members shall include the President, Vice President, Business Manager, Secretary, Publicity Director, Librarian, Equipment Manager, Vice President of Jazz, and Assistant Vice President of Jazz. Each member shall be elected in accordance with Article VII of this Constitution and shall possess one vote.
- C. Meetings of the Executive Board will be held on a monthly basis with one meeting being held during every period of five weeks during the academic year. Business may only be conducted when a quorum consisting of the President and any four other members of the Executive Board is present.
- D. In the event that a vote of the Executive Board results in a tie, the tie shall be broken by the President.
- E. The duties of the Executive Board officers are as follows:
 - 1. The President shall:
 - a. Supervise all activities of the Band;
 - b. Preside over all meetings of the Wind Ensemble, Pep Band, and general assemblies;
 - c. Notify Band members of all Wind Ensemble meetings, Pep Band meetings, and general assemblies.

2. The Vice President shall:
 - a. Conduct the Pep Band and Concert Band meetings in the absence of the President;
 - b. Be responsible for the advance sign-up of members of the Band for all scheduled events;
 - c. Be responsible for the keeping of attendance records in the absence of the Secretary;
 - d. Assume the office of President in the event that the Presidency is vacated for any reason including, but not limited to resignation and impeachment.
 - e. Assist the other Officers with their duties.
3. The Business Manager shall:
 - a. Authorize all expenditures;
 - b. Carry all bills through the SAC;
 - c. Keep account of all Band expenditures and be prepared to make a complete financial report to the Executive Board at the direction of the President;
 - d. Assist the Secretary in making arrangements for all Band trips;
 - e. Assume the office of President in the event that:
 - i. The Presidency is vacated for any reason including, but not limited to resignation and impeachment, AND
 - ii. The office of Vice President is vacant;
 - f. Assist the other Officers with their duties.
4. The Secretary shall:
 - a. Act as recorder at all meetings and keeper of all records, including those of attendance for the Wind Ensemble and Pep Band;
 - b. Pass on all records, files or other property of the Band in good condition to his/her successor;
 - c. Make arrangements for all band trips with the assistance of the Business Manager;
 - d. Assist the other Officers with their duties.
5. The Publicity Director shall:
 - a. Be responsible for publicity of all Band events;
 - b. Create Publicity Committees as necessary;
 - c. Be responsible for the printing of programs for all Band concerts;
 - d. Be responsible for the maintenance of the Band web page;
 - e. Assist the other Officers with their duties.
6. The Librarian shall:
 - a. Serve as custodian of music;
 - b. Appoint Assistant Librarians as necessary;
 - c. Assist the other Officers with their duties.
7. The Equipment Manager shall:
 - a. Maintain an inventory of all instruments and other equipment owned by the Band;
 - b. Assist the other Officers with their duties.

8. The Vice President of Jazz shall:
 - a. Supervise all activities of the Jazz Ensemble;
 - b. Assume responsibility for apprising the Business Manager of all financial transactions involving the Jazz Ensemble and/or Jazz Band;
 - c. Make arrangements for all trips and events which concern the Jazz Ensemble and/or Jazz Band exclusive of other Band groups;
 - d. Assist the other Officers with their duties.
9. The Assistant Vice President of Jazz shall:
 - a. Supervise all activities of the Jazz Band;
 - b. Assist the Vice President of Jazz as requested;
 - c. Assist the President as requested.
- F. The two financial officers, in accordance with SAC regulations, shall be the President and the Business Manager.
- G. In the event that any Executive Board office except President becomes vacant during an academic year for any reason, the President shall call for a special election to fill that office.
- H. In the event that any Executive Board office except President is vacant for any reason, the President shall assign the duties of that office at his/her discretion.
- I. An officer of the Executive Board shall hold only one office at a time. Should an officer accept a different office, either by special election or by appointment, his/her former office shall be considered vacated by resignation.
- J. Any Officer may be impeached at any time, according to the following procedure:
 1. Any member of the band may call for an officer to be impeached by submitting, in writing, to the Executive Board, the reason(s) why that officer should be removed from office.
 2. Once accusations have been made against an officer, (s)he shall be temporarily removed from office pending an investigation.
 3. These accusations shall be made known to the general band membership, and the accused officer will have an opportunity to answer to all accusations.
 4. After the officer under investigation answers the accusations, there will be a vote of active voting members to determine if the officer shall be removed permanently.
 5. A 2/3 vote of active voting members is required to permanently remove an officer from office.

Article V: Finance

The Band shall be financed by annual appropriations from the SAC of the Johns Hopkins University. SAC allocations may be augmented by fundraising events such as Spring Fair. A Band Endowment may also be established under the direction of the Executive Officers if they see fit. Corporate sponsorship of Band activities such as the Fall and Spring Concerts may also be considered.

Any money earned by the Jazz Ensemble and/or Jazz Band shall be kept separate from money earned by the Wind Ensemble and/or Pep Band. Money earned by smaller sub-groups of the Jazz program shall be committed to Jazz finances when the group formally represents or is contracted under the auspices of the Band. Money earned by smaller sub-groups not in the Jazz program shall be committed to Wind Ensemble/Pep Band finances when the group formally represents or is contracted under the auspices of the Band. The Business Manager shall authorize Jazz Ensemble/Jazz Band expenditures at the request of the Vice President of Jazz.

Article VI: Amendments

- A. Amendments may be proposed by any Active Voting Member.
- B. The Executive Board must evaluate amendment proposals and approve or disapprove of the proposal within one month of the proposal's submittal.
- C. Constitutional votes shall be announced two weeks prior to the vote.
- D. If the Executive Board approves the proposal, it shall be voted on by a quorum of the Active Voting Membership. A simple majority of the quorum may pass the proposal.
- E. If the Executive Board rejects the proposal, a 2/3 vote of the Active Voting Membership may override the Board's veto.
- F. All amendments are subject to the approval of the SAC Executive Board and the Student Council.

Article VII: Elections

- A. Annual elections shall be announced at least two weeks in advance. Special elections shall be announced at least one week in advance.
- B. Nominations shall be made by any Active Voting Member.
- C. Only Active Voting Members are eligible for office.
- D. A voting quorum (See Article III, Section G) must be present to hold an election. If a voting quorum is not present, the President shall cancel the election and call for another election, in accordance with Section A of Article VII of this Constitution.
- E. A member must receive a majority of the votes to be elected to office. If no individual receives a majority of the votes, a runoff shall be held between the top two vote-getters.
- F. Annual Elections:
 - 1. Elections shall be held prior to the Concert Band's, Jazz Ensemble's, and Jazz Band's respective spring concerts.
 - 2. Elected officers shall assume office on May 1 after the election.
- G. Special Elections:
 - 1. A special election may be called at any time by the President to fill a vacant office.
 - 2. Elected officers shall assume office immediately upon election.

Article VIII: Equipment and Property

- A. Members must receive permission, on a semesterly basis, from the Executive Board in order to borrow Band property (i.e. equipment, instruments, music, etc.) for official Band business. The Band member shall be responsible for Band property in his/her charge; should this property be lost, damaged, or otherwise compromised, the member shall be subject to reasonable restitution at the discretion of the Executive Board.
- B. Members may use Band property for personal use outside of official band business. Such use requires approval from the Executive Board and written permission from the President on a case-by-case basis.
- C. The Executive Board may authorize the loan of Band property to any recognized ensemble group.
- D. The Executive Board may authorize the loan of Band property to any other campus organization.
- E. Any Band property that is missing without the knowledge of the Executive Board shall be considered stolen and reported as such.

Article IX: By-Laws

- A. The provisions of the by-laws shall have equal weight to those of the Constitution proper and may only be amended in the manner discussed in Article VI.
- B. The Executive Board shall review the by-laws annually and submit them for amendment or renewal at the annual elections.

Article X: Selection of a New Band Director(s):

- A. In the case of a vacancy in either the position of Wind Ensemble/Pep Band Director or the position of Jazz Director, a committee consisting of the Executive Board shall be formed to review potential candidates for the position. This committee shall be led by the President and will work with the administration to advertise the position, review resumes, choose from among the resumes those candidates which they believe to be the best, and then interview those candidates. From those interviewed, the committee will choose the best and extend the invitation to guest conduct the band at one or more rehearsals. The band members will vote for a new director by ranking their top two choices. Pending the approval of the Executive Board and administration, the candidate with a majority of votes will be selected as the new director.
- B. One individual may hold both the position of Wind Ensemble/Pep Band Director and Jazz Director simultaneously.

Article XI: Interpretation

- A. The Executive Board shall decide question concerning the interpretation of this document. All questions concerning interpretation of the Constitution may be appealed to the SAC. The SAC shall decide questions concerning conflicts between this Constitution and the Constitution of the SAC of the Johns Hopkins University. The Student Council shall decide questions concerning conflicts between this Constitution and the Constitution of the Student Body of the Johns Hopkins University.
- B. References in this document to “majority vote,” “two-thirds vote,” etc. regarding the required margin for passage of a motion by the Band or its Executive Board shall be understood to mean the specified proportion of affirmative votes among the designated group which is voting.

Article XII: Effective Date

This Constitution shall take effect for the 2003-2004 academic year, starting May 1, 2003. Elections for 2003-2004 officers shall take place according to Article IV and Article VII of this Constitution.

Approved by Executive Board March 16, 2003 by a vote of 7-0

Approved by general band membership March 23, 2003 by a vote of 40-0

Approved by SAC on March 27, 2003

Approved by Student Council on April 8, 2003