

Name of Group: Fife and Drum Corps

Date Written: 10-17-07

Preamble:

We the people of the University of Delaware, in order to form a more perfect Fife and Drum Corps, establish justice, insure domestic tranquility, provide for the common US revolutionary war-era history education, promote the general welfare, and secure the blessings of music to ourselves and our posterity, do ordain and establish this Constitution for the Fife and Drum Corps of the University of Delaware.

Articles:

- I. Name of the group: The organization shall be known as the Fife and Drum Corps.
- II. Object of the organization: This organization's first goal is teach any new members how to play their designated instrument. They will learn how to play the notes and then move on to the actually pieces. Once the pieces sound decent we will start trying to find various performances in the community that we can perform. These performances can include, but are not limited to such things as schools, churches, parades, meetings, special events, patriotic events, etc.
- III. Qualification/Criteria for selecting membership: Full time, matriculated undergraduate students at the University of Delaware who agree with the purpose and object of this group. Members do not need to know how to play their instrument, but must be willing to put in the effort required to learn within time constraints.
- IV. Non-Discrimination Clause: The organization agrees to adhere to all policies and procedures of the University and all local, state, and federal laws. Members will become acquainted with policies and procedures in the Official student handbook and other policies and procedures provided by the University. This organization is a viable, functioning organization, composed of at least six full time undergraduate students and we do not discriminate on the basis of race, creed, color, gender, age, religion, national origin, veteran, handicap status, or sexual orientation.
- V. Duties and privileges of membership: Members must attend three or more rehearsals or performances. Depending on the budget, members may be responsible to purchasing their own instruments.
- VI. List other types of non-voting or representing membership: Any part time or graduate students or alumni may be members of this organization. However, they are NOT allowed to vote, hold office, count towards the group's membership, nor have any influence upon decision making of the organization.
- VII. Absence Policies: There are no penalties for members who do not attend meetings or events. However, if they sign up for a performance and do not show up two times throughout the year they may be removed from the group.

- VIII. **Policies and Procedures for Disciplining/Removing members:** Members that are disruptive or disrespectful at any meeting or performance may be removed from the group. If members sign up for a performance and do not show up two times throughout the year they may be removed from the group.
- IX. **Qualifications for Officers:** All Officers (or Executive Board members) must be full time matriculated undergraduate students at the University of Delaware with a minimum GPA of 2.25. Any potential officer must be able to complete a full academic calendar year.
- X. **Officers:**
- Section 1: President-** This organization shall have a President with the duties of calling and running meetings and handling day-to-day affairs. The President will serve as the main connection between the fifers and the drummers. The President shall be responsible for the registration of the Registered Student Organization and all required paperwork for the continuation of the organization (including Start-of-the Year, Mid-Year and End-of-the-Year packets.) The President will receive all information from the Activities and Programs Office from an undisclosed email database. The president will help to appoint all standing and special committees. The president must have been a member for at least one year and it is preferred that they have already served on the executive board for at least one year.
- Section 2: Fife Captain and Drum Captain-**
- Fife Captain-** This person can be the same person as the president. He/she is responsible for getting all of the music, both fife and drum parts. The Fife Captain helps teach new members how to play music and makes sure that everyone learns their respective part. He/she will run the rehearsals for the fifers.
- Drum Captain-** This person can be the same person as the president. He/she is responsible for teaching new members how to play music and making sure that everyone learns their respective part. He/she is in charge of running the rehearsals for the drummers.
- Section 3: Vice-President-** The Vice-president shall work closely with the President to fulfill the duties as described above. The Vice-President will also serve the role of President if the President is absent, unable to serve the duties, or if the President resigns. The Vice President should also be responsible for checking the organizations mailbox and for disseminating information about other activities offered by the other Registered Student Organizations and business promotions. It is the job of the Vice President to search throughout the community to find places for the Fife and Drum Corps to perform.
- Section 4: Treasurer-** The Treasurer shall be responsible for all group expenditures and revenues. The Treasurer shall write all checks and have all checks signed by the Activities and Programs staff for the purpose of the organization. The treasurer will also maintain all group ledgers. The

treasurer should also be responsible for requesting funds from the allocation board.

Section 5: Secretary- The Secretary shall record the events of all meetings of this organization and shall maintain minutes of those meetings. The secretary shall take attendance of those present at group meetings as necessary. The Secretary will serve as the organization's historian with the goal of being able to pass on accurate records of what the groups has done over the past year and who was involved. The Secretary should also maintain the membership list and email database. It is the job of the Secretary to answer and keep contact with community organizations that contact the Fife and Drum Corps to perform at their events.

Section 6: Public Relations Chair- The Public Relations Chair shall be responsible for promotion of the group and their events. This would include making posters, flyers, and brochures, updating the web page information, entering information on to the University Events web page, submitting press releases to the appropriate media, and ensuring the group is represented at events designed to help promote the organization and build membership.

- XI. **Election of Officers:** Elections for new officers will be held each year in the beginning of April and the new officers will take office in the fall semester of the following year. We will use a vote by secret ballot to elect officers. A majority of the votes in needed to take office. All members are eligible to vote. A member is defined as someone who has been to at least three rehearsals or performances. If there is a tie there will be another vote where members may only choose one of the candidates that were in the tie.

Section 1: Procedure for Disciplining/Removal of Officers- An officer may be removed if they are neglecting to fulfill their assigned duties as described above. The first time they fail to perform their duties they will be given a warning. The second time they will receive another warning and be asked to explain the reasons behind their behavior. The third time there will be a hearing with all of the officers and both sides will be given a chance to speak. A vote will be taken of whether the representative will be allowed to remain in their position. The decision must be made by 2/3 vote by the executive board (not including the person being removed) and the vote will be taken by secret ballot. The vacant position will first be open to any of the current officers and then the remaining open position will be filled in the same manner that elections take place.

Section 2: Resignations- An officer that would like to resign must submit in writing their name, position, and a detailed explanation of why they would like to resign. There will then be a meeting with all of the officers where the person that would like to resign must also come and explain in person their reason for resignation.

Section 3: Officer Transition- Officer Elections will take place in the beginning of April. The new officers will have the rest of April and May to be in training. During this time they will be introduced to Activities

and Programs Office and staff, review policies and procedures, and receive any other important information for the current officers. They will also discuss the plans that they have for the upcoming year and be able to ask any questions they have.

- XII. Meetings: Ideally there will be rehearsals once every week. However, there should be a minimum of two rehearsals a month. At the beginning of each rehearsal we will discuss upcoming events, goals we need to accomplish, and anything else that would be of concern. The meetings will be called by sending out emails. There will also be executive board meetings held twice a month that we be announced by email. It is recommended to meet with the advisor on a monthly basis or as needed.
- XIII. Dues: There will be no official dues collected. However, the members could be held responsible for supplying their own instruments, uniform, and/or field trip costs. Members will have the option to perform and/or go on field trips so these costs are optional. If they are a member of the club they will be expected to get their own instrument within a reasonable amount of time.
- XIV. By-Laws: The organization shall establish by-laws to carry out the policies set forth in this constitution. A 2/3 vote of the executive board is generally required to approve by-laws or changes in existing by-laws.
- XV. Procedures for decision-making: Look to the rules contained in Roberts Rules of Order to govern the organization in all cases to which they are applicable and in which they are not inconsistent with the by-laws or the special rules of order of this society.
- XVI. Selection of an Advisor: The advisor **MUST** be a full time professional faculty or staff person, no part time/salaried staff of graduate students may serve as advisor. The advisor will be chosen by the executive board, but suggestions are welcome from the members. It is suggested, but not required, that the advisor attend one rehearsal or performance every month and give advice to executive board if needed. The student organization has the right to change their advisor at any time. The Activities and Programs Office is the principle contact regarding polices and procedures for the functioning as a student organization. The purpose of the advisor is to have another professional assist with guidance of organization, developing leadership skills, and ideally should be familiar and agree with the objectives of your organization.
- XVII. Disbursal of organizational assets should the group become defunct- The University of Delaware shall inherit the assets of any Registered Student Organization should the group become defunct.
- XVIII. Define a quorum: The minimum number of members who must be present at a meeting in order for business to be conducted/decisions to be made is 50% of the membership. This includes general meetings as well as executive meetings. There is no minimum number of members necessary for rehearsals to take place, as long as practicing the music is the only business being conducted at the rehearsal.

- XIX. Rules for Ratifying the Constitution: Approval of changes to the constitution requires a simple majority vote of the executive board and approval by the Activities and Programs Office.
- XX. Rules for amending the Constitution: Adding articles/sections to the constitution require a 2/3 vote of the executive board and advance notice to all members of the proposed change.

Signatures:

President: _____

Vice President: _____

Activities and Programs Staff: _____

Date: _____