

Columbia University Wind Ensemble Constitution

Article I – Name

Section 1. The name of this organization shall be the Columbia University Wind Ensemble, hereafter referred to as the Wind Ensemble (or CUWE).

Section 2. The Executive Board of the Wind Ensemble, hereafter referred to as the ‘Board,’ shall be made up of undergraduate members of the Wind Ensemble and have the primary responsibility for directing the operations of the organization.

Article II – Purpose

Section 1. The Wind Ensemble is a selected group of woodwind, brasswind and percussion players. It is designed to offer an opportunity to accomplished musicians to perform challenging music of various instrumentation and styles. Dedicated to the performance of the finest original wind literature from the Renaissance to the present, the Wind Ensemble utilizes a flexible approach to instrumentation, allowing for stylistic accuracy in the performance of everything from the large military band works Gustav Holst to the chamber wind pieces of Mozart. Membership is by audition. In addition, the Wind Ensemble seeks to support musical education in the local community via its Making Music Matter Program.

Article III – Membership

Section 1. Membership is open by audition to musicians playing woodwind, brasswind and percussion instruments, or other instruments as deemed necessary by the music director. Further exceptions may be made by the music director. Admission to the group shall be determined by an audition committee chaired by the music director.

Section 2. Only members who are undergraduate students in Barnard College, Columbia College, School of General Studies, or the School of Engineering and Applied Science may vote or hold office.

Section 3. The privileges and responsibilities of membership are that all individuals attend rehearsals, practice their music and show an active interest in the future and integrity of the Wind Ensemble.

Section 4. Membership may be revoked by any member of the Executive Board with approval of the President due to the member’s failure to comply with the standards of the Wind Ensemble.

Article IV – Executive Board

Section 1. The Executive Board has the primary responsibility for the management of the ensemble. The board consists of the following officers by process of nomination and then by winner of a plurality vote of the general membership. Only undergraduates from the four schools may be eligible to hold board positions with voting privileges.

President

- Leads the organization in a managerial capacity
- Articulates a vision for the ensemble and sets goals appropriately in order to achieve this vision

- Sets project schedule in coordination with the music director and vice presidents. This includes rehearsal and concert schedules along with deadlines for managerial duties relating to the running of the ensemble.
- Assigns roles and responsibilities to other board members
- Plans the logistics and coordinates space for rehearsals and concerts
- Appoints members at large to fulfill roles that come up
- Must have been a member of the Board for at least one year prior to taking the position, barring extenuating circumstances

Vice President, Columbia Festival of Winds Chair

- Coordinates and delegates all Columbia Festival of Winds efforts. These include but are not limited to: creating the Columbia Festival of Winds Board, advanced calendaring for space, recruiting bands, advertising, fundraising, grant-writing, logistics and volunteers, any and all communications with Columbia University personnel, purchases, engagement of all outside parties, coordinating and proofreading all publicity material
- Must have been involved in the planning of the Festival of Winds for at least one year prior to taking the position, barring extenuating circumstances
- Assists project schedule in coordination with the Music Director and President. This includes rehearsal and concert schedules along with deadlines for managerial duties relating to the running of the ensemble
- Addresses problems that are not covered by other members of the Executive Board
- In the event that the President is unable to fulfill his or her duties, the Board will choose one of the Vice Presidents to take their place, by a simple majority vote

Vice President, Director of Making Music Matter

- Coordinate with P.S. 125 administration including the Principal and the volunteer coordinator about lesson times and space, student selection, assemblies and concerts.
- Serve as contact with Morningside Area Alliance and oversee all financial transactions between CUWE and MAA.
- Update Morningside Area Alliance on the progress of Making Music Matter. With the Instrument Rentals Coordinator, organize rental of instruments for students.
- Set yearly goals and choose concert repertoire.
- Coordinate Making Music Matter performance and logistics at Columbia Festival of Winds and organize end of year concert for parents at P.S. 125.
- Has authority to sign agreements on behalf of CUWE with the approval of the board
- Must have been involved in Making Music Matter for at least one year prior to taking the position, barring extenuating circumstances
- In the event that the President is unable to fulfill his or her duties, the Board will choose one of the Vice Presidents to take their place, by a simple majority vote

Treasurer

- Director of all financial issues
- Keeps track of spending and makes sure bills are paid
- Makes budgetary recommendations and forecasts
- Seeks out new sources of funding
- Communicates with SDA, ABC and SGA in regards to ensemble's finances
- Orders new music, missing parts, and other items as directed by the Executive Board

- Must have been a member of the Board for at least one year prior to taking the position, barring extenuating circumstances

Publicity Director

- Creates the Wind Ensemble's public image
- Oversees all forms of advertising (posters and press releases)
- Communicates with media in regards to ensemble's activities

Director of Personnel and Human Resources

- Attends to all issues regarding the personnel including managing personnel records, attendance, and recruitment
- Takes attendance at rehearsals and accounts for missing members
- Handles communications with ensemble members
- Coordinates recruitment of new members
- Finds players to fill sections as necessary and makes sure all critical parts are covered in coordination with the Music Director

Music Director

- Appointed by the Board
- Oversees all matters directly related to musical and artistic aspects of the ensemble
- Coordinates with president in setting rehearsal and concert schedule
- Conducts rehearsals and deals with other matters involved in preparing the ensemble musically for concerts as necessary
- Chooses repertoire
- Heads and appoints audition committee
- Is a non-voting position unless in the event of a tie
- Coordinates with the Vice President with respect to community outreach efforts

Music Librarian

- Oversees all matters regarding distribution of sheet music to member musicians
- Makes sure all musicians have their parts and practice copies if necessary
- Oversees distribution of music outside of rehearsal time when necessary

Webmaster

- Runs and updates the website as directed by the Board

Secretary

- Takes notes at all executive meetings and makes them available to board members
- Creates the program for all concerts
- Disseminates any constitutional amendments for the ensemble to vote on

Social Chair

- Plans all social outings

Equipment Manager

- The Equipment Manager shall be responsible for the use of all instruments and accoutrement in the Wind Ensemble's possession.

- Be the primary holder of the keys to 478 and the cage.
- Be present whenever these spaces need to be accessed or will arrange for someone else to have the keys.
- Liaise with other groups wishing to borrow equipment from the Wind Ensemble to ensure proper handling of the equipment.
- Serve as the Wind Ensemble representative to CUPAL to promote inter-organization cooperation.
- Perform other duties as assigned by the President or needs of the Wind Ensemble
- Maintain documentation of location of all keys and instruments

Section 2. Any member of the Executive Board has authority to call meetings with the approval of the other board members. The President will hold meetings throughout the semester, before performances, and as needed.

Section 3. Policy decisions are made with the consensus of a quorum (at least one-half) of the Executive Board. Formal votes are carried out via show of hands.

Section 4. Lengths of term of office shall be one full academic year

Section 5. The President shall schedule elections for members of Executive Board no later than the third rehearsal of the Spring Semester

Article V – Executive Privileges

Section 1. General election rules include show of hands and proper eligibility. Members of the ensemble may with permission of the ensemble submit a personal statement and may be voted into position in absentia. One is required to be present in order to vote.

Section 2. Members of the Board may be impeached and removed by the membership if he or she does not carry out his or her duties to his or her fullest ability. Impeachment procedure involves a vote by plurality of the general membership of the Wind Ensemble with voting rights. A vote in favor of guilt removes the officer and new elections will be held for the newly vacated position.

Article VI – By-laws

Section 1. By-laws of the organization shall be established and altered by vote by plurality of the members of the Wind Ensemble Any member may declare that a certain by-law be changed.

Section 2. By-laws of the Board shall be established and altered by any Board member followed by an agreement among the three executives.

Article VII – Amendments

Amendments may be proposed by any member of the Wind Ensemble with a vote of three-fourths of the total members to approve that proposed change.

Article VIII – Ratifications

This constitution shall be established by a vote of a three-fourths majority of the membership of the organization.