

McMASTER UNIVERSITY CONCERT BAND CONSTITUTION

*McMaster University Concert Band, McMaster University
1280 Main St. West, Hamilton, Ontario, L8S 4L8*



1. Name

- 1.1. The club/society shall be known as: **McMaster University Concert Band** (here out referred to as the MUCB), a McMaster Humanities Society (here out referred to as the MHS) ratified club.

2. Purpose

- 2.1. Through the MUCB, members have the opportunity to meet new people from various faculties and the community. Club members enjoy increased musical awareness and abilities, as well as an opportunity to experience new repertoire. The result of the collaboration between conductor and musicians allows the MUCB to present performances of a high caliber to the community at large.

3. Membership

- 3.1. Membership to the club is limited to the following:
 - 3.1.1. All full-time undergraduate students who support the Purpose of the MUCB and who successfully complete an audition set by the conductor.
 - 3.1.2. Part-time undergraduate students who support the Purpose of the MUCB and have paid the MHS fee.
 - 3.1.3. Membership shall be at the discretion of the conductor and the executive.
 - 3.1.4. A waiting list shall be composed of any applicants not accepted under the above stipulations.
 - 3.1.5. Membership shall be subject to good conduct and regular attendance as adjusted by the conductor and the executive.
- 3.2. Honorary Membership for interested parties who are not represented by the MHS shall be approved and bestowed by the executive, the conductor, and the successful completion of an audition when deemed necessary.
 - 3.2.1. Honorary Members shall not hold executive positions, allocate funds, have voting status, or participate in any MUCB events which are restricted to non-honorary members.

4. **Executive**

- 4.1. The MUCB executive will consist of: Conductor, President, Vice-President, Treasurer, Secretary, Librarian(s), Stage Manager(s), Publicity Coordinator, Convener(s), and First Year Representative(s).
- 4.2. Membership to the MUCB executive is restricted to full-time undergraduate students, with the exception of the conductor.
- 4.3. Any executive member may be recalled by power of a 2/3 majority vote at an executive meeting with a Quorum present.
- 4.4. **The Conductor** shall:
 - 4.4.1. Be a non-voting member of the executive.
 - 4.4.2. Be in charge of selecting members and music, as well as training and directing the MUCB.
 - 4.4.3. Have the authority to select an assistant with the agreement of the executive.
- 4.5. **The President** shall:
 - 4.5.1. Oversee all executive meetings.
 - 4.5.2. Enforce observance of the Constitution, announce the results of voting, and represent the MUCB on all business.
 - 4.5.3. Attend or designate another executive member to attend meetings pertaining to outside organizations with connections to the MUCB.
 - 4.5.4. Act as primary contact with the MHS.
 - 4.5.5. Chair such committees as requested by the executive.
 - 4.5.6. Have served on the executive for at least one year prior to entering office.
- 4.6. **The Vice-President** shall:
 - 4.6.1. Act as a special assistant to the President, and act as the President in their absence.
 - 4.6.2. Assume the duties and roles of the President in the case of the resignation or removal of the President.
 - 4.6.3. Be responsible for issuing band instruments and keeping up band archives.
 - 4.6.4. Be responsible for overseeing and delegating all fundraising duties.
 - 4.6.5. Chair such committees as requested by the executive.
 - 4.6.6. Have served on the executive for at least one year prior to entering office.
- 4.7. **The Treasurer** shall:
 - 4.7.1. Manage and maintain the finances of the MUCB.
 - 4.7.2. Prepare a budget for the following year's executive.
 - 4.7.3. Chair such committees as requested by the executive.
- 4.8. **The Secretary** shall:

- 4.8.1. Be responsible for recording the minutes of all business, executive, and general meetings.
- 4.8.2. Record membership attendance or designate individuals in each section to record the attendance of their section.
- 4.8.3. Chair such committees as requested by the executive.
- 4.9. **The Librarian(s)** shall:
 - 4.9.1. Be up to two elected members of the executive and shall be custodian of all music used by the MUCB.
 - 4.9.2. Be responsible for the distribution and collection of such music.
 - 4.9.3. Organize and maintain the music library with the assistance of the rest of the executive, when deemed necessary.
 - 4.9.4. Be responsible for the receiving and executing of score sign-out requests to faculty and other members of the MUCB.
 - 4.9.5. Have the authority to select two assistants as desired.
 - 4.9.6. Chair such committees as requested by the executive.
- 4.10. **The Stage Manager(s)** shall:
 - 4.10.1. Be up to two elected members of the executive.
 - 4.10.2. Be responsible for the set-up and dismantling of the concert hall and/or practice space for all rehearsals and concerts of the MUCB.
 - 4.10.3. Be responsible for signing out the keys necessary for the concert hall and/or practice space for both rehearsals and concerts.
 - 4.10.4. Have the authority to select assistants as desired.
 - 4.10.5. Chair such committees as requested by the executive.
- 4.11. **The Publicity Coordinator** shall:
 - 4.11.1. Be up to two elected members of the executive.
 - 4.11.2. Be responsible for the compilation of all promotional material for the MUCB.
 - 4.11.3. Be responsible for the management of the design and production of all posters for publicity.
 - 4.11.4. Manage and update a social media presence across platforms using the MUCB accounts.
 - 4.11.5. Work in tandem with the President to create the design programs used by the MUCB for concerts.
 - 4.11.6. Draw from the expertise of other Publicity Coordinators from other clubs and will act as a liaison to other Publicity Coordinators.
 - 4.11.7. Chair such committees as requested by the executive.
- 4.12. **The Social Convener(s)** shall:
 - 4.12.1. Be responsible for the management of the social activities of the MUCB with the executive who have concurred on the facets of the social event.

- 4.12.2. Be responsible for the club spirit wear if the executive team agrees upon creating spirit wear for the academic year
- 4.12.3. Be responsible for planning the Music Formal with the Treasurer if the executive team agrees upon hosting a formal.
- 4.12.4. Chair such committees as requested by the executive.
- 4.13. **The First Year Representative(s)** shall:
 - 4.13.1. Be up to two elected members of the executive.
 - 4.13.2. Be responsible for communicating social events, day to day happenings and assisting social and publicity coordinators in their duties.
 - 4.13.3. Focus on communicating these items listed above with first year students in the MUCB.

5. **Finances**

- 5.1. The MUCB is eligible for allocated funding from the MHS.
- 5.2. The MUCB may use the allocated funding for means pertaining to the Purpose and Objectives outlined in the constitution.
 - 5.2.1. The MUCB shall be prepared to present proof of purchase to the MHS and proof of funding allocation as granted by the **MHS Vice President of Internal Affairs**.
- 5.3. The MUCB may use any reasonable means consonant with the constitutional purpose to raise funds for its program.

6. **Hiring and Elections**

- 6.1. Election of officers shall be by secret ballot and require a simple majority vote. In case of a tie, the President shall cast the deciding vote except when the President is seeking re-election to office, in which case another executive shall cast the deciding vote.
- 6.2. All officers shall be elected from the band membership.
- 6.3. Elections of all officers except the first year representative shall occur at a general meeting prior to March 31st, after one week of advanced notice.
 - 6.3.1. Attendance of the band must be taken before the election begins.
- 6.4. In the event a position is not filled or in the case of a resigning member, the position shall be filled by an election at a general meeting.
- 6.5. Nominations and elections for the position of first year representative(s) shall be held during the first two rehearsals. After which the names of the representative(s) will be sent to the MHS.
- 6.6. Save for First Year Representative(s), all Executive members must be elected by April 1 and take office by May 1.

- 6.7. First Year Representative(s) shall take office after a vote on the third rehearsal.
- 6.8. Notice will be given to all club members and the MHS of all executive changes.
- 6.9. In the event of less than two candidates for Presidency, the sole candidate shall assume Presidency.
 - 6.9.1. In the aforementioned circumstances, a Vice-President must be elected.
- 6.10. Upon termination of the conductor's services, the executive shall choose a recommendation committee consisting of five (5) persons, one of whom shall be a professor within the music program. This committee shall recommend a new conductor to the School of the Arts.
 - 6.10.1. If the appointment of the new conductor should prove to be unacceptable to the MUCB, the conductor, prior to the termination of their services, shall be consulted.
 - 6.10.2. Of all candidates for the position of conductor, at least one shall be from the music program within the School of the Arts at McMaster University.
 - 6.10.3. The conductor shall be appointed annually or bi-annually by the executive upon the consent of both parties. In case of termination of the conductor's services, either party shall give three (3) months written notice prior to the end of the conductor's contract.

7. Meetings

- 7.1. General
 - 7.1.1. There shall be at least one general meeting per term.
 - 7.1.2. All meetings shall be chaired by the President.
 - 7.1.3. Only the President may call general meetings.
 - 7.1.4. Seven days' notice is required before a general meeting can take place.
 - 7.1.5. All decisions taken at a general meeting shall be binding on the executive.
 - 7.1.6. Voting procedure for regular business at a general meeting shall be by simple majority.
- 7.2. Executive
 - 7.2.1. There shall be at least two meetings per calendar month of the academic year., save for December and April.
 - 7.2.2. All meetings shall be chaired by the President.
 - 7.2.3. A meeting shall be called at the request of any two members of the executive.
 - 7.2.4. Prior to the end of the spring term and after elections, there shall be a joint meeting of the elected and incumbent executives.
 - 7.2.5. Upon the receipt of the President's written request for an executive meeting, signed by at least 1/2 of the executive, the President shall call an executive meeting at the earliest possible date.

- 7.2.6. Voting procedure for regular business at an executive meeting shall be by simple majority.
- 7.3. Quorum
 - 7.3.1. A quorum of 2/3 of the total MUCB membership is required for a general meeting.
 - 7.3.2. A quorum of 5/8 of the executive is required for an executive meeting.

8. Equity, Diversity, and Inclusion

- 8.1. The MUCB acknowledges that as a McMaster affiliated society/club, the club/society benefits from the University's location on the traditional territories of the Mississauga and Haudenosaunee nations, and within the lands protected by the "Dish with One Spoon" wampum agreement.
- 8.2. The MUCB recognizes and works to reflect McMaster University's commitments to equity, diversity, inclusion, and accessibility, to cultivate a community that respects the human rights, integrity, and dignity of all members.
- 8.3. The MUCB does not condone any harassment, violence, and discrimination.
- 8.4. The MUCB shall not attempt to exclude, discriminate, or repudiate in any manner that suggests prejudice against an individual.
- 8.5. Any failure to adhere to these conditions will result in immediate review and possible recall from the MHS.

9. Bylaws and Amendments

- 9.1. Bylaws may be adopted or amended following a majority vote of all members of the Executive Board.
- 9.2. Passage of amendments to the Constitution shall be majority affirmative vote at quorum (minimum attendance) meeting.
- 9.3. All bylaws and amendments shall be referred to the **MHS Vice President of Internal Affairs** and the **MHS President** for approval.

10. Recall

- 10.1. The MUCB shall make every reasonable attempt to fulfill the duties and responsibilities, and to reflect the policies and beliefs of the club as outlined in this constitution.
- 10.2. The MUCB shall make every reasonable attempt to reflect and obey the policies as outlined in the MHS Constitution.
- 10.3. The members of the MUCB shall not use their position in contravention of the legitimate rights and interests of the members' constituents.

10.4. The members of the MUCB shall recognize that any failure to respect the conditions stated in this section will result in immediate review and possible recall from the MHS.

11. Disclaimer

11.1. The views and actions of the MUCB in no way reflect the views of McMaster University, the MHS, or the School of the Arts.

12. Enabling Clause

12.1. This Constitution shall take effect May 1, 2021.