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 ‘E-Board,’ shall be made up of CC/SEAS/GS/BC undergraduate members of the Wind Ensemble and have the primary responsibility for directing the operations of the organization.

Section 3. The General Board of the Wind Ensemble, hereafter referred to as the ‘Board,’ shall be made up of any members of the Wind Ensemble and may be selected via election or via appointment. The E-Board has the discretion to add or remove General Board positions that are not specifically outlined by name in this constitution.

Article II – Purpose
Section 1. The Wind Ensemble is a selected group of woodwind, brass 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 large military band works to chamber music. Membership is by audition. In addition, the Wind Ensemble seeks to support music education in the local community.

Article III – Membership
Section 1. Membership is open by audition to musicians playing woodwind, brass and percussion instruments, or other instruments as deemed necessary by the music director. The music director, in consultation with the E-Board, may make further exceptions. The audition committee shall determine admission to the Wind Ensemble.

Section 1a. The audition committee is responsible for setting up and facilitating the audition process. The committee is chaired by the personnel manager and/or president and is made up of any other members at the discretion of the committee as well as 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 on the E-Board

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

Section 4: Members of the Wind Ensemble are expected to attend the full duration of all scheduled ensemble and sectional rehearsals as well as concerts and
performances. If a member cannot attend all of a rehearsal or performance, he or she must send an e-mail to the Wind Ensemble Board at wind-exec@columbia.edu at least 12 hours prior to the ensemble meeting. Members may not have more than two unexcused absences per semester. Members with unacceptable attendance can have their membership removed at the discretion of the board and the music director.

Section 5: Exceptions may be granted to members who have a conflicting University Course during a regular rehearsal or concert. Members may regularly miss up to 30 minutes of rehearsal because of a University class. If the class conflicts with more than 30 minutes of the rehearsal, the member may take a semester’s leave and have a seat held for them.

Section 6: Exceptions will not be granted for other regular conflicts with rehearsal (such as other extracurriculars) except under extenuating circumstances.

Section 7: Members who choose to leave the Wind Ensemble for the semester for other reasons or have their membership revoked for attendance will not necessarily have a seat held for them.

Section 8. Membership may be revoked by the E-Board and Music Director due to the member’s failure to comply with the standards of the Wind Ensemble.

Article IV – Elected Positions

Section 1. The Executive Board has the primary responsibility for the management of the ensemble. The E-Board consists of the following officers by winning a plurality vote of the general membership. Only undergraduates from the four schools may be eligible to hold E-Board positions.

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 academic one year prior to taking the position, barring extenuating circumstances
- Serve on Audition Committee

Vice President
- Coordinates and delegates all Columbia Festival of Winds efforts. These include but are not limited to: creating the Columbia Festival of Winds Board, appointing its Advertising Chair and Volunteer Coordinator, performing 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 previous Festival of Winds prior to taking the position, barring extenuating circumstances
- Addresses problems that are not covered by other members of the Executive Board
- If the president is unavailable for an event, the Vice President will cover their duties
- In the event that the President is unable to fulfill their duties, the Board will confirm the Vice President’s succession by a simple majority vote
- Gauge interest of Wind Ensemble general membership to organize Columbia Festival of Winds, determine if this is an appropriate model based on interest.

**Treasurer**

- Checks mailbox
- Director of all financial issues
- Keeps track of spending and makes sure bills are paid
- Makes budgetary recommendations and forecasts
- Seeks out and applies for new sources of funding, including grants
- Sets Music Director Stipend
- Communicates with Student Engagement and the Activities Board at Columbia in regards to the Wind 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 academic year prior to taking the position, barring extenuating circumstances

**Secretary**

- Takes notes at all board meetings and makes them available to all members through a shared Google Drive when they maintain regularly
- Takes roll call at all board meetings
- Creates the programs for all concerts
- Disseminates any constitutional amendments for the ensemble to vote on
- Oversees revisions and preservation of the constitution
- Must have been a member of the Board for at least one academic year prior to taking the position, barring extenuating circumstances

Section 2. General Board: The General board is made up of elected and appointed members of the Wind Ensemble who do not hold any official E-Board designation in the eyes of Columbia Administration. Nonetheless, they are a necessary component to the overall operations and goals of the Wind Ensemble. General Board members may be any member of the wind ensemble, not limited to the Columbia Undergraduate community and may include visiting students from other schools, graduate students, or any other interested party. The positions outlined below are to be elected along with the E-Board every Spring.
Section 2a. If any of the below positions are not sought in the election, the E-Board may appoint any interested party of their choosing. Further, the E-Board has the discretion to add other positions to the general board as necessary.

Publicity Director
- Creates the Wind Ensemble’s public image
- Oversees publicity committee and has full discretion to appoint members to serve on it
- Oversees all forms of advertising in print and electronic form
- Communicates with media in regards to ensemble’s activities

Personnel Director
- 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
- Chairs audition committee with the president and serves as the point person for all prospective student information, included, but not limited to; activity days, prospective student programming, and outreach.
- Finds players to fill sections as necessary and makes sure all critical parts are covered in coordination with the Music Director and E-Board

Music Librarian
- Oversees all matters regarding distribution of sheet music to 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
- Manages the Festival of Winds website
- Posts Schedule
- Manages content on WikiCU and other relevant campus web-based services

Alumni Relations Chair
- Provides updates through courtesy e-mails at least once a month to all Wind Ensemble alumni.
- Organizes events to increase alumni involvement and assistance
- Invites alumni to concerts and performances
- Organizes at least one open rehearsal per academic year open to alumni

Social Chair
- Plans all social activities, including but not limited to parties, new member welcome, and holding at least one event for each concert
- Responsible for building group cohesiveness and morale
- Responsible for at least two ensemble-wide group gatherings per academic year
- Organizes board office hours and board dinners
Equipment Manager
- The Equipment Manager shall be responsible for the use of all instruments and equipment in the Wind Ensemble's possession.
- Be the primary holder of the keys to 478 and the cage and is responsible for the keys’ whereabouts
- Be present whenever these spaces need to be accessed or will arrange for another board member to have the keys.
- Liaise with other groups wishing to borrow equipment from the Wind Ensemble to ensure proper handling of the equipment.
- Responsible for ensuring cage and tech room are closed and locked after rehearsal
- Manages inventory and keeps records of all equipment in the Wind Ensemble’s possession

Music Outreach Coordinator
- Coordinate the music outreach of the Wind Ensemble
- Attend meetings with board members of the Musical Mentor Collaborative
- Oversee how funds from Wind Ensemble are utilized in elementary school music education
- Voice Wind Ensemble concerns and suggestions in usage of funds
- Investigate other ways to elevate appreciation of music on campus and throughout the community

Columbia University Performing Arts League (CUPAL) Liaison
- Responsible for attending all Wind Ensemble and CUPAL meetings each week and voicing the Wind Ensemble’s interests in the greater performing arts community
- Report actions of CUPAL and other student groups to Wind Ensemble at board meetings
- Responsible for emailing the Executive Board of the Wind Ensemble if they cannot attend a meeting and finding a replacement for CUPAL meetings.
- Submit weekly progress reports and blurbs to CUPAL

Section 3. Any member of the Executive Board has authority to call meetings with the approval of the other E-Board members. The President will hold weekly meetings throughout the semester, before performances, and additional meetings as necessary.

Section 4. Policy decisions are made by simple majority of the General Board. Formal votes are carried out via show of hands.

Section 5. Lengths of term of office shall be one full academic year

Section 6. The President shall schedule elections for members of the Executive and General Board no later than the third rehearsal following the Columbia Festival of Winds, or by April 10th, in the event the Festival of Winds is not held.

Article V – Music Director
The music director is selected and hired by the board of the wind ensemble. The music director is responsible for the following:

- 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 with approval of E-board
- Can serve on audition committee
- Helps coordinate Columbia Festival of Winds
- Serves through a non-voting position
- Coordinates with the board with respect to outreach efforts

Article VI - Section Leaders

- Organize sectionals as deemed necessary
- Direct sectionals
- Coordinate with personal manager for attendance of section
- Organize chamber groups as necessary
- Communicates with music director to determine material to rehearse

Article VII – 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 E-Board may be impeached and removed by the membership if they do not carry out their duties to their fullest ability. Impeachment procedure involves a vote of 2/3rd majority of the Board of the Wind Ensemble. A vote in favor of guilt removes the officer and new elections will be held for the newly vacated position within two academic weeks.

Section 2a. Members of the general board may also be impeached and removed by the General and Executive board with a 2/3rd majority vote as well

Article VIII – By-laws

Section 1. By-laws of the organization shall be established and altered by vote of simple majority of the board. Any member of the board may propose a change to the by-laws

Article IX – Amendments

Section 1. Amendments may be proposed by any member of the Wind Ensemble and approved by a 2/3rd majority vote of the board.
Article X – Ratifications

Section 1. This constitution shall be established by a vote of a 2/3rds majority of the eligible membership present at a general rehearsal.