

# MARIST BAND



## CLUB BY-LAWS

Last Revision: February 23<sup>rd</sup>, 2016.  
Enacted: Awaiting for SGA Approval.

## **1. NAME**

- 1.1. The name of the overall organization shall be “Marist Band”.
- 1.2. Marist Band will be composed of the following organizations:
  - 1.2.1. Marist Symphonic Band
  - 1.2.2. Marist Marching Band
    - 1.2.2.1. Referred to as “Marist Athletic (Football) Band”.
  - 1.2.3. Marist Pep Band
    - 1.2.3.1. Referred to as “Marist Athletic (Basketball) Band”.
- 1.3. The organization will also include the following sub-organizations, referred to from this point onward as “Small Ensembles”:
  - 1.3.1. Marist Brass Ensemble
  - 1.3.2. Marist Chamber Strings
  - 1.3.3. Marist Flute Choir
  - 1.3.4. Marist Guitar Ensemble
  - 1.3.5. Marist Handbell Choir
  - 1.3.6. Marist Jazz Foxes
  - 1.3.7. Marist Orchestra
  - 1.3.8. Marist Percussion Ensemble
  - 1.3.9. Marist Wind Symphony
  - 1.3.10. Marist Woodwind Ensemble
- 1.4. Marist Band recognizes that members of the organization may be offered membership to Kappa Kappa Psi or Tau Beta Sigma, the co-educational national honorary band fraternity and sorority, respectively. The two chapters chartered on the Marist College campus are Kappa Upsilon (KKΨ) and Iota Alpha (TBΣ).
  - 1.4.1. Members of these service organizations will not be offered additional Priority Points through Marist Band. However, they may be awarded Priority Points through their organizations according to their respective by-laws.

## **2. PURPOSE**

- 2.1. The purpose of the organization is to perform and rehearse music which can be enjoyed by those directly involved, the Marist community, and the surrounding local communities.

## **3. MEMBERSHIP**

- 3.1. Membership in Marist Band entails active participation in the activities, meetings, performances, rehearsals, and traveling of the organization.
- 3.2. Active membership is limited to full-time undergraduate students of Marist College.
  - 3.2.1. Members must maintain a Grade Point Average of 2.0 or higher.

- 3.2.2. Active membership includes participation on a weekly basis in Marist Band.
- 3.3. Members must participate in Marist Band (as listed in Section 1.2) to be eligible to participate in any of the Small Ensembles.
- 3.3.1. The only exception to this rule is given to guitarists, handbell ringers, string players, and pianists.
- 3.3.1.1. Due to their respective instruments, membership is limited to the following Small Ensembles:
- 3.3.1.1.1. Marist Chamber Strings
  - 3.3.1.1.2. Marist Guitar Ensemble
  - 3.3.1.1.3. Marist Handbell Choir
  - 3.3.1.1.4. Marist Jazz Foxes
  - 3.3.1.1.5. Marist Orchestra
- 3.3.2. Exceptions for all other instrumentalists will be considered at the discretion of the Director of Bands.
- 3.4. Associate membership is limited to faculty or community musicians.
- 3.4.1. Also known as “community member”.
- 3.4.2. Associate members are allowed to participate within the organization in order to enhance the quality and sound of Marist Band, providing an enhanced experience to active members.
- 3.4.3. Associate members are not bound by the same requirements as members in Marist Marching Band and Marist Pep Band.
- 3.4.3.1. However, community members may be requested for assistance.
- 3.4.4. Associate membership is at the discretion of the Director of Bands.
- 3.5. Members should retain their own instrument.
- 3.5.1. In cases where a musical instrument is the limiting factor for active membership, attempts will be made to help acquire one.
- 3.6. It is encouraged that members possess some degree of musical ability.
- 3.7. Although there are no limitations as to the number of members in Marist Band, membership within Marist Wind Symphony is determined at the discretion of the Director of Bands.

#### **4. OFFICERS**

- 4.1. The “Marist Band Executive Board” shall be the governing body of Marist Band.
- 4.1.1. Also known as the “E-Board”.
- 4.2. The following are the required officer positions of the Marist Band Executive Board to aid the Director of Bands in the operation of Marist Band:
- 4.2.1. President
  - 4.2.2. Vice-President of Concert Bands

- 4.2.2.1. Also known as “VP of Concert”.
- 4.2.3. Vice-President of Athletic Bands
  - 4.2.3.1. Also known as “VP of Marching” and “VP of Pep”.
- 4.2.4. Secretary
- 4.2.5. Treasurer
- 4.2.6. Orchestra President
- 4.2.7. Director of Bands
- 4.2.8. Faculty/Administrative Advisor

#### 4.3. President

- 4.3.1. Responsible for the calling for and arranging of all meetings of Marist Band.
- 4.3.2. Responsible for the calling for, the arranging of, and the running of all E-Board meetings.
- 4.3.3. Responsible for the delegation of tasks and work to E-Board members.
- 4.3.4. Responsible for conducting warm-ups of Marist Band at the discretion of the Director of Bands.
- 4.3.5. Aids the Director of Bands and Faculty/Administrative Advisor in overseeing the direction and structure of meetings as necessary.
- 4.3.6. Serves as the primary contact for all service projects (both on- and off-campus) conducted by Marist Band.
- 4.3.7. Possesses voting power.

#### 4.4. Vice-President of Concert Bands

- 4.4.1. Responsible for assisting with the planning and operation of crews for performance events.
- 4.4.2. Responsible for assisting with the coordination of concert performances.
- 4.4.3. Responsible for completing all required paperwork for activities done by Marist Symphonic Band and Small Ensembles.
- 4.4.4. Responsible for conducting warm-ups of Marist Symphonic Band and Marist Wind Symphony at the discretion of the Director of Bands.
- 4.4.5. Responsible for completing ClubDash Event Evaluations for all Marist Symphonic Band and Small Ensemble events.
- 4.4.6. Responsible for appointing a Small Ensembles Committee and must keep track of their work.
- 4.4.7. Assists the President as needed.
- 4.4.8. Possesses voting power.

#### 4.5. Vice-President of Athletic Bands

- 4.5.1. Responsible for assisting in the operations of all athletic events attended by Marist Marching Band and Marist Pep Band.
- 4.5.2. Responsible for assisting with the communication between the Marching Staff, the Director of Bands, and the President.
- 4.5.3. Responsible for assisting with the communication between the Drill Assistants and the President.
- 4.5.4. Responsible for assisting with the scanning and uploading of marching and pep music to a website accessible to members.

- 4.5.5. Responsible for conducting warm-ups of Marist Marching Band and Marist Pep Band at the discretion of the Director of Bands.
- 4.5.6. Responsible for assisting with the coordination of the “Marching Methods” course.
- 4.5.7. Assists the President as needed.
- 4.5.8. Possesses voting power.

#### 4.6. Secretary

- 4.6.1. Responsible for assisting with the recording of attendance in the activities, meetings, performances, rehearsals, and traveling of Marist Symphonic Band, Marist Marching Band, Marist Pep Band, and Marist Wind Symphony.
  - 4.6.1.1. Not responsible for recording attendance in all other Small Ensembles.
- 4.6.2. Responsible for completing necessary attendance reports used to determine Priority Point distribution.
- 4.6.3. Responsible for assisting with the maintenance of the personnel database. This includes, but is not limited to:
  - 4.6.3.1. Member contact information
  - 4.6.3.2. Small Ensemble affiliation
  - 4.6.3.3. Locker storage information
  - 4.6.3.4. Instrument rental information
- 4.6.4. Responsible for assisting with the management of the Marist Band Email Account.
  - 4.6.4.1. Coordinates communication between E-Board members and members of Marist Band.
  - 4.6.4.2. Aside from the President and Faculty/Administrative Advisor, the Secretary is the only other E-Board member who should monitor the Marist Band Email Account content.
- 4.6.5. Responsible for alerting the President of summaries of email conversations.
- 4.6.6. Responsible for recording minutes of E-Board meetings.
- 4.6.7. Assists the President as needed.
- 4.6.8. Possesses voting power.

#### 4.7. Treasurer

- 4.7.1. Responsible for working with Department Administration to receive and disperse funds between the various organizations of Marist Band.
- 4.7.2. Responsible for serving as the primary contact and aiding the President and Department Administration in the effective planning and operation of all fundraising activities for Marist Band.
- 4.7.3. Responsible for reporting all funds raised to the Department Administration, as well as the Marist College Administration.
- 4.7.4. Responsible for completing all necessary follow-up paperwork for fundraising activities.
- 4.7.5. Responsible for fulfilling the attendance and minutes responsibilities of the Secretary in the case of absence. (Refer to 4.6.1 and 4.6.6)
- 4.7.6. Assists the President as needed.
- 4.7.7. Possesses voting power.

#### 4.8. Orchestra President

- 4.8.1. Serves as the primary contact between Marist Orchestra and E-Board.
  - 4.8.2. Responsible for the copying and distribution of music for Marist Orchestra.
  - 4.8.3. Responsible for effectively communicating rehearsal and performance information to members of Marist Orchestra.
  - 4.8.4. Appointed by the President of Marist Band.
    - 4.8.4.1. Upon the President's discretion, he/she may choose to give up his/her power of appointment and allow for Marist Orchestra to decide the Orchestra President by ballot.
  - 4.8.5. Assists the President as needed.
  - 4.8.6. Does not possess voting power in matters of Marist Band.
  - 4.8.7. Possesses voting power in matters of Marist Orchestra.
- 4.9. Director of Bands
- 4.9.1. Shall be chiefly responsible for all members participating in any instrumental activity and those on Instrumental Scholarship.
  - 4.9.2. May sit in on E-Board meetings at any time of his/her choosing.
  - 4.9.3. Does not possess voting power.
- 4.10. Faculty/Administrative Advisor
- 4.10.1. Shall assist in the planning and monitoring of the budget.
  - 4.10.2. Although it may not be necessary for the advisor to attend every E-Board meeting, he/she should be generally available.
  - 4.10.3. Encouraged to be present at social or cultural events sponsored by the club.
  - 4.10.4. Aids in overseeing that the needs of the Small Ensembles are met.
  - 4.10.5. Expected to submit an annual report of the organization's activities to the Student Government Association. The report will be conveyed to the Dean of Student Affairs, who will present the report to the Academic Vice President.
  - 4.10.6. Assist the E-Board in setting realistic goals and objectives for each academic year.
  - 4.10.7. Does not possess voting power.
- 4.11. The following are the officer positions of the Marist Band E-Board that are not necessary to aid the Director of Bands in the operation of Marist Band. However, it is highly recommended to include these officer positions in the E-Board:
- 4.11.1. Librarian
    - 4.11.1.1. Responsible for the distribution of music and equipment.
    - 4.11.1.2. Responsible for maintaining music and equipment inventory.
    - 4.11.1.3. The number of librarians will be determined by need.
    - 4.11.1.4. Appointed by the Director of Bands, Faculty/Administrative Advisor, or President.
  - 4.11.2. Historian
    - 4.11.2.1. Responsible for documenting Marist Band events.
    - 4.11.2.2. Appointed by the President.
  - 4.11.3. Webmaster
    - 4.11.3.1. Responsible for regular maintenance of the Marist Band club website.
    - 4.11.3.2. Responsible for regular maintenance of the Marist Band iLearn website and calendar.
    - 4.11.3.3. Responsible for regular maintenance of the Marist Band Email Account.

- 4.11.3.4. Appointed by the President.
- 4.11.4. Division Leader
  - 4.11.4.1. Liaisons between the E-Board and their respective Small Ensemble, including the respective director.
  - 4.11.4.2. Responsible for the day-to-day operations of their respective Small Ensemble and record attendance.
  - 4.11.4.3. Responsible to ensure all paperwork is completed for said ensemble.
  - 4.11.4.4. Appointed by the Vice-President of Concert Bands.
- 4.11.5. Drill Assistant
  - 4.11.5.1. Must be at least an incoming sophomore.
  - 4.11.5.2. Must be a member of Marist Marching Band for at least one semester.
  - 4.11.5.3. Must be in good standing with the Director of Bands.
  - 4.11.5.4. Selection is determined by the E-Board with input from the Director of Bands and Marching Staff.
  - 4.11.5.5. Roles and responsibilities of Drill Assistants can be found within the “Drill Assistant Application”, which can be requested to be viewed at any time.
    - 4.11.5.5.1. The E-Board shall attempt to provide the most recent version in a timely fashion.

## **5. ELECTIONS**

- 5.1. The following section encompasses the procedures for electing officers to elected positions. The following positions are eligible for yearly democratic election:
  - 5.1.1. President
  - 5.1.2. Vice-President of Concert Bands
    - 5.1.2.1. Also known as “VP of Concert”.
  - 5.1.3. Vice-President of Athletic Bands
    - 5.1.3.1. Also known as “VP of Marching” and “VP of Pep”.
  - 5.1.4. Secretary
  - 5.1.5. Treasurer
- 5.2. Candidates for officer positions must be an active member of Marist Band and send an email of intent to the current E-Board during a designated period of time. Elections will take place after the period for emails of intent has concluded.
- 5.3. The election will be held democratically, via secret ballot by members of Marist Band using a plurality of the vote.
- 5.4. Elections will be held during the Spring Semester concurrent with the designated Student Government Association election time.
- 5.5. Votes to be tallied under the advisement of the Faculty/Administrative Advisor.
- 5.6. Length of officer term shall be one academic year.

## **6. MEETINGS**

- 6.1. The general meeting format for the organization shall consist of rehearsals for Marist Band and Small Ensembles. Practices for Marist Band and each of the Small Ensembles shall be held weekly.
- 6.2. The E-Board will meet weekly, or more frequently if deemed necessary by the President.
  - 6.2.1. All E-Board meetings have an open door policy.
  - 6.2.2. Members may attend E-Board meetings.
  - 6.2.3. Members may be escorted out of a meeting by vote of E-Board if they are intentionally causing a disturbance to the operation of the meeting.
  - 6.2.4. If speaking of an individual member's personal/confidential issues, members other than E-Board members may be requested to momentarily leave the meeting.

## **7. SMALL ENSEMBLES COMMITTEE**

- 7.1. Consists of Division Leaders. (Refer to 4.11.4)
- 7.2. Refer to responsibilities of Division Leaders for more information. (Refer to 4.11.4.1, 4.11.4.2, 4.11.4.3)
- 7.3. If the Vice-President of Concert Bands selects a Division Leader that does not fulfill his/her tasks adequately and does not resolve the problem, the E-Board (including Vice-President of Concert Bands) can call for a majority vote to impeach said Division Leader and vote to appoint another.

## **8. ATTENDANCE POLICY**

- 8.1. Attendance is to be recorded at the beginning of every event.
  - 8.1.1. Attendance is to be taken by the Secretary.
    - 8.1.1.1. If the Secretary is unable to record attendance, the Treasurer is responsible to record attendance.
- 8.2. Attendance is based on a system of "marks".
  - 8.2.1. A mark is a counting unit awarded to members of Marist Band.
  - 8.2.2. Marks are earned when a member is in attendance to an event.
  - 8.2.3. The amount of marks distributed per event depends on the type of event, how on-time a member is, and if the member leaves early to said event.
- 8.3. Rehearsals (Marist Symphonic Band and Marist Athletic Bands)
  - 8.3.1. An individual who is on-time to call time and prepared to play on the downbeat shall receive eight (8) marks per event.

- 8.3.2. An individual who is up to ten minutes late to call time shall receive six (6) marks per event.
- 8.3.3. An individual who is more than ten minutes late, but less than twenty minutes late to call time shall receive four (4) marks per event.
- 8.3.4. An individual who is more than twenty minutes late to call time shall receive zero (0) marks per event.

#### 8.4. Dress Rehearsals (Marist Symphonic Band and Marist Athletic Bands)

- 8.4.1. An individual who is on-time to call time and/or prepared to play on the downbeat shall receive sixteen (16) marks per event.
- 8.4.2. An individual who is up to ten minutes late to call time shall receive eight (8) marks per event.
- 8.4.3. An individual who is more than ten minutes late, but less than twenty minutes late to call time shall receive four (4) marks per event.
- 8.4.4. An individual who is more than twenty minutes late to call time shall receive zero (0) marks per event.

#### 8.5. Performances (Marist Marching Band)

- 8.5.1. An individual who is on-time to call time and/or prepared to play on the downbeat shall receive twenty-four (24) marks per event.
- 8.5.2. An individual who is up to ten minutes late to call time shall receive sixteen (16) marks per event.
- 8.5.3. An individual who is more than ten minutes late, but less than twenty minutes late to call time shall receive eight (8) marks per event.
- 8.5.4. An individual who is more than twenty minutes late to call time shall receive zero (0) marks per event.
- 8.5.5. If a member is unable to attend, they must email [band@marist.edu](mailto:band@marist.edu) three days prior to call time with a reason as to why they cannot attend.

#### 8.6. Performances (Marist Pep Band)

- 8.6.1. An individual who is on-time to call time and/or prepared to play on the downbeat shall receive twenty (20) marks per event.
- 8.6.2. An individual who is up to ten minutes late to call time shall receive twelve (12) marks per event.
- 8.6.3. An individual who is more than ten minutes late to call time shall receive zero (0) marks per event.
- 8.6.4. If a member is unable to attend, they must email [band@marist.edu](mailto:band@marist.edu) twenty-four hours prior to call time with a reason as to why they cannot attend.
- 8.6.5. Members can be assigned to either “Red Band” or “White Band”.
  - 8.6.5.1. “Red Band” and “White Band” are separate bands that are assigned to separate games.
    - 8.6.5.1.1. If both bands are required at a game, it is considered “Full Band”.
    - 8.6.5.2. Members are to attend the games that their “color” band is assigned to.
    - 8.6.5.3. It is under the discretion of the Director of Bands to create the color bands.

#### 8.7. End-of-Semester Concerts

- 8.7.1. This section refers to the concerts at the end of the Fall Semester and the Bardavon performances at the end of the Spring Semester.
- 8.7.2. An individual who is on-time to call time and/or prepared to play on the downbeat shall receive thirty-two (32) marks per event.
- 8.7.3. An individual who is up to ten minutes late to call time shall receive twenty-four (24) marks per event.
- 8.7.4. An individual who is more than ten minutes late, but less than twenty minutes late to call time shall receive eight (8) marks per event.
- 8.7.5. An individual who is more than twenty minutes late to call time shall receive zero (0) marks per event.
- 8.7.6. If a member is unable to attend, they must email [band@marist.edu](mailto:band@marist.edu) ten days prior to call time with a reason as to why they cannot attend.
  - 8.7.6.1. The member must also speak with the Director of Bands about this absence.

8.8. All Other Concerts

- 8.8.1. This section refers to concerts and performances not yet mentioned in Section 8. Some examples of these concerts and performances include but are not limited to:
  - 8.8.1.1. Family Weekend
  - 8.8.1.2. Open House
  - 8.8.1.3. MAAC Tournament
- 8.8.2. An individual who is on-time to call time and prepared to play on the downbeat shall receive twenty-four (24) marks per event.
- 8.8.3. An individual who is up to ten minutes late to call time shall receive sixteen (16) marks per event.
- 8.8.4. An individual who is more than ten minutes late, but less than twenty minutes late to call time shall receive eight (8) marks per event.
- 8.8.5. An individual who is more than twenty minutes late to call time shall receive zero (0) marks per event.
- 8.8.6. If a member is unable to attend, they must email [band@marist.edu](mailto:band@marist.edu) ten days prior to call time with a reason as to why they cannot attend.
  - 8.8.6.1. The member must also speak with the Director of Bands about this absence.

8.9. Mark Table

Late (mins)	Rehearsals (8.3)	Dress Rehearsals (8.4)	Marching Performances (8.5)	Pep Performances (8.6)	Concerts (8.7)	Other (8.8)
0	8	16	24	20	32	24
1 - 10	6	8	16	12	24	16
11 - 20	4	4	8	0	8	8
20+	0	0	0	0	0	0

8.10. Leaving Early

- 8.10.1. In addition to the recording policy listed in Section 8.1, attendance will be recorded at the end of each event.
- 8.10.2. If a member is not present, they will only receive half (½) of the marks they earned at the beginning of the event.

### 8.11. Crews

- 8.11.1. Crews are formed to organize the equipment (chairs, instruments, etc.) required by a performance.
- 8.11.2. Crews report to the President and the Vice-President of Concert Bands.
- 8.11.3. Crew assignments are a requirement.
- 8.11.4. Crew assignments are made at the discretion of the Vice-President of Concert Bands.
- 8.11.5. Members are to attend their assigned crew.
- 8.11.6. If a member cannot attend their assigned crew, they must switch to a different crew, find a replacement, and contact the E-Board.
  - 8.11.6.1. If a replacement cannot be found, it will be addressed on an individual basis by the E-Board.
  - 8.11.6.2. Finding a replacement does not exempt one from fulfilling crew duty.
    - 8.11.6.2.1. Members must request to be put on a different crew in order to be rewarded the full amount of marks.
- 8.11.7. Successfully completing a crew or make-up crew will reward a member with sixteen (16) marks.

### 8.12. Calculation of Priority Points

- 8.12.1. Towards the end of each semester, the marks earned by each member are tallied up to create each member's "total mark score".
- 8.12.2. The President and Secretary calculate all of the possible marks that could have been earned and add up the total.
  - 8.12.2.1. This score is considered the "total potential score".
- 8.12.3. If the total mark score of a member is greater than or equal to 80% of the total potential score, then the member shall receive a total of one (1) Priority Point.
- 8.12.4. If the total mark score of a member is greater than or equal to 86% of the total potential score, then the member shall receive a total of two (2) Priority Points.

### 8.13. Special Conditions

- 8.13.1. If a member is only active in part of the organization (for example, the member participates in Marist Symphonic Band, but does not participate in Marist Athletic Bands), then they can only potentially receive a total of one (1) Priority Point.
  - 8.13.1.1. If the total mark score of a member is greater than or equal to 86% of what they could have potentially earned given the circumstances, then the member shall receive a total of one (1) Priority Point.
- 8.13.2. Members who have an academic/professional commitment or medical reason conflicting with a band event will be addressed on an individual basis by the E-Board and Director of Bands.
  - 8.13.2.1. Members must advise both the E-Board and Director of Bands in a timely fashion if such a circumstance arises.

### 8.14. Attendance Record Sharing

- 8.14.1. All E-Board members and the Director of Bands have the ability to view attendance records.

8.14.2. The President and the Secretary are the only E-Board members who can change, fix, correct, etc. attendance records.

8.14.3. The President of the Kappa Upsilon chapter of Kappa Kappa Psi is able to request a copy of attendance records of its members.

8.14.3.1. The E-Board shall attempt to respond in a timely fashion.

8.14.4. The President of the Iota Alpha chapter of Tau Beta Sigma is able to request a copy of attendance records of its members.

8.14.4.1. The E-Board shall attempt to respond in a timely fashion.

8.15. The Director of Bands has the right to refuse performing or participating privilege in any band event.

8.15.1. Reasons include but are not limited to:

8.15.1.1. Attendance

8.15.1.2. Personal conduct

## **9. PARLIAMENTARY PROCEDURE**

9.1. Unless suspended, all meetings are run according to the Robert's Rules of Order, Newly Revised.

## **10. AMENDMENT OF BY-LAWS**

10.1. These by-laws may be amended by a majority vote of the members of Marist Band provided that a quorum is present. If such amendments pass by the majority, it must then be presented to the Student Government Association for final approval.

## **11. POLICIES AND ACTIONS**

11.1. Marist Band, and any individual associated with the organization, shall abide and conform to all Federal and New York State laws, all rules and regulations of Marist College, and all directives of the Student Government Association. Any violation of the aforementioned criteria may result in disciplinary action.

11.2. Hazing Policy

11.2.1. Hazing as defined by the Marist College Student Handbook: "An act which endangers the mental or physical health or safety of a student or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition of continued membership in a group or organization."

11.2.2. Marist Band prohibits hazing of any kind.