

# **Columbia University Wind Ensemble Constitution**

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## **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 Board of Directors of the Wind Ensemble, hereafter referred to as the 'Board' shall be made up of directors and have the primary responsibility for the directing the operations of the organization.

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## **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 of Gustav Holst to the chamber wind pieces of Mozart. Membership is by audition.

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## **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, 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.

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## **Article IV – Executive Board**

**Section 1.** The management of the ensemble shall be divided into two boards: the Board of Directors and the Artistic Board.

**Section 2.** The Board of Directors 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 three schools may be eligible to hold board positions with voting privileges.

**President (Chief Executive Officer/Managing Director)**

- 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. 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

**Treasurer (Chief Financial Officer)**

- 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

**Director of Marketing and Public Relations**

- Responsible for the wind ensemble's public image.
- Oversees all forms of advertising (posters, press releases, web site)
- Communicates with media in regards to ensemble's activities

**Director of Personnel and Human Resources**

- Responsible for issues regarding the personnel including
  - Managing personnel records
  - Attendance
  - 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.

**Section 3.** The artistic board consists of non-voting positions that relate specifically to the musical aspects of the ensemble.

**Music Director**

- Appointed by board of directors
- 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

### **Music Librarian**

- Oversees all matters regarding distribution 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
- Orders new music and missing parts as requested by music director

### **Section Leaders**

- Appointed by music director
- Serve as primary point of communication for members within the section during rehearsals.
- Help decide seating within their section in coordination with the music director
- Establish the style of playing for others in the section to follow.
- Take an active role in improving the musicianship of their respective sections by providing constructive criticism to the players.

**Section 4.** Regularly scheduled meetings are held once a month for approximately two hours. Any member of the Executive Board has authority to call meetings with the approval of the other board members.

**Section 5.** Policy decisions are made with the consensus of a quorum (at least one-half) of the board of directors. Formal votes are carried out via show of hands.

**Section 6.** Lengths of terms of office shall be one full academic year.

**Section 7.** The President shall schedule elections for members of the Board of Directors no later than the third rehearsal of the Spring Semester.

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## **Article V – Executive Privileges**

**Section 1.** General election rules include show of hands, proper eligibility, and one's presence 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 that newly vacant position.

**Section 3.** In the event of a mid-term vacancy of an elected officer, the next highest ranked officer shall take over the vacated duties.

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## **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.

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### **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.

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### **Article VIII – Ratifications**

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