

Cornell University Big Red Pep Band

Constitution and Bylaws

Enacted November 1997

Redrafted January 2014

Constitution

Article I--Organization

This organization shall be known as the Cornell University Big Red Pep Band, hereafter referred to as the Big Red Pep Band or Pep Band, and is provided for in the Big Red Bands Charter.

Article II--Purpose (See [Amendment I](#))

The purpose of the Big Red Pep Band is to provide musical entertainment and to promote Cornell school spirit on campus and elsewhere. The Pep Band is responsible for being at all home Men's Ice Hockey games while classes are in session. In addition, the Pep Band endeavors to attend many events from the following: Men's Ice Hockey away games; Women's Ice Hockey, Men's Basketball, Men's Lacrosse home and playoff games; and home games for Women's Basketball, Women's Lacrosse, Volleyball, Wrestling, Field Hockey, Sprint Football, and other sports.

Article III--Membership

Section 1. Membership shall be open to all members of the extended Cornell community. Membership shall be confirmed when the Pep Band Manager adds the person to the Pep Band Program.

Section 2. Members of the Big Red Pep Band must adhere to the Big Red Bands Code of Conduct.

Section 3. The membership of any person may be suspended at any time by the Pep Band Manager. Complete removal from the band shall be dependent on sufficient evidence of a violation of the Big Red Bands Code of Conduct. Based on the severity of the violation of the Big Red Bands Code of Conduct, that member may also be referred to the Judicial Administrator.

If a member exhibits behavior that is deemed detrimental to the band but is not otherwise prohibited by the Big Red Bands Code of Conduct, the membership of any person may be terminated by a three-fourths (3/4) vote of The Pep Band Board.

Any person seeking reentry into the band (following removal) must make a formal written request to the Pep Band Manager within the first two weeks of classes of either semester. A small group comprising the Pep Band Manager, Conductors, and Treasurer shall meet to review and discuss the request, and confer with the Big Red Bands advisor. Following this meeting, the Pep Band Manager may grant or deny membership to the applicant. The Pep Band Manager must notify the applicant of the decision within two weeks of receiving the formal written request.

If denied membership, the applicant must wait one full semester before reapplying. A former member will be limited to two reapplication attempts. If the applicant is reinstated, and later removed from the band again, (s)he will not be permitted to apply for reinstatement a second time.

Article IV--Officers

Section 1. The Big Red Pep Band shall be governed by the Pep Band Board, whose officers shall be the Pep Band Manager, two Conductors, Treasurer, Librarian, Secretary, Historian, Equipment Chair, Webmaster, Social Chair, and Big Red Marching Band Head Manager.

Each individual on the Board shall cast one vote in Board matters, with the exception of the Marching Band Head Manager. (S)he shall not cast a vote in Pep Band matters.

Specific duties of officers are listed in [Bylaw I](#).

Section 2. Nominations for all Pep Band offices shall be posted at least one week or two Pep Band events before election of the specific officers. Nominations for each office shall remain open until the individual election.

No later than the last day of exams before winter break, the Pep Band Board and the Conductors for the spring term shall be elected. They shall serve until their successors take office, and, with the exception of the Conductors, who shall take office immediately, their term of office shall begin on January 1 following their election. The Conductors for the fall term shall be elected no later than the last day of exams of the spring semester.

All members with at least 10 priority points for the season previous to fall elections or 6 priority points for the season previous to spring elections shall be eligible to vote. During their election, the Conductors must conduct the National Anthem and one other song in addition to the usual

speech and question and answer session. Each candidate will be allotted a maximum of 5 minutes to rehearse the song they selected.

Officers shall be elected by a majority vote. If a majority is not obtained by any candidate, the candidate receiving the least votes shall be dropped from the ballot and another vote shall be taken. In the event of a tie for least number of votes, a runoff will be held with members voting for who should remain on the ballot. The top two officers not involved in the election shall count the ballots and act as tellers.

In Conductor elections, each ballot must list two different individuals. A candidate must attain a majority of ballots cast. If no candidate attains a majority, the candidate receiving the least votes shall be dropped. In the event of a tie for least number of votes, a runoff will be held with members voting for who should remain on the ballot. If only one candidate attains the required votes, they shall be elected and be the only candidate dropped from the subsequent run-off.

Section 3. Any Pep Band officer may be removed from office by a three-fourths (3/4) vote of the Pep Band Board.

Section 4. In the event of a vacancy in any office, including that of the Pep Band Manager, nominations shall be opened and an election held as soon as possible. The Pep Band Manager shall assume all duties in the interim, except for the Conductors.

In the event of a split band or vacancy of the Pep Band Manager office, the manager from the previous term shall act as a safety Pep Band Manager, unless (s)he declines the duty. If the previous Pep Band Manager is not able (or declines) to act as safety Pep Band Manager, the Big Red Marching Band Head Manager shall assume the duty. If (s)he is unable to perform the duty, it shall be assumed by the highest ranked remaining Pep Band officer (excluding conductors). If all Pep Band board positions are exhausted as possibilities, the Big Red Marching Band chain of command shall apply. In the event of the Conductors' absence, Conductors from previous terms shall be asked to conduct the Pep Band. If no previous conductors are available, the Big Red Marching Band Drum Major shall act as a safety Conductor.

Section 5. The Pep Band Board shall meet at least once per semester.

Article V--Meetings

Section 1. Presence of a Pep Band at any event shall be determined by the Pep Band Manager, with consideration given to size and instrumentation. Events shall be given at least two week's notice or with agreement from the general membership.

Section 2. At least 10 members (including at least 3 Pep Band Board members) must be present to constitute a quorum.

Article VI--Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Pep Band in all cases to which they are applicable and not inconsistent with this document and any special rules adopted.

Article VII--Amendments

This constitution may be amended at any meeting of the Pep Band by a three-fourths (3/4) vote, provided that the proposed amendment has been posted for at least one week.

Bylaws

Bylaw I--Duties of Officers

Section 1. All of the Pep Band officers shall promote Band spirit and discipline at all times.

Section 2. The duties of individual Band officers shall include, but not be limited to, the following. In addition, each Pep Band officer is responsible for the education of his or her successor.

1. Pep Band Manager

- a. Calls and presides over Pep Band Board meetings.
- b. Is responsible for coordinating efforts of each Board member.
- c. Makes all housing, travel, and schedule arrangements for away trips.
- d. Is responsible for stadium seating.
- e. Assists conductors in coordinating performance with announcers.
- f. Awards and records priority points.
- g. Is responsible for posting signups before an event and notifying people who have too few priority points to attend the event.
- h. Makes arrangements with visiting bands.
- i. Distributes tickets.
- j. Works with Webmaster to ensure accuracy of and Pep Band website.
- k. Works out any scheduling conflicts with the Big Red Marching Band Head Manager.

1. Serves on the Advisory Council of the BRBAA.

2. Conductor

- a. Conducts the Pep Band at rehearsals and events
- b. Arranges scheduling with the other Conductor.
- c. Works out playing schedules with conductors of opposing bands.
- d. Coordinates performances with announcers
- e. Should attend most events.

3. Treasurer

- a. Adheres to University regulations governing the position of Treasurer.
- b. Works closely with the Big Red Marching Band Treasurer.
- c. Prepares a budget for the BRBAA annual meeting with the assistance of the BRBAA Treasurer and the Pep Band Manager.
- d. Prepares SAFC requests with the Pep Band Manager.
- e. Orders and distributes any Pep Band Uniform.
- f. Assists other Band officers in formulating budget requests.
- g. Makes certain that the Pep Band operates within its budget and that all bills are paid promptly. To this end, the Treasurer should keep accurate books and be aware of the present state of all relevant accounts.
- h. Submits all reimbursement forms.
- i. Serves on the Advisory Council of the BRBAA.

4. Librarian

- a. Issues music to members.
- b. Works closely with the Big Red Marching Band Head Librarian.
- c. Keeps library filing system up to date.
- d. Reorganizes folders at the beginning of each semester.
- e. Endeavors to be present at each event.

5. Secretary

- a. Publicizes Pep Band events to members. This may include, but is not limited to, a weekly email.
- b. Assists manager in organizing a membership drive at the beginning of each semester.
- c. Takes minutes at all Pep Band Board meetings.

6. Historian

- a. Takes pictures and/or video clips at Pep Band events.
- b. Maintains the Pep Band's social media presence.

- c. Collects and saves relevant photos, newspaper articles, letters, and other items of interest for storage in the university archives.

7. Equipment Chair

- a. Works closely with the Big Red Marching Band Equipment Chair regarding instrument use and instrument repair.
- b. Brings equipment for minor repairs on trips.
- c. Should endeavor to attend most Pep Band events, especially at the beginning of each semester.

8. Fundraising Chair

- a. Responsible for meeting with the Pep Band Manager and Pep Band Treasurer to determine fundraising goals and needs of the Pep Band.
- b. Works with the Big Red Marching Band Fundraising Chair(s) to coordinate and manage the annual phonathon.
- c. Coordinates all independent fundraising with the BRBAA Resource Chair.
- d. Responsible for administering and overseeing any independent fundraising (by the band) in accordance with the needs of the Pep Band budget.
- e. Serves on the BRBAA Endowment Trustee Committee.

9. Webmaster

- a. Takes charge of the content for any official Pep Band Site on the World Wide Web. This includes but is not limited to updating the Pep Band Board positions after elections, and keeping techniques used on the site kept up to date.
- b. Responds, or makes sure the appropriate person responds, to all requests directed through the website (incoming freshman, booking request, alumni questions/requests).
- c. May appoint assistant webmasters to aid in working on the pep band sites.

10. Social Chair

- a. Organizes and coordinates at least 2 official social events for the band per semester.
- b. Collects any monies necessary to pay for social events. Fees shall be uniform throughout the band.

Bylaw II--Priority Point System

Section 1. When seating or transportation is limited, preference is determined by Priority Points with consideration given to balancing instrumentation.

Section 2. The Priority Points season shall begin at the end of men's and women's hockey and basketball seasons, and shall be awarded uniformly as follows:

1. One point for each home men's hockey game.
2. Two points for each home men's basketball, men's lacrosse, and women's hockey event.
3. Two points for Pep Band elections.
4. Three points for every other event on Cornell's campus or in the greater Ithaca area. For any event, this may be adjusted by the manager provided (s)he notifies the band accordingly.
5. One point for each away game. This may be raised at the manager's discretion in order to ensure proper trip attendance.
6. A fraction of the event's total points, up to two, may be deducted for a member who is late or who must leave early, commensurate with the missed time.
7. Points may be added for each event for harsh conditions at the discretion of the Manager.
8. Points are ultimately awarded at the discretion of the manager. Any event may be worth more or fewer points if announced prior to the event.

Section 3. The priority point count for each member will reset to zero following the end of each Pep Band season. The end of the season will be defined by the end of all playoff runs made during the spring semester by Men's Ice Hockey, Women's Ice Hockey, Men's Basketball, and Women's Basketball.

Section 4. Eligible members who are registered students but away from campus (e.g. for Co-op, Study Abroad, or Cornell-in-Washington) shall accrue a percentage of the possible points available for the semester they were away in accordance to their past attendance percentage.

Bylaw III--Procedure for Events with a Restricted Number of Spots

Section 1. If fewer people than the allotted number of tickets have signed up for the event by the time the sign-up sheet comes down, they shall each be given a spot.

Section 2. If more people than the allotted number of tickets have signed up, those who shall receive tickets are determined by total Priority Points with consideration given to instrumentation. Persons not receiving tickets shall be notified of this before the day of the event and placed on a Wait List.

Section 3. If someone who is allotted a ticket does not attend the event, extra tickets shall be distributed to the Wait List at report time. A person who must report late should notify the Manager in advance. Otherwise, his or her ticket may be given to someone else at report time. Failure of members on the event list to report for the game may result in a penalty of at least one priority point.

Bylaw V--Procedure for Multi-Event Conflicts

Section 1. If the Pep Band Manager schedules the pep band to play at two or more events at the same time, the band shall be divided between the events, provided that there are enough members available.

Section 2. For conflicting events, one signup sheet shall be posted for each space-limited event. Members shall sign up for all events that they are willing to attend. After signups are taken down, The Pep Band Manager shall divide the band accordingly.

Section 3. The Pep Band Manager may adjust each of the bands for instrumentation, even if an event has not filled up.

Bylaw IV--Amendments

These bylaws are intended to be a less strict, more easily amendable addendum to the Constitution, and so may be amended by a two-thirds (2/3) vote of the Pep Band Board, provided the amendment has been submitted in writing at the previous meeting, and provided it does not contradict the articles of Big Red Pep Band Constitution or any other higher documents.