

The Lehigh University

Marching

97

Constitution

*“The Finest Band
East of All Points
West”*



Zoellner Arts Center
Lehigh University
Bethlehem, PA 18015

Article I - Preamble

We, The Members of the Lehigh University Marching 97, in order to form a more perfect band, establish order, ensure the continuance of psyche-psychery, march-machinery, leg-liftery, and song-singery, promote the general welfare, and secure the traditions and heritage of the 97 to ourselves and our posterity, do ordain and establish this Constitution for the Marching 97.

Article II - Purpose

The objectives of the Lehigh University Marching 97 are:

First, to enrich school spirit through supporting the Lehigh University football team at football games by playing in the stands and cheering as a group, performing at on-campus events, and providing entertainment for alumni, tailgaters, and for other activities associated with football games.

Second, to provide entertaining performances at Lehigh University football games, namely pregame and halftime field shows.

Third, to enrich school and community spirit through participation in off-campus events such as parades.

Fourth, to provide music education and enrichment to members and Lehigh University as a whole.

Article III – Membership and Attendance

Section One: Membership

Membership in the Marching 97 is open to any Lehigh University or LVAIC student in good standing with the member's school, provided they agree to abide by all policies set forth by the Marching 97 and Lehigh University. All members of the Marching 97 must register for the appropriate course through the Registrar and participate to the fullest extent possible given their circumstances in order to be considered a member of the Marching 97.

Section Two: Band Member Responsibilities

The band member is a representative of Lehigh University and the Marching 97 and therefore, is expected to act in an appropriate manner. Therefore, each member will be expected to sign and adhere to the University's and band's policies. In the event that a band member fails to follow any of these policies, the Executive Board will decide upon disciplinary action in a closed session at the next meeting that follows the incident. Marching 97 must be taken for credit unless otherwise approved by the Executive Board and Director. Being that each case is unique, the band member must speak to the Executives and Director,

who together will decide whether to allow the member to take the Marching 97 for no credit.

Section Three: Attendance

All attendance policies are as set forth in the Attendance Policy established by the Executive Board.

Article IV - Officers

Section One: Officers

Manager as President	Uniform Manager
Drum Major as Vice President	Student Conductor
Staff Assistant as Treasurer	Librarian
Publicity Manager as Secretary	Historian
Freshman Managers (2)	Senior Representative
Equipment Managers (2)	

In the event that the Manager is not able to fulfill their duties, the Staff Assistant will assume the duties of Manager. If the Staff Assistant is not able to fulfill the Manager's duties, it goes to the Drum Major, then the Student Conductor, then following constitutional order from Pubman.

If the Drum Major is unable to perform their duties, the Student Conductor will assume the duties of Drum Major, and vice versa. If neither is able to conduct, the Executive Board may appoint a replacement.

Section Two: Duties

If any member of the Executive Board fails to perform their duties as defined by the Constitution, they can be brought up for impeachment, as outlined in Article V.

All members of the Executive Board:

- In addition to what is outlined in the Attendance Policy, Executives must attend Executive Week, Band Camp, and all Executive Board meetings. In order to miss Executive Week or Band Camp, an Executive must petition the Executive Board. If an Executive has a recurring conflict with rehearsals that arises after they are elected, the Executive will be called into a closed meeting where their impeachment will be discussed.
- Must enforce the policies of the band and act as positive role models by following these policies.
- Must be a current and active member of the Marching 97.

- May appoint an assistant to help with their duties.
- Assist other Executives to the best of their abilities.

Director:

- To ensure that the performances are of a quality in keeping with the standards of the Marching 97 and the Music Department of Lehigh University.
- To act as a liaison between the Executive Board of the band and the University in matters concerning large purchases such as instruments and uniforms.
- To give assistance to the Staff Assistant ensuring that the band operates within the budget.
- To assist Executives as needed or as requested.
- To award course credit and grades to band members.
- Finally, the director is charged with maintaining the rich history and tradition of the Marching 97 by ensuring that the band remains a student-run organization.

Manager:

- The Manager is the administrative head of the Marching 97.
- The Manager shall hold Parliamentary Authority as specified under Article VI, i.e., shall interpret and enforce the Constitution and Policies.
- The Manager shall schedule and conduct meetings, ensure all relevant Executive materials are distributed, ensure all Executives perform their duties, and supervise the budget process.
- The Manager shall compile the performance schedule in conjunction with the Executives.
- The Manager shall create an itemized list in conjunction with the Executives of all supplies and equipment which must be brought to Band Camp.
- The Manager shall coordinate band appearances, write the final exam, and organize and conduct elections in conjunction with the Director.
- The Manager determines if an issue is administrative and if so, goes to the Executive Board or individual Executives to decide upon.
- At the beginning of the season, the Manager will make this Constitution and all of the policies readily available to all members of the band.
- The Manager will arrange early arrival with Residential Services for all those attending Band Camp.
- The Manager will be responsible for collecting suggestions via a suggestion box and will be the only band member to have access to anonymous suggestions.
- The Manager is responsible for locating someone to fire the Baritone at each home game.
- The Manager is responsible for handling any other duties as they arise.

Drum Major:

- The Drum Major is responsible for the performance of the Marching 97.

- The Drum Major is responsible for creating the drill schedule based on the band calendar and publishing it prior to the start of the season. The Drum Major shall decide the meeting times for the performance with the input of the Executive Board.
- The Drum Major is in charge of the Drill Writing Committee and is responsible for looking through each show to ensure the utmost quality. If not enough people volunteer to write drills, it is the responsibility of the Drum Major to ensure that all remaining drills are written.
- The Drum Major shall compile a list of potential rank leaders based on volunteers from each rank (see: Article IX).
- The Drum Major shall notify the rank leaders at least 36 hours in advance of board games.
 - A board game is a meeting in which the Drum Major and rank leaders review the drill and prepare drill sheets for the upcoming show.
- The Drum Major must ensure someone is conducting at each performance.
- The Drum Major is responsible for working with the Publicity Manager to recruit alumni to participate in the Lehigh-Lafayette show when more members are needed.
- The Drum Major is responsible for running show music rehearsals, as well as marching rehearsals.

Staff Assistant:

- The Staff Assistant is the Treasurer of the Marching 97, and as such is responsible for maintaining the financial records of the band.
- The primary duties of the Staff Assistant shall be to keep attendance records, to oversee enforcement of the attendance policy, compile and distribute a band directory, organize the band banquet, create and submit an operational budget proposal to the appropriate governing body, and assist all other Executives with any work that needs to be done.
- The Staff Assistant shall compile the band final results and present them to the Executive Board during Executive Week. Any relevant information regarding policies shall be presented to the Manager in the spring semester.
- The Staff Assistant shall order Executive T-shirts.
- The Staff Assistant shall arrange transportation for the band season, including flames.
- The Staff Assistant shall ensure lodging is booked by flame leaders for overnight flames.
- If the Manager is unable to perform their duties, the Staff Assistant will assume the Manager position.

Publicity Manager:

- The Publicity Manager is the Secretary of the Executive Board and press liaison for the Marching 97.
- The Publicity Manager is responsible for the taking and posting of Executive Board meeting minutes within 72 hours of the meeting, organizing tickets and T-shirts for the alumni for Alumni Band Day, and writing the announcements for the pregame and halftime performances.
- The Publicity Manager shall coordinate Alumni Band Day.
- The Publicity Manager shall coordinate High School Band Day in collaboration with the Freshmen Managers.
- The Publicity Manager shall coordinate the 97's role in Giving Day and other fundraising opportunities with alumni.

- The Publicity Manager shall be responsible for the maintenance of the Marching 97 website and social media. The Publicity Manager must appropriately manage what is posted on these media outlets.
- The Publicity Manager is responsible for working with the Drum Major to recruit alumni to participate in the Lehigh-Lafayette show when more members are needed.
- The Publicity Manager is responsible for capturing, editing, and publishing videos of the band's official performances in collaboration with the Historian and publishing to YouTube within one month of the performance.

Freshmen Managers:

- Two Freshmen Managers, a.k.a. "Refrosh", are elected as a team to advise and guide the freshmen and new band members during their first season in the Marching 97.
- During the spring semester, the Freshmen Managers shall contact and recruit potential members and organize performances for recruitment events.
- Over the summer, the Freshmen Managers send letters to new members and arrange for upperclassmen to write letters to new band members. The LIN of each new member must be collected.
- Freshmen Managers are responsible for preparing dinks for new members for distribution at Band Camp. Preparing dinks includes embroidering and ensuring pins and name tags are created.
- During Executive Week, the Freshmen Managers are responsible for giving a final list of incoming band members to the Drum Major and preparing mards and dinks for the new season.
- At Band Camp, the Freshmen Managers are to help the new members adjust to band and college life. They are to continue to assist new members throughout the band season and into the spring semester, paying close attention to the retention of members.
- During the band season, the Freshmen Managers are responsible for ensuring that all of the mards are brought to the practice field and back.
- In conjunction with the Manager, the Freshmen Managers are responsible for delegating one upperclassman to oversee each freshman cabin at band camp in the event that the Freshmen Managers cannot.

Equipment Managers:

- The two Equipment Managers, a.k.a. "Toots," are elected as a team to inventory, repair, and maintain instruments, chairs, stands, and everything else in the band practice/storage area besides music and uniforms.
- During the spring semester, the Equipment Managers shall be responsible for ensuring that every instrument owned by the 97 is tested, recording the conditions of the instruments and their cases. A database of 97 instruments shall be updated with this information.
- The Equipment Managers are responsible for repairing broken instruments under their field(s) of expertise, either through fixing minor problems themselves or taking the instruments to professional repairmen. Along with this, the Equipment Managers are responsible for researching new instruments for purchase in accordance with the band's budget and instrumentation, as well as the input of the Director and corresponding Rank Leader.
- The Equipment Managers are in charge of ordering all equipment accessories for the coming year and maintaining

other necessary equipment.

- The Equipment Managers shall assign instruments and prepare flip folders and lyres for band members during Executive Week.
- The Equipment Managers shall arrange for the transportation of instruments in conjunction with the Staff Assistant.
- The Equipment Managers shall determine instrument usage in accordance with weather conditions (in discussion with other Executives).
- The Equipment Managers are responsible for preparing instruments for Alumni Band events and any other events involving temporary members.
- The Equipment Managers shall prepare all supplies for Band Camp and official flames.
- The Equipment Managers are responsible for loading the equipment wagon before home football games and, when tailgating is completed, ensuring that said wagon reaches the football stadium before any contained equipment is needed by the band. The Equipment Managers are also responsible for returning the wagon and all of its equipment to the proper storage areas at the conclusion of the football game.
- The Equipment Managers are responsible for loading the water cart and water bags before and organizing for volunteers to hand out water bottles to members during tailgating.
- The Equipment Managers are responsible for the transportation, maintenance, and safe firing of The Baritone if the Manager cannot locate an alumnus to fire it.

Uniform Manager:

- The Uniform Manager, a.k.a. “Suits,” is responsible for the maintenance of the uniforms.
- The Uniform Manager shall keep inventory of all uniform parts, fit all members of the band to a uniform, and keep accurate records of uniform distribution.
- The Uniform Manager shall repair, replace, and clean uniform parts as necessary.
- The Uniform Manager shall order and sell any uniform or merchandise items that are to be sold to band members.
- The Uniform Manager shall determine uniform wear in accordance with weather conditions, distribute rain gear when necessary, and ensure that everyone is properly dressed at a performance.
- The Uniform Manager shall ensure that no uniform pieces are left behind after a performance.

Student Conductor:

- The Student Conductor shall conduct in the stands and designate a setlist for each performance.
- The Student Conductor is responsible for running stand tune rehearsals at Band Camp and during the season.
- The Student Conductor shall assist in music/show rehearsals at the discretion of the Drum Major.
- During Executive Week, the Student Conductor will help the Librarian with selecting, organizing, and cataloging the music to be played throughout the upcoming season.
- The Student Conductor is responsible for arranging tags to be played in the stands.
- The Student Conductor is responsible for collecting appropriate cadence twist ideas and running a vote to decide which twist to use.

- The Student Conductor will communicate with the opposing team's band in the stands, as well as with Lehigh Athletics during home football games and the official away game.
- The Student Conductor shall communicate with the Drum Major to ensure that each performance has a conductor.
- The Student Conductor will work with the Drum Major to assign each band member an appropriate part to fit the needs of the band.

Librarian:

- The Librarian is responsible for the distribution of stand and field music, as well as the replacement of lost and damaged music throughout the band season.
- The Librarian is responsible for the assembly of stand music folders during Executive Week.
- The Librarian will assist the Publicity Manager with organizing music for the Alumni Band events and any other events involving temporary members.
- During practices and before performances, the Librarian is responsible for ensuring that everyone who needs music and supplies has them.
- The Librarian will catalog new music and maintain the music database.
- At games, the Librarian is responsible for making sure that all of the needed stand folders arrive at the stadium.

Historian:

- The Historian shall be the custodian and curator of the band's history, past and present.
- The Historian shall be responsible for the establishment, upkeep, and the annual backup of the band history archive, including digitizing old photographs, ensuring the preservation of artifacts important to the band's history, analyzing historical documents, transferring old digital executive drive files to the USB archive, updating the display case, and coordinating with any outside resources, such as Special Collections, to assist with these duties.
- The Historian shall keep a record of all official or relevant band activity that occurs during their term. This includes (but is not limited to) archiving relevant correspondence, drills, and meeting minutes. The Historian should also produce a review of the year for the archive in any format they choose.
- The Historian shall be responsible for the creation of media concerning the official performances of the band. This includes (but is not limited to) taking photos, contributing to the recordings of field shows by the Publicity Manager, and making such media accessible in a timely manner.
- The Historian may coordinate alumni contributions to the band history archive, including interviews, stories, and any other assistance that the alumni may give.
- The Historian will organize the official band photo.
- The Historian shall make band history accessible to all band members and band alumni as requested, to the best of their abilities.
- During Executive Week, the Historian shall create or update a presentation on the band's history to be shown to the incoming freshman class.

Senior Representative:

- The Senior Representative handles all of the band's food besides the Band Banquet and flames and is responsible for coordinating senior events.
- The Senior Representative shall be responsible for the Executive Dinner during Executive Week and the reception luncheon before departure for Band Camp.
- During the band season, the Senior Representative orders and picks up box lunches, dinner, and breakfast as needed for performances and provides tickets to the games.
- The Senior Representative shall be in charge of ordering senior mugs.
- The Senior Representative shall organize Senior Band Day.
- The Senior Representative shall act as a social chair and organize events for band members to attend outside of practice.
- The Senior Representative is expected to provide assistance and general wisdom to other members of the Executive Board in their duties.

Section Three: Elections

Eligibility:

- Manager, Drum Major, Staff Assistant, and Freshmen Manager candidates are required to have had at least two years of Marching 97 experience and attended Band Camp at least once. All other positions, excluding Senior Representative, are open to all current members of the band who have had at least one year of Marching 97 experience and have attended Band Camp at least once.
- Executives essential to the operation of Marching 97 practices must not have a regularly scheduled conflict with band rehearsals.
- All Executive Board candidates must be Lehigh University students.
- Candidates may only run for one position unless they are running for Manager. Manager candidates are allowed to run for a second position, but their candidacy from the other position is withdrawn should they win the position of Manager. Manager candidates may not run for refrosh or toots.
- It is encouraged that the two Equipment Managers should come from two different instrument classifications (Woodwind, Brass, Percussion) so as to encompass the greatest knowledge of instrument mechanisms as possible, although this is not mandatory.
- Candidacy must be declared in accordance with the timeline established by the Manager.
- Candidates for Manager will not take part in the interviewing phase of the Manager selection outside of their own interview. The departing Manager will preside over the election of the new Manager. In the event that the current Manager is running as an incumbent for the position of Manager, the next available qualified Executive Board member will preside over the election of the new Manager.
- The Senior Representative must be a member of the upcoming graduating class.
- If there are no candidates for a position, there will be a special election for that position.
- Members who wish to run for an Executive position who do not fulfill the eligibility requirements may petition

the Executive Board, where the requirements may be waived by a two-thirds majority vote.

Campaign Letters:

Personalized campaign letters must be distributed by all executive candidates to all members of the band and the Director by the date specified by the Manager.

Any candidates running for a joint position may write a joint letter but must each write a full set of personal notes.

Any candidate running for two positions must write two letters (one for each position) but only needs to write one set of personal notes.

Those who do not send campaign letters by the deadline shall have their names omitted from the ballot. They may have the opportunity to petition the board and must have a two-thirds majority to remain on the ballot. Any current executive member running for the same position can not vote or attend the closed discussion.

Candidate Speeches:

All candidates are required to deliver a speech prior to elections. The Manager Candidates will speak for up to five minutes; each non-Manager Candidate will speak for up to 97 seconds. Following speeches, a question and answer period will be held by the Manager at their discretion.

The Drum Major and Student Conductor candidates are required to undergo a conducting demonstration in addition to the speech. The Drum Major and Student Conductor demonstration will be defined by the current Drum Major and Student Conductor.

Voting Procedures and Regulations:

- Write-in votes are allowed. Votes for a write-in candidate are equivalent to those for any other listed candidate.
- “Bill the Cat” is on the ballot to allow the electorate a no-confidence vote. Any individual who is ranked below “Bill the Cat” shall be counted as “Bill the Cat”.
- Abstentions are allowed. Abstaining from a vote for a position removes you from the voting body for that position. An abstention takes priority over anything else written on the ballot.
- On each band member's ballot, each candidate, including the no-confidence vote, may be ranked in order of preference. Any candidate receiving a majority of the first preferences for that office wins the election. If no such candidate exists, an instant runoff tabulation shall be conducted in rounds. In each round, each ballot shall count as a single vote for whichever non-eliminated candidate is ranked highest. After each round, the candidate with the fewest votes shall be eliminated, with the votes for that candidate redistributed to the remaining non-eliminated candidates based on the order of preferences indicated on each of the affected ballots. If the redistribution of votes results in a candidate receiving a majority of the votes, that candidate is elected. Otherwise, the candidate then having the fewest votes shall be eliminated, and the votes are redistributed as before, with the process of candidate elimination and vote redistribution continuing until one candidate has a majority of the votes counted for any candidate in that round. “Bill

the Cat” cannot be eliminated from the voting pool.

- For further clarification on the Instant Runoff tabulation, please click here:

<https://www.youtube.com/watch?v=3Y3jE3B8HsE&feature=youtu.be>

- If a band member does not rank every candidate, their votes for the unranked candidates in the instant runoff tabulation rounds will be considered no-confidence votes.
- In the event of the no-confidence vote winning an office, nominees will be requested for the office in question. New and prior candidates must undergo the campaign process a second time according to a timeline determined by the outgoing Manager, as soon as possible after the election occurs.
- Elections will be held at the Band Final, which will be held soon after the final performance of the season. Votes will be by secret ballot and will be counted by the Manager and Director for all non-Manager Executive positions. The Director will count Manager ballots with a non-returning senior from the Executive Board.
- Absentee Ballots will be offered for any election if someone is excused. Criteria for being excused will follow the Attendance Policy for an official performance.
- Announcement of the new Executive Board will be done before the start of Winter Break.
- Transition materials will be given to the newly elected board in a timely manner following the announcement of the new Executive Board.

Manager Interviews:

Candidates will be notified in advance of their interview time. The interview will be conducted by the Executives and the Director, each of whom asks a question to all candidates. Each interviewer must prepare a question in advance and ask that same question to each candidate. All Executives are required to be present, excluding those running for Manager. A transcript of the interviews will be provided to the band by the outgoing Manager, unless the outgoing Manager is running as an incumbent.

In a closed meeting, the Executive Board must approve the Manager candidates. The candidates are then voted in by the band during the general election. If no Manager candidates are approved by the interviewers, there will be a special election for the position of Manager.

Section Four: Special Elections

A special election shall take place when there is no Executive to hold a position and will take place as soon as possible after the vacancy of the position. A special election may occur due to, but not limited to, the following scenarios:

- Lack of a candidate for an Executive Board position

- Disapproval of all Manager candidates by the Executive Board
- Resignation or impeachment of an Executive
- A perfect tie between the only two candidates left in a race after the instant runoff elimination process has taken place

A special election shall adhere to all regulations outlined in Article IV, Section Three: Elections. In the event of a special election being necessary outside the regular band season, the Executive Board may allow the distribution of letters, speeches, and secret ballots to occur electronically in lieu of a full band meeting.

Article V – The Leadership

Section One: The Executive Board

The Executive Board shall be composed of all officers of the band, with the Director as an ex-officio member. The Executive Board governs all activities, performances, and operational concerns of the Marching 97.

The Manager acts as President, Drum Major as Vice President, Publicity Manager as Recording Secretary, and Staff Assistant as Treasurer.

If any Executive cannot fulfill the duties of their position, or if they are no longer a member of the Marching 97, then they shall resign from their position.

Section Two: Executive Board Meeting Structure

All Executive Board meetings shall be scheduled and announced by the Manager.

All Executives are required to be in attendance unless they have prior clearance from the Manager.

Executive meetings are to be open to the entire band, except in cases where the Manager decides to close the meeting to Executives only. Closing of the meeting is done when the Board is dealing with any issue concerning an individual in the band or at the discretion of the Manager.

Anyone in attendance at the meeting is permitted to offer an opinion and an opportunity to speak.

Section Three: Voting

Voting on administrative matters is done by Executives only, excluding the Manager, who acts as vote taker and tiebreaker. The band as a whole can vote on major policy decisions; the decision to do so is made by the Manager.

Abstaining from a vote removes an Executive from the voting body.

At least three-quarters of the Executive Board must be present for a vote to occur.

Majority carries the motion on most issues; a two-thirds vote is necessary for major decisions at the discretion of the Manager.

The carry majority will be decided by the Manager prior to the voting, dependent upon the severity of the issue at hand, and may be challenged by the Executive Board.

Section Four: Resignation of an Executive

Regardless of time, Manager resignations will be handled through the transition of power outlined in Article IV, Section 1 and the position descriptions in Article IV, Section 2. A special election will be held for Staff Assistant.

During the Season:

Nominations of band members will be accepted. A special election for the resigned position will be conducted as soon as possible.

Joint positions: No action will be taken with respect to replacements, unless all those holding the position resign. In such a circumstance, at least one replacement will be elected in a special election.

Spring:

Before school adjourns, candidates will announce their candidacy and a special election will be held.

Summer:

The Executive Board shall appoint a temporary replacement and notify the band. A special election will be held as soon as possible.

Section Five: Impeachment of an Executive

A simple written majority from either the band or Executive Board will permit proposing the impeachment of an Executive.

Two-thirds of the band must vote in favor of impeachment to pass the motion.

In the event of an affirmative vote, said Executive is considered resigned.

Section Six: Band Finances

Following the award of annual operating funds by the Student Senate, the Staff Assistant shall develop an operational budget for the ensuing season which must be approved by a simple majority of the Executive Board.

If, during the ensuing season, a given expense item was not included in the operational budget or is to exceed 120% of its budgeted amount, as well as if an item is considered a large purchase by the Staff Assistant, the excess spending must be approved by a two-thirds majority of the Executive Board, which must include approval from the Staff Assistant.

Article VI – Parliamentary Authority

The Parliamentary Authority shall be Robert's Rules of Order, Newly Revised, unless otherwise stated.

Article VII – Amendments

Amendments can be made to the Constitution of the Marching 97.

Any member of the Marching 97 can propose an amendment to the Constitution.

A proposal for an amendment will be considered by the Executive Board if it has no less than ten band members' written support. If the amendment is approved by a majority vote of the Executive Board, it is then taken to the band for a vote. The band must approve the proposal by at least a two-thirds majority vote.

Article VIII – Activities

Section One: Band Camp

Band Camp is a four-day excursion prior to Freshmen Orientation.

Band Camp is not required for band members but is highly recommended. However, Band Camp is required for all Executives and Rank Leaders unless prior clearance is given by the Executive Board in accordance with the Attendance Policy on missing a performance.

The schedule for the four days includes the learning and reviewing of basics, learning stand tunes and show music, and the learning of the pregame and halftime drill. The Executive Board is responsible for writing the Band Camp schedule.

Section Two: Practices

Practices are mandatory as set forth in the Attendance Policy for all members of the Marching 97. The Drum Major and the Student Conductor set the practice schedule.

Practices are to be planned, scheduled, and run by the Drum Major with assistance from the Student Conductor. The Drum Major is also responsible for communicating the practice schedule and the goals of each rehearsal to the band. Transportation

to the practice location and the attendance taking are to be arranged by the Staff Assistant.

If there is a justifiable cause for canceling practice, the Drum Major will make the call prior to the general departure for the practice location.

If the University has an emergency closing, practice is canceled.

Section Three: Performances

Performances, just as with practices, are mandatory for all members of the Marching 97.

The performance day schedule is set jointly by the Manager and the Drum Major. The schedule is dependent entirely upon the performance location and by the need or lack thereof for practice prior to the performance.

The Staff Assistant is responsible for attendance and transportation coordination.

If an official non-game performance is to be added during the season, the band must be notified at least two weeks prior to the event. Official events that are held in lieu of practice, during standard practice time, are still required for all members in accordance with the Attendance Policy.

Section Four: Flames

A flame is a volunteer group of band members that play in the style of a pep band.

All members of a flame - including alumni - represent Lehigh University and the Marching 97, and are expected to abide by all rules and regulations of the University and the Marching 97.

A flame leader is in charge of the organization and execution of a flame. They are responsible for all aspects of a flame, including but not limited to:

- Communications with the school where the flame is taking place and the 97 as a whole
- Collecting signups for the flame
- Ensuring required instruments and music arrive at and return from the flame safely
- Finding and supervising a conductor
- Securing food for attending band members

When required, flame leaders should coordinate the booking of hotel rooms with the Staff Assistant.

A flame leader may delegate these jobs at their discretion.

If needed, Executives may still execute any responsibility outlined in their job descriptions.

The Staff Assistant is still responsible for arranging transportation to the flame. The Drum Major is responsible for choosing

the flame leader(s) no later than 5 weeks before the flame, and reserves the right to remove the flame leader(s) if they do not perform their responsibilities.

The flame leader(s) must be present on sponsored transportation.

If any alumnus would like to play with the band at a flame, they must reach out to the Publicity Manager before the flame so arrangements can be made for music and instruments.

Alumni may attend flames, but cannot take University-sponsored transportation or stay in University-sponsored lodging.

If an alumnus attends a flame unannounced, any attending Executive Board Member reserves the right to turn the alumnus away.

Section Five: Alumni Participation in Official Events

Alumni, as well as non-band members, may enter the official band section during the third quarter of a home game until the eight-minute mark.

Alumni are allowed to participate in the Lehigh-Lafayette halftime performance, stands, and tailgating.

Alumni participating in the Lehigh-Lafayette halftime performance may attend practices during which the band is scheduled to work on the Lehigh-Lafayette show, according to the Drum Major.

If alumni choose to participate alongside current Marching 97 band members on ABD, the Drug and Alcohol Policy must be followed.

If at any point the Drug and Alcohol Policy is not upheld by an alumnus, Executive Board members reserve the right to direct the alumnus to the designated alumni section, or in severe cases remove the alumni from participation with the 97 in that given event.

Alumni must inform the Publicity Manager that they will be attending band camp. Alumni will be housed in a separate cabin from current band members. If an alumnus shows up unannounced, the Executive Board reserves the right to turn the alumnus away.

Article IX – Rank Leaders

Rank Leaders shall be chosen from the membership of each rank to act as the head of that rank and to serve as a liaison between the Drum Major and the rank members. Each rank shall have a designated rank leader who will serve for the duration of the band season.

Section One: Responsibilities

- The Rank Leaders' primary responsibility is to assist the Drum Major in teaching and maintaining the proper marching style, teaching new drill, maintaining order on the practice field, running music sectionals under the Student Conductor's discretion, and acting as a positive role model for band members on and off the field.
- The Rank Leaders should assist the proper Executives in verifying that all rank members have all essential materials before each performance and enforce uniformity of dress in stands.
- The Rank Leaders must attend board games and are responsible for finding a rank representative in the event that they are unable to attend.
- If a Rank Leader fails to fulfill their duties, they can be reevaluated by the members of the Executive Board, and a replacement may be considered.
- The drumline Rank Leaders are responsible for conducting drumline placements at Band Camp.

Section Two: Selection Process

Rank leaders must have a minimum of one year of experience in the band and must have attended Band Camp at least once. The Drum Major and other Executives may override the latter requirement if needed.

Eligible band members may apply for the position of Rank Leader. The Executive Board will then review the list of candidates in consultation with the Drum Major, who will make the final selections.

Respectfully submitted,

A handwritten signature in black ink that reads "Adam Golian". The signature is fluid and cursive, with the first name "Adam" and last name "Golian" clearly distinguishable.

Adam Golian, Manager