

Constitution of the College of William and Mary Wind Ensemble
May 2, 2015

Article I – Purpose

The purpose of the College of William & Mary Wind Ensemble (hereafter “WMWE”) shall be to foster the musical growth of its members through participation in a music ensemble that is predominantly student-organized and student-run. Since it is a course offered by the College, the WMWE will abide by the guidelines set forth by the Director, the Music Department, and any other entity of the College that may apply. However, the WMWE is not only an academic course, but also an activity that requires extracurricular effort. The result of these efforts, both curricular and extracurricular, shall be an enriching experience for all involved.

Article II – Membership

- A. Membership in the WMWE is open to all William & Mary students, as well as community members.
- B. Membership is to be determined by the Director (or someone appointed by the Director), who conducts auditions at the beginning of the fall semester and, if necessary, later in either the fall or spring semester if there is further interest in joining the ensemble. In the case of community members interested in joining the ensemble, it is recommended that they contact the Director in order to schedule an audition, preferably before the fall semester.
- C. The Director may use his or her discretion in admitting any auditioning student or community member. He or she may choose the instrumentation and size of the ensemble to his or her liking, but should remain within the parameters established by precedent of what has generally constituted a wind ensemble.
- D. Upon joining the WMWE, members must attend regular rehearsals as determined by the attendance policy set forth by the Director in the course syllabus.
- E. Members are expected to respect their fellow members and the Director, and to treat their colleagues with courtesy at all times. They are also subject to the Honor Code of the College. Members are expected to act as good representatives of the College and the WMWE wherever they go.
- F. Failure to comply with the stipulations articulated in sections D and E is grounds for expulsion from the ensemble.

Article III – Board of Officers

- A. The officers of the WMWE shall be President, Vice President, Secretary, Treasurer, Publicity Director, Media Director, and Tour Director.
- B. The President will run all official meetings, preside over all business relating to the WMWE that is not included in the domain of the Director, and work closely with the Director. The President will serve as a liaison between the WMWE and the Alumni Band Organization, and as a student representative for the WMWE when necessary. The President will hold official meetings at least bi-monthly.
- C. The Vice President shall take the place of the President whenever necessary. The Vice President will coordinate all major events, plan social events on a regular basis, as well as an

end-of-the-year meeting, which shall be open to all WMWE members. This meeting will prepare the ensemble for the ensuing year.

- D. The Secretary will take attendance at rehearsals and other mandatory events, reporting absences to the President and the Director. The Secretary will record and maintain the minutes for all official meetings, and update the roster of members. Additionally, the Secretary will assist in the planning and execution of concerts, which will entail consulting with the Director on the program and program notes. The Secretary will follow a standardized format and structure provided by the Director when developing the program and program notes. Mock ups of programs will be presented to the Director one week prior to a performance or event. Program notes will be written by the Secretary in prose form and will then be submitted to the Director, who will be the final editor, with the liberty to add information as he/she sees fit.
- E. The Treasurer is responsible for collecting dues and managing the bank account of the WMWE. The Treasurer will keep accurate financial records, pay bills in a timely fashion, write checks for donations when appropriate, and submit a report concerning the account to the Board of Officers prior to all bi-monthly meetings, or when requested by the President or Board of Officers. The Treasurer will also coordinate fundraising when necessary.
- F. The Publicity Director is responsible for actively advertising the WMWE and its events throughout the year. The advertising should focus on the campus population as well as the Williamsburg community. The Publicity Director is also responsible for maintaining and updating press lists and publicity contacts, as well as any related useful publicity documents. Duties of the Publicity Director include designing posters, managing social media events and artwork, coordinating all digital media projects, and managing/designing merchandise for each concert cycle. Familiarity with graphic design software and social media is highly encouraged.
- G. The Media Director will coordinate all recordings of the ensemble, both in rehearsal and at performances. The Media Director will also serve as webmaster for the WMWE and is responsible for uploading relevant multimedia content to the website in a timely manner. Should an event require the extensive use of technology, the Media Director will assume these duties. The Media Director is also responsible for assisting the Publicity Director with any multimedia related advertising.
- H. The Tour Director will collaborate with the President and the Director in designing the WMWE's annual tour. The Tour Director will assume all duties relating to travel and other logistical matters. At times, the Tour Director may have to work with the Vice President on fundraising events related to raising finances for tour, and with the Treasurer concerning payment of deposits. The Tour Director is also responsible for consulting with and keeping the other officers informed of the upcoming tour.
- I. The Librarian will be chosen by the Director to assist with organizing and maintaining the music library. It is up to the discretion of the Director to determine whether or not the Librarian will be an officer on the board. Based on the decision of the Director, the Librarian may also attend and report to meetings, communicate with the other officers, and assume additional responsibilities when needed.
- J. If decided upon by the members of the ensemble and the Board of Officers, the positions of Publicity Director, Tour Director, and Media Director may each be split between two individuals. Due to the nature of the workload, it is possible for two members to partake in the

aforementioned duties. However, the positions of President, Vice President, Secretary and Treasurer will be reserved for one person only.

Article IV – Elections, Eligibility, Terms, and Vacancies

- A. Elections will occur at the end of the spring semester at any rehearsal before the final concert. The Board of Officers will determine the exact date, and announce it to the ensemble in a timely fashion. Elections are mandatory for all ensemble members. Absences must be approved by the Incumbent President and Secretary.
- B. In order to run for election, a candidate must state their intent to the Board of Officers, via the President, at least one week prior to elections. Candidates may also be nominated from the floor on the day of elections if requested by the ensemble, but all nominations must occur prior to the beginning of the voting process. Any member nominated before the beginning of the voting process may then run for any position for which he or she is eligible throughout the election.
- C. In order to be eligible to run for President, the candidate must have been a member of the ensemble for three semesters, and must be a member of the ensemble in the year in which elections are being held.
- D. The officers shall be elected in the order listed in Article III.
- E. Quorum (one more than half the membership) must be present for elections to occur.
- F. The incumbent President will preside over elections.
- G. Each candidate will be allowed to make a brief statement to the voting members before the election occurs. It will be emphasized to all candidates that they will still be expected to present their highest level of musicianship in the fall auditions.
- H. An officer shall be elected by receiving an absolute majority (fifty-one percent) of the vote. If more than two candidates run for an officer, and no candidate receives an absolute majority after the initial vote, the two candidates with the most votes will participate in a second round of voting. If in the second election no candidate receives an absolute majority, the office remains vacant (see section K).
- I. In the event that the elected officer cannot fulfill their duties, the runner up will become the current officer. If an election is uncontested, or both the elected officer and runner up are unable to fulfill their positions, another election will be held in the fall to fill those positions.
- J. Officers are elected for a term of one school year (fall semester and spring semester), and take office following the final concert of the year. Due to the nature of the organization and the concentration of events at the beginning of the fall semester, newly elected officers should be prepared to work together, consulting the Director, over the course of the summer. .
- K. If there is a vacancy in any office with the exception of President for any reason, an election must be called immediately by the President. These elections must take place within two weeks of the announcement of vacancy. In the interim, the next highest officer will preside over the vacant office's duties. Multiple vacancies may be resolved in one election if appropriate.
- L. If there is a Presidential vacancy for any reason, the Vice President shall immediately become President. A new election will then be held for Vice President, as per Article IV, Section K.

Article V – Impeachment and Removal from Office

- A. Any WMWE member may recommend the impeachment of any officer.

- B. An officer may be impeached if he or she fails to complete his or her responsibilities or violates the Honor Code.
- C. The member requesting impeachment must submit reasons for impeachment to the Director in writing. In order for an impeachment hearing to take place, a majority of the WMWE members must vote to hold such a hearing.
- D. In the event of an impeachment hearing, the charges brought against the officer will be presented by the Director. The members will then vote “yes” or “no” to impeach the officer. There must be a two-thirds majority in order to impeach.
- E. Quorum (fifty percent of the ensemble plus one) must be present for all votes concerning the impeachment and removal of an officer.
- F. If an officer is impeached, there will be another hearing to determine if he or she should be removed from office. The members will then vote on a secret ballot “yes” or “no” to remove the officer. There must be a two-thirds majority to remove the officer.
- G. In the event that an officer is removed from office, see Article IV, Section J for vacancy guidelines.

Article VI – General Voting Procedures

- A. In order to vote, members must be in good standing with WMWE, which means they have followed the attendance policy and have paid their dues (or obtained an exemption from paying dues).
- B. Voting is to follow Robert’s Rules of Parliamentary Procedure. A member may vote aye, nay, or abstain from any vote.
- C. The President is in charge of running the election. The President will maintain the tally over the summer in the event that elected members are unable to fulfill their positions as officers.
- D. Quorum is always one more than half the membership.
- E. All votes are to be blind.
- F. Amendments to the Constitution and votes of impeachment require a two-thirds majority to pass. All other issues presented before the membership require a simple majority.

Article VII – Dues

- A. The WMWE may choose to collect dues from its members.
- B. If the WMWE chooses to collect dues, the amount to be paid will be set by the Board of Officers.
- C. All members of the WMWE must pay dues by the deadline set by the Board of Officers.
- D. If for any reason, a member of the WMWE cannot pay dues, then that member may petition the Board of Officers (individually or as a group) for a reduced fee or an exemption. The Board of Officers shall do everything in its power to excuse the member from paying the full fee. Additionally, the anonymity of the petitioning member shall be preserved.

Article VIII – Amending the Constitution

- A. Any member of the WMWE may propose a change to the Constitution.
- B. The proposed change must be submitted in writing to the Board of Officers, along with a reason for changing.

- C. The Board of Officers will review the proposed change, make any necessary inquiries, and submit it to the members as soon as possible.
- D. The WMWE will have one week to review the changes. After this time, the Board of Officers will call a vote on the proposed amendment. Quorum must be present in order to vote. The amendment must have two-thirds majority in order to pass.
- E. The Constitution must be reviewed at least every two years from the date of the most recent amendment (as of now May 2, 2015).

Article IX – Ratification

- A. Ratification of this Constitution requires a two-thirds majority of the WMWE.