

Constitution of the Villanova Band

Last Updated: November 24, 2019

Preamble

The Villanova University Band will serve as the most prominent and visible musical organization at Villanova University, performing at all kinds of events throughout the school year. Under the leadership of its Directors and student-led Executive Board, the Villanova Band strives to spread the joy of music with not only students and alumni, but people of all kinds throughout the world. Through its open acceptance of musicians of all skill levels, the Villanova Band provides all aspiring musicians at Villanova with the opportunity to create and share music in a community reflective of our University's Augustinian values.

Article I: Title and Membership

Section 1: Title and Function

- A. The official title of this organization will be the Villanova University Band.
- B. The Band will consist of the Scramble Band, the Pep Band, and the Concert Band.

Section 2: Membership

- A. To be a member of the Villanova University Band, one must be a member of the Villanova University student body or its staff, except by permission of the Directors.
- B. To be a member of the Villanova University Band and be entitled to the privileges thereof, a musician must be a member of the Scramble Band and the Concert Band, except by special permission of the Director.
- C. Active membership is defined as follows: Attendance above 70% of all events (performances and rehearsals) in the current academic year. Full Attendance policies can be found in [Appendix I](#). Full membership is outlined in [Appendix I, Section 2](#).

Article II: The Director of the Band

Section 1: Authority

- A. The Director, as an appointee of the Vice President of Student Involvement, will have final authority over all matters of Band policy and discipline.
- B. The Director will have final authority in the selection of music to be performed by all ensembles that comprise the University Band.
- C. The Director, as an appointee of the Vice President of Student Involvement, will have veto power over any and all Executive Board decisions that may be considered detrimental to the Band or detrimental to the overall Band program.

Section 2: Responsibilities

- A. The Director will be responsible for approving the appropriation of money.

- B. The Director will hire any additional part-time staff members to instruct the various Band Front and instrumental sections deemed necessary and within the budgetary limits prescribed by the Office of Music Activities.
- C. The Director will work in collaboration with the Executive Board in creating a thriving environment for the Band.

Article III: The Executive Board

Section 1: Membership and Authority

- A. The Executive Board will be elected from the Band membership, as outlined in [Article VI](#).
- B. The Executive Board will consist of the elected officers of the Band: the President, the Executive Vice-President, the Vice-President of Fundraising, the Treasurer, and the Secretary.
- C. Their authority will encompass the entire organization as provided by this Constitution.

Section 2: Responsibilities

- A. The terms of the officers will begin immediately at the time of election into the office.
- B. The Executive Board will advise and lead the Band, as outlined in [Article IV](#) and [Article V](#).

Article IV: The Functions of the Executive Board

Section 1: Working with the Director

- A. The Executive Board will act as an advisor to the Director in matters of Band policy.
- B. The Executive Board may act on behalf of any Band members who feel that the Director may have unjustly disciplined them, per the Appeal Procedure outlined in the University Blue Book.
- C. Any decision by the Director regarding Band policy may be appealed by the Executive Board to the Vice President of Student Life.

Section 2: Board Meetings and Other Duties

- A. The President will convene regular meetings of the Executive Board, as deemed necessary. A quorum of the Executive Board will be four.
- B. Members of the Executive Board will keep an up-to-date file on the duties and activities of their offices and will prepare a report at the end of each term to be given to their successors.

Section 3: Open Board Meetings

- A. The Executive Board will convene open board meetings to discuss matters of Band policy in an open environment with the Band membership.
- B. The Executive Board must hold at least one open board meeting in both the fall and spring semesters and may hold more as deemed necessary.

Section 4: Constitutional Review

- A. This Constitution will be subject to a complete review by the Executive Board every three years.

- B. During the period of review, the Executive Board will reserve the right to put a hold on amendments that are not deemed urgent in order to better uphold the integrity of this document.
- C. The schedule is as follows: Executive Board from 2019-2020, 2022-2023, etc.

Article V: Duties of the Officers of the Executive Board

Section 1: The President

- A. Will have the power and the duty to convene all meetings of the Executive Board.
- B. Will take over the administrative duties of the Director in their absence.
- C. Will serve as a liaison of the Band in all University related matters.
- D. Will maintain good discipline (in line with this Constitution and any amendments added herein) and high morale of the organization.
- E. Will oversee the duties of all officers of the Band.
- F. Will serve to facilitate discussion, commission projects, and further opportunities for the Band to perform.

Section 2: The Executive Vice-President

- A. Will function as President in the absence of that officer.
- B. Will arrange all the details for the social activities of the Band, included but not limited to formal, banquet, Senior Week, and Band Camp.

Section 3: The Vice-President of Fundraising

- A. Will be responsible for all fundraisers of the Band, including Cake and V-Shirt sales.
- B. Will make periodic reports on the progress of fundraising activities to the Executive Board.

Section 4: The Treasurer

- A. Will track the status of the Band's fundraising (9) and donation (4) accounts, as well as tracking purchases made by Band members, to be reported to the Director of Music Activities.
- B. Will record expenses and profits from fundraising each month.
- C. Will present reports on the financial status of the Band to the Executive Board and the Office of Music Activities upon request.
- D. Will aid appointed positions, such as the Fall Tour Directors and Alumni Secretary, with funding and budgeting activities.

Section 5: The Secretary

- A. Will be responsible for taking attendance at all Band events, as outlined in [Appendix I](#).
- B. Will maintain accurate attendance records for the entire organization, as prescribed in [Appendix I](#).
- C. Will handle all correspondences that do not fall under the duties of any other officers.
- D. Will maintain membership status reports by semester.

Section 6: The Outgoing Executive Board

- A. The outgoing Executive Board will handle Postseason responsibilities, including (but not limited to) creating the gatelists for the Big East Tournament and NCAA Tournament. The process by which this is undertaken is outlined in [Appendix V](#).
- B. The outgoing Executive Board members will act as advisors to their respective counterparts in the new Executive Board for the remainder of the Spring semester.

Article VI: Election of the Executive Board

Section 1: Timing and Logistics

- A. Elections will take place no later than three weeks before Spring Break.
- B. The President will preside over the elections, unless they are running for office again.
 - 1. In the event that the President is running for re-election, the Executive Vice-President will preside over the election of the President. The next available officer will be determined in the following order: Vice-President of Fundraising, Treasurer, Secretary.
 - 2. If all offices are involved in the election, the Director, or a neutral party designated by the Director, will preside over the election.
- C. No person will hold more than one position on the Executive Board.
- D. All offices will be open to re-election each year.

Section 2: Eligibility

- A. In order to be eligible for office, a member must:
 - 1. Fulfill all requirements set forth by the administration and the Music Activities Office.
 - 2. Have been an Active Member in Good Standing during their most recent active semester.
 - 3. Have been an Active Member for two consecutive semesters at any point.
- B. In order for a semester to count toward a potential candidate's eligibility, it must be completed from start to finish, except in the case of a first-year member who joins before October of the Fall semester.
- C. Band members who know that they will be unable to hold an elected position for the full year-long term for any reason (i.e. going inactive, going abroad) will be ineligible to run/apply for any position unless it is uncontested. Should a position become vacant for any reason, the members of the Band will be notified and nominations will open after two weeks, with an election to follow in the same procedure as the regular scheduled elections.

Section 3: Nomination Process

- A. Nominations will take place at least one week prior to the election.
- B. A list of nominees will be posted no later than one week prior to the election.
- C. The process will be as follows:
 - 1. Any member of the Band may nominate any eligible member.
 - 2. Another member must then second the nominee.
 - 3. The nominee must accept the nomination.

Section 4: Election Process

- A. Nominations and elections for each office will be conducted separately.
- B. Each candidate will be given approximately 12 minutes to speak to the Band before the ballots are cast: a speech of roughly 6-8 minutes, and the remaining time spent on Q&A.
- C. The order of speeches will be determined randomly by the presiding officer (i.e. names from a hat).
- D. A candidate must receive a majority of votes to win. In the event that no candidate receives a majority of votes on the first ballot:
 - 1. If there are four or fewer candidates for a single office, a second balloting will be conducted between the two candidates receiving the greatest number of votes.
 - 2. If there are five or more candidates for a single office, a second balloting will be conducted between the three candidates receiving the greatest number of votes. If no candidate receives a majority of votes on the second ballot, a third balloting will be conducted between the two candidates receiving the greatest number of votes on the second ballot.

Article VII: Appointed Offices and Committee Chairpersons

Section 1: Timing and Logistics

- A. The Appointed Position application and selection process will begin within 2 weeks of the election of the Executive Board.
- B. Positions will be selected and announced by Spring Break unless circumstances prevent the Executive Board from making the decisions in this time frame. In that case, the decisions should be announced as soon as is reasonably possible.
- C. Upon the announcement of appointed positions, the duties will be immediately transferred to the new officers. This turnover does not apply to the Historians and Pep Directors, as their duties extend to the end of the academic year.
- D. Members must reapply for positions every year. Members who are reapplying are welcome to advise the Executive Board.
- E. No band member may hold an Executive Board position as well as an Appointed Position at the same time. An exception would be when a member who currently holds an Appointed Position is elected to an Executive Board position. In this case, they may continue to fulfill their duties until the new Appointed Positions are selected by the Executive Board.

Section 2: Eligibility

- A. In order to be eligible for an appointed position, the member must:
 - 1. Be an Active Member.
 - 2. Be in the midst of completing their second consecutive semester in Band.
- B. Preference will be given to those who are able to fulfill their duties for the entire required term.

Section 3: Application Process

- A. Applicants must submit an application to the Executive Board, consisting of an explanation for how they are qualified and why they want the position. Duties are outlined in [Appendix VI](#).
- B. Applicants are encouraged to reach out to those currently holding their desired positions to learn more about what responsibilities each position entails.
- C. Applicants for Drum Major, Pep Director, and Tour Director positions have additional requirements for their application process.
 - 1. Drum Major and Pep Director applicants must also conduct the Band: a song of their choosing, a song of the Executive Board's choosing, and V for Villanova. Applicants may have their flipbooks with them when conducting.
 - 2. Tour Director applicants must also plan a mock trip and submit a mock packet.
- D. Section leaders are appointed through a separate process.
 - 1. During a rehearsal, each section will have the opportunity to nominate a member of their section to be section leader. An election within the section will be held if there is more than one member who is nominated and accepts.
 - 2. The sections are as follows: flutes, clarinets, saxes, horns, trumpets, trombones, low brass, and percussion.

Section 4: Selection Process

- A. All appointed positions will be selected by majority vote of the Executive Board.
- B. Members may apply for as many positions as they want, but are not guaranteed any or all positions for which they apply.
- C. The number of Band Managers, Drum Majors, Pep Directors, Librarians, and Tour Directors will be decided upon by the Executive Board and Directors.
- D. The number of members required to fill all other Appointed Positions will be determined by the Executive Board.

Article VIII: Removal of Officers

Section 1: Reasons for Removal

- A. Any officer who absents themselves from meetings or is otherwise negligent in the performance of their duties will be liable for removal.
- B. Attendance Requirement
 - 1. Executive Board member: Must maintain a minimum 90% attendance.
 - 2. Drum Major and Pep Band Conductor: Must maintain a minimum 80% attendance.

Section 2: Removal Process

- A. Attendance Reasons
 - 1. If an officer drops below the minimum attendance threshold at any time, they are put into a probationary period, as determined by the Executive Board (the officer in question excluded if it is a board member) and the Directors.
 - 2. If after the probationary period ceases, the officer still fails to meet the minimum attendance requirement, then the officer will be removed.

3. Furthermore, if at any time in the remaining year the officer falls under the minimum attendance threshold again, they will be immediately removed.
- B. Other Reasons
 1. The officer will be brought in before the Executive Board, and will be allowed to defend themselves.
 2. The officer will be absent from the final debate and the voting.
- C. If the Director suggests the removal of an officer, the members of the Executive Board voting on their suggestion have the responsibility to respect this judgment. If, however, the Executive Board and the Director are unable to reach an agreement or compromise, the issue may be presented to the Vice President of Student Life for study and final decision.
- D. Removal Requirement
 1. Executive Board member: May be removed by a majority (3/4) vote of the Executive Board, the officer in question excluded.
 2. Appointed Positions: May be removed by a majority (3/5) vote of the Executive Board.

Section 3: Replacement Process

- A. Executive Board member: An election will be conducted within two weeks to fill the vacancy. The election will follow the rules and processes outlined in [Article VI](#). Should a progression of officers take place, the voting will continue until all vacancies have been filled.
- B. Drum Major: Appointment of a new Drum Major will occur after a review of possible candidates, to be voted on by the remaining Drum Major(s), the Executive Board, and the Directors. Final veto power rests with the President and the Directors.
- C. Pep Band Conductor: Appointment of a new Pep Band Conductor will occur after a review of possible candidates, to be voted on by the remaining Pep Band Conductor(s), the Executive Board, and the Directors. Final veto power rests with the President and the Directors.
- D. Other Appointed Position: Appointment will follow the process outlined in [Article VII](#).

Article IX: Amendments

Section 1: Proposing an Amendment

- A. Proposals for amending the Constitution may originate from any Active Member.
- B. Proposals may be submitted any time to the Executive Board for their consideration.
- C. The Executive Board will review the proposed amendment for possible conflicts with other articles of the Constitution and will report its findings to the individual(s) who submitted the amendment within one month of receiving the proposed amendment.

Section 2: Voting on an Amendment

- A. If the proposed amendment is deemed constitutional by the Executive Board, the proposed amendment will be presented to the full membership of the Band.
- B. Voting will then take place by means of an online ballot, indicating both the article to be amended and the proposed amendment. If deemed necessary by the Executive Board and/or the Director, a hand vote may take the place of a ballot vote.

- C. A two-thirds (2/3) majority of the members who voted will be required for adoption of the proposed amendment. Amendments must be announced one week prior to the close of voting, and voting must be open for five days.

Section 3: Adoption of an Amendment

- A. If adopted, the amendment will be effective immediately, unless otherwise specified by the language of the amendment or the discretion of the Executive Board.

Code of Conduct

Band members are expected to conduct themselves properly in accordance with all National, State, and University laws, in preparation for and during all times, including Band functions. The Director will deal with all disciplinary matters.

Appendix I: Attendance Policy

Section 1: Membership and Attendance

- A. Attendance will be taken at each event that the Band plays at. The attendance will be entered in an overall cumulative percentage of the entire academic year, beginning at the point of active membership.
- B. Attendance will be recorded in a spreadsheet by the Secretary. This spreadsheet will be placed on the band website and will be available for members to check at any point.
- C. All events and rehearsals are mandatory unless otherwise noted.
- D. Members will be given attendance points at a performance or rehearsal only if they are in uniform and are playing their instrument. Officers of the Band will also be marked present if they are taking care of business that requires immediate attention and is in line with their duties as an officer.
- E. Extra rehearsals needed for individual sections will not be counted in the overall attendance unless the entire band is practicing in sections.
- F. At any band event, if a member is unable to perform at an acceptable level due to intoxication, they will not be given credit for said event.
 - 1. Any member who falls into this category will face an immediate ban from any postseason travel for that academic year.
 - 2. A second offense will result in an immediate ban from all gate-listed events that the Band takes part in.

Section 2: Definitions of Active Members

- A. Active Member: Any member with at least 70% cumulative attendance for a semester.
 - 1. Is eligible to participate in all band events, so long as the event is not limited to Active Members in Good Standing.
 - 2. May qualify for a men's basketball or women's basketball gate-list.
 - 3. May receive a pep band jersey, so long as they meet the additional requirements outlined in [Appendix II, Section 1](#).
 - 4. Is eligible for Fall Tour, so long as they meet the additional requirements outlined in [Appendix I, Section 9](#).

- B. Active Member in Good Standing: Any member with at least 90% cumulative attendance for a semester.
1. Enjoys all the same privileges as an Active Member.
 2. May enter into the Core Band lottery for basketball selection.
 3. Is eligible for Postseason travel.
 4. May run for office on the Executive Board, so long as they meet the additional requirements outlined in [Article VI, Section 2](#).

Section 3: Definitions of Inactive Members

- A. Any member who fails to meet the attendance requirements of the Band will be considered an Inactive Member. There are several types of inactivity.
- B. Declared Inactivity: Any member who wishes to take the semester off from Band can do so by notifying the Secretary within the first 2 weeks of the semester. Declaring inactivity for a semester won't hurt a member's overall attendance in any way, but an Inactive Member is not allowed to participate in any events the Band performs at.
1. Any member who returns within the same semester as declaring inactivity will be ineligible to participate in Fall Tour (if returning during the fall semester) or postseason basketball travel (if returning during the spring semester).
 2. Attendance will start on the date the member returns from inactivity, with an "Absent" (0/1) given for all previous mandatory events during that semester. Reasons for declaring inactivity include, but are not limited to, studying abroad, working, or focusing more on one's studies.
- C. Default Inactivity: Any member who falls under the 70% minimum attendance requirement will be considered inactive by default. Members who fall into this category may only go to mandatory events in order to get their attendance back up to 70%.
- D. Any member who cannot fully attend at least one rehearsal per week will automatically be deemed inactive.

Section 4: Absences

- A. All excused absences must be addressed prior to the time of the rehearsal or event, unless it is an emergency.
- B. In order to be excused from an event or rehearsal, members must notify the Secretary of the conflict, even if the conflict was previously discussed with the Directors.
- C. Anything not explicitly stated as excused or unexcused will be left up to the discretion of the Secretary and the Executive Board.
- D. Excused Absences: Any conflict cleared with the Secretary beforehand may be deemed excused. Members may be required to provide documentation for an excuse if deemed necessary. The following list outlines what may be considered excused absences, although it does not address every possibility:
1. Class – Attendance at rehearsal is expected before class if it begins at 6:45 or later, or after class if it ends 7:15 or earlier.
 2. Sick – No documentation needed; can't be excessive throughout the semester.
 3. Required event for a class
 4. ACS event – All 3 may not be excused unless they are required for the class. Note that band concerts are usually ACS approved.

5. Blue Key/Ambassador responsibilities – Candidates Day only.
 6. SPO Committee/LPH responsibilities – SPO weekend only.
 7. SLC/Scheduled Service event – Not with another club/sorority/fraternity.
 8. Interview – Only if the member does not have the option to choose their interview time.
 9. Grad School visit – Up to 2 a semester.
 10. Travel issue
 11. Family emergency
 12. Hospitalization or admittance to the Health Center
 13. Other music activity group – Only one excused rehearsal per week.
 14. Mandatory ROTC event
 15. Varsity athletic obligations (not practices)
 16. Work – Work will count as an excused absence during non-regular band events if a verified work schedule (ie: email from boss with timestamp, picture of schedule, etc.) is sent to the Secretary at least 2 days before the event.
 - i. Work will NOT be excused, however, during the time period of regularly scheduled rehearsals, concerts, football games, turf practice, or voluntary events that a member signs up for.
 - ii. Students may only submit one schedule per job per semester.
 - iii. Any further conflicts will be left up to the discretion of the Secretary and Executive Board.
- E. Unexcused Absences: The following list outlines what may be considered an unexcused absence, although it does not address every possibility:
1. Sorority or fraternity event
 2. Event or meeting for a non-Music Activities club
 3. Retreat
 4. Homework or studying
 5. Peer mentoring responsibilities (CEER Peers, VSB Mentors, etc.)
 6. Club or intramural athletic events
- F. If a member is asked to provide documentation for an excuse, but is unable to do so, they will not be excused.
- G. Any major conflict may be discussed with the Secretary and Directors.

Section 5: Attendance Sheet Descriptions

- A. Full Credit
1. Present (1/1 points): A member who fully attends a rehearsal or event from report time (or unloading the truck) to the end of the event (or loading the truck).
 2. Half-Present (0.5/0.5 points): A member who is excused for part of a rehearsal or event, and is present for the part from which they aren't excused.
 3. Excused (0/0 points): Any member who cannot attend a rehearsal for an excused reason, and has cleared this excuse with the Secretary beforehand, will be marked "Excused" on the attendance sheet. This means that the member will not receive any points for the event, but their attendance will not be hurt (0/0)
- B. Partial Credit

1. Half-Excused (0/0.5 points): A member who is excused for part of a rehearsal or event, but is not present for the part from which they are not excused.
 2. Half-Credit (0.5/1 points): A member who arrives late or leaves early by more than 30 minutes.
 3. Late (0.75/1 points): A member who arrives late or leaves early by less than 30 minutes.
- C. No Credit
1. Absent (0/1 points): A member who does not attend a rehearsal or event for an unexcused reason, does not have their instrument for the event, or does not wear the correct uniform for the event.

Section 6: Point Values

- A. Rehearsal [1 point]
- B. Concerts [3 points] – Winter and Spring
- C. Fundraising Activities [0.25 points]
 1. Cake and Cookie Deliveries
 - i. All cake and cookie deliveries are worth 1/4 (0.25/0.25) points.
 - ii. Failure to check in for mandatory cake and cookie deliveries (for those who live on campus) will result in a loss of points, either by placing a (-1) in the cakes column or by subtracting 1 from the total of previously delivered cakes.
 - iii. If it is discovered that a cake is not delivered to the intended recipient, the member will be penalized in the same manner as above.
 2. V-Shirt Sales
 - i. V-Shirt sales are worth 1/4 (0.25/0.25) points.
 - ii. Only freshmen and new members are eligible for these points, since they are the only ones required to attend V-Shirt sales.
 3. Attendance will be determined by the Vice-President of Fundraising.
- D. Football Games [6 points]
 1. Turf Rehearsal (1 point)
 2. Wildcat Walk (1 point)
 3. Tailgating Performance (1 point)
 4. Pregame and 1st Half (1 point)
 - i. Individuals who do not attend Turf Rehearsal cannot attend Pregame.
 - ii. Excused from Turf Rehearsal, Present for 1st Half → “Half-Present” (0.5/0.5)
 - iii. Excused from Turf Rehearsal, Absent for 1st Half → “Half-Excused” (0/0.5)
 - iv. Absent from Turf Rehearsal, Present for 1st Half → “Half-Credit” (0.5/1)
 - v. Absent from Turf Rehearsal, Absent for 1st Half → “Absent” (0/1)
 5. Halftime (1 point)
 - i. Individuals who do not attend Turf Rehearsal cannot attend Halftime.
 - ii. Excused from Turf Rehearsal → “Excused” (0/0) for Halftime
 - iii. Absent from Turf Rehearsal → “Absent” (0/1) for Halftime
 6. 2nd Half (1 point)

- E. Send in Class Schedule [1 point]
 - 1. Members must send their course schedules to the Secretary within the first 3 weeks of the semester, or within the first three weeks of joining Band if a member joins part way through the semester.
 - 2. Failure to do so within the first 3 weeks will result in members being marked “Absent” (0/1), although they may still be asked to submit their schedule for excused absences due to classes.
- F. Band Camp Rehearsals [1 point]
 - 1. Attendance taken at band camp rehearsals will count towards overall attendance for the upcoming academic year.
 - 2. Any member who is not signed up for band camp is not required to attend any events throughout the week. They are welcome to attend any events that are available for, although they will not receive credit for said events.
 - 3. If a rehearsal at band camp is both turf practice and concert band practice in the same day, it counts as two practices.
- G. All other events, unless otherwise specified, are worth 1 point.

Section 7: Basketball Attendance

- A. Men’s and women’s basketball games do not have any effect on overall attendance for the academic year.
- B. Any night in which rehearsal and a Women’s Basketball game coincide, rehearsal is mandatory unless you are attending the basketball game. This does not matter if rehearsal is cancelled.
- C. Attendance will be taken at both men’s and women’s games, as basketball attendance has a role in calculating eligibility for postseason basketball travel. See [Appendix V](#) for a more detailed explanation of the postseason basketball formula.
- D. Break games are not counted in the number of total possible games, but 0.5/0.5 attendance points will be awarded for each game attended.

Section 8: Percentages

- A. The attendance percentage is obtained by dividing the member’s attendance points by the total possible points. Not everyone has the same number of total possible points due to excused absences and non-mandatory events.
- B. A link to the attendance sheet will be posted on the band website and it is the responsibility of each member to check his/her attendance and discuss any discrepancies with the Secretary in a timely matter.

Section 9: Fall Tour

- A. In order to be eligible to go on Fall Tour, a member must:
 - 1. Be an Active Member (at least 70% cumulative attendance).
 - 2. Have at least 70% cumulative attendance for the previous academic year. If a member went inactive during the previous academic year, their overall attendance during their active semester will be used to calculate Fall Tour eligibility.

- B. Any member who declares inactivity in the fall semester but rejoins band part way through that same fall semester will be ineligible to participate in Fall Tour.

Appendix II: Pep Band Uniforms and Music

Section 1: Pep Band Uniform Eligibility

In order to be eligible for pep band uniform, a band member must have at least 70% attendance during the fall semester leading up to the time period when pep band uniforms are being ordered. If the band member is inactive or abroad, the member is required to have had at least 70% attendance during their most recent active semester.

Section 2: Pep Band Uniform Naming Process

If a specific group of members of the Band is deemed responsible for choosing the nicknames that will go on the back of pep band jerseys (hereafter referred to as "the namers"), that group will give each member receiving a pep jersey a chance to read and approve their individual jersey nickname before the nicknames are sent for printing. A member may choose not to view their proposed nickname before receiving a jersey, and this will count as approval of that member's given nickname.

In the event that a member chooses to read their nickname and has an issue with the proposed name, the member can formally request a change of nickname from the uniform managers or the namers. If such a request is made, the namers must receive approval of a new nickname from that band member before submitting them for printing. The member may also suggest an acceptable alternate nickname in place of the nickname they request to be changed. All requests for an alternate nickname will be treated as confidential by the namers, the uniform manager, and the member requesting the name change.

Section 3: Pep Band Uniform Selection Process

The Uniform Manager will, before the final round of voting has taken place for pep band uniforms, coordinate with the Executive Board and Director to remove from consideration pep band uniform options (1) deemed unworkable, (2) deemed too expensive, or (3) whose design may unfavorably represent the Band. Additionally, if an option or multiple options are removed from consideration for the aforementioned reasons, the Uniform Manager will go down the list of options democratically chosen in the previous rounds of voting in order to create the ballot options for the final round of voting. There will be no manipulation of, or addition to, the pep band uniform options on the final ballot by either the Uniform Manager or Executive Board.

If a pep band uniform is decided upon and ordered but the final product does not meet the standards outlined above, the Uniform Manager, Executive Board, and Director will go down the already voted upon list of options to find the top option that can be ordered within the time and budgetary constraints. Only if none of the democratically chosen options meet these standards will the Uniform Manager coordinate with the Executive Board and Director to develop a new slate of viable options to be voted upon by the Band.

Section 4: Flipbook Music Selection

- A. Pep Directors, Drum Majors, and Directors will be responsible for flipbook music selection during the summer.
- B. Any song that has been in the flipbook for fewer than two years may be removed by the Pep Directors, Drum Majors, and Directors.
- C. Any song that has been in the flipbook for at least two years that the Pep Directors, Drum Majors, and Directors wish to remove is subject to a vote by the membership of the Band.
 - 1. The proposed song to be removed will be voted upon by the full membership of the Band by means of an online ballot. The online ballot must be announced one week prior to the close of voting, and voting must be open for five days.
 - 2. A two-thirds (2/3) majority will be required for the song to stay in the flipbook. Otherwise, the song will be removed.

Appendix III: Pep Band Game Selection Process

Villanova men's basketball games are voluntary band functions. The tickets allocated to the Band are a privilege and should be treated as such.

Section 1: Basketball Signups

- A. A sign-up list will be posted on the website in the week prior to the game. The sign-up will remain open until the time at which the Secretary determines it will be closed.
- B. If more members sign up than there are spots available, the Secretary will make cuts according to the procedures outlined in this document (See [Appendix IV](#) for regular season basketball games, and [Appendix V](#) for postseason basketball games).
- C. Once the gatelist is sent to the band members, any member who wishes to remove their name must notify the Secretary within the stated time frame.
- D. Any Active Member who wishes to add their name to a men's basketball gatelist within the Secretary's stated time frame may do so, so long as the gatelist is not full. Since these members did not place their names on the list before the Secretary closed sign ups, they will not receive credit for attending the game, but may still play with the band so long as the aforementioned requirements are met.
- E. Anyone chosen to attend a game who is absent from the game will automatically be cut from the next game they sign up for that requires cuts. Exemption from this penalty is possible for extreme circumstances and will be determined by the Directors.
- F. Any Active Member is allowed to attend a women's basketball game without signing up, so long as the gatelist is not full.

Section 2: The Core Band

- A. The Core Band is made up of 29 spots, according to the instrumentation below.
 - a. 1 Pep Director
 - b. 3 Flutes/Piccolo
 - c. 3 Clarinets
 - d. 3 Alto Saxes
 - e. 2 Tenor Saxes

- f. 1 Bari Sax
 - g. 5 Trumpets
 - h. 3 Trombones
 - i. 1 Baritone Horn
 - j. 2 Mellophones
 - k. 2 Tubas
 - l. 3 Percussion (Drum Set, Snare, Perc Flex Spot)
- B. At least one of the members selected for the snare or flex spot must also be able to play drum set if needed.

Appendix IV: Regular Season Pep Band Selection

The following information pertains to the selection process for regular season basketball games.

Section 1: Eligibility

- A. In order to sign up, a member must:
 - 1. Be an Active Member (at least 70% cumulative attendance).

Section 2: Selection Process

- A. If more than 65 members sign up, the Secretary will make cuts.
- B. The Core Band (29 spots) will be filled first.
 - 1. Any Active Member in Good Standing (at least 90% cumulative attendance) will be entered into an instrumentation lottery to fill the Core Band ([Appendix III, Section 2](#)).
 - 2. Selection will take place regardless of seniority or attendance.
- C. The remaining 36 spots will then be filled.
 - 1. Any eligible member who is signed up but was not selected for the Core Band will be entered into an at-large lottery to fill the remaining spots on the gatelist.
 - 2. Selection will take place regardless of seniority, instrumentation, or attendance.
- D. Any eligible member who is not selected for the gatelist will be placed on a waitlist.
- E. Seniority will only be considered for the Senior Night men's basketball game. All active band seniors wishing to attend this game will be guaranteed a spot.

Appendix V: Postseason Pep Band Selection

The following information pertains to the selection process for the Big East and NCAA Tournament basketball games.

Section 1: Eligibility

- A. In order to sign up, a member must:
 - 1. Be an Active Member in Good Standing (at least 90% cumulative attendance).
 - 2. Have attended at least 4 regular season women's basketball games from start to finish.

- B. Any member who declares inactivity in the spring semester but rejoins band part way through that same spring semester will be ineligible to attend postseason games.
- C. Due to the competitive nature of attending postseason basketball games, the eligibility requirements will be used as hard cutoffs. The only possible exception is if there are not enough eligible members to fill the 29 spots. In this case, the Directors and Executive Board will use their discretion to fill the remaining spots.

Section 2: Selection Process

- A. If more than 29 members sign up, the outgoing Executive Board will make cuts.
- B. The Core Band (29 spots) will be filled.
 - a. Any Active Member in Good Standing (at least 90% cumulative attendance) will be entered into an instrumentation lottery to fill the Core Band ([Appendix III, Section 2](#)).
 - b. Selection will take place according to [Section 3](#) below.
- C. Any eligible member who is not selected for the gatelist will be placed on a waitlist.

Section 3: The Gigi Postseason Formula

This formula will be used to fill the 29-member Core Band for all postseason games. The following categories will be taken into consideration:

- A. Cumulative Attendance for the current academic year (40% weight)
 - 1. For members who were inactive in the fall semester, the average of their previous 2 active semesters will be used to determine their fall semester attendance score while they were inactive.
- B. Percent MBB Games Attended (35% weight)
 - 1. Break games are not counted in the number of total possible games, but 0.5/0.5 attendance points will be awarded for each game attended.
 - 2. After a member attends the minimum four required women's basketball games in order to be considered to attend men's postseason, every 3 women's games attended thereafter will count as 1 men's game. The initial four required do not count toward men's game attendance. This can only be used as a means to reach the maximum possible attendance of men's basketball games, and therefore cannot surpass the total potential number of men's games attendance throughout the regular season (i.e. the percent attendance of men's basketball games still cannot surpass 100%).
- C. Seniority Points (25% weight)
 - 1. This category takes into account the number of active semesters in the Band. Below are the number of active semesters and their corresponding point values.
 - i. [1-2] = 40 points
 - ii. [3-4] = 60 points
 - iii. [5-6] = 80 points
 - iv. [7-8] = 100 points
 - 2. A member who joins after Fall Tour during their first year in Band will receive a 0 for their seniority score in the immediately following spring semester.
 - 3. A member who has already completed 4 academic years at Villanova University since joining the Band is not eligible for postseason.

- i. Example: If you finish your undergraduate degree in three years and continue on in a fourth year as a graduate student, you would be able to attend postseason for that fourth year.

Complete Gigi Postseason Formula:

40%(Cumulative Attendance) + 35%(Percent MBB Games Attended) + 25%(Seniority Points)

It is the duty of the outgoing Executive Board to adhere to this formula as much as possible; however, discretion may be used in making the final selections by the outgoing Executive Board and Directors.

Section 4: The NCAA Tournament Selection Process

Historically, Villanova's men's basketball team has been selected to play in the NCAA Tournament. Because the team may not always qualify, it is not guaranteed that the team will go to the Tournament every year, and it is even less guaranteed how far the team will advance in each Tournament.

As outlined in the above section, the Band that will perform at the NCAA Tournament will be comprised of 29 members assigned by the outgoing Executive Board. The NCAA Tournament can consist of up to three weekends of games (First/Second Round, Sweet Sixteen/Elite Eight, and Final Four/National Championship). Signing up for one weekend will have no effect on a member's ability to make the list a week later.

In the event that the Villanova women's basketball team makes the NCAA Tournament, the same guidelines will be used as stated above. If both the men's and women's teams are playing in their respective Tournaments, a gatelist will be made for each. The outgoing Executive Board will create the men's list first, and they will then create the women's list from the remaining members who signed up for it. Members may sign up for one or both Tournaments. The outgoing Executive Board may ask members for their preference if they believe it is necessary.

Upon the release of an NCAA Tournament gatelist, all members on the gatelist are bound to their commitment. The Athletic Department often requires a quick turnaround on the submission of a gatelist, and the outgoing President will often have to submit the list to Athletics before it is made public to the Band.

Appendix VI: The Functions of Appointed Positions

Section 1: Alumni Secretary

- A. Will keep an accurate record and current file of all Band Alumni and their contact information.
- B. Will issue periodic publications informing the alumni of the activities of the Band.
- C. Will endeavor to enlist alumni support and aid for the Band, including working with the Band alumni group and the Villanova Alumni Office to further funding and donations.
- D. Will be responsible for the coordination of alumni activities (such as Homecoming and Commencement) with the Executive VP.

Section 2: Assistant to the Executive Vice-President

- A. Will be responsible for assisting the Executive Vice-President and Alumni Secretary in all matters deemed necessary.

Section 3: Assistant to the Secretary

- A. Will assist the Secretary in their duties of taking attendance at events in the absence of the Secretary.
- B. Will update website attendance for events in which they take attendance in order to maintain accurate records of attendance.

Section 4: Assistant to the Treasurer

- A. Will be responsible for assisting the Treasurer.

Section 5: Assistant to the Vice-President of Fundraising

- A. Will be responsible for assisting the Vice-President of Fundraising.

Section 6: Band Manager

- A. Will be responsible for all aspects of transporting instruments and equipment for all band functions.
- B. Will be responsible for the distribution, care, and collection of all band equipment.
- C. Will be responsible for the neat and orderly storage of band equipment in the areas provided (i.e. assigning lockers).
- D. Will turn in all receipts for purchases to the Directors.
- E. Must be van certified, and will be responsible for ensuring the vehicles used by the Band are working and filled with fuel.
- F. Will – for the years 2019-2020, 2020-2021, and 2021-2022 – undergo training and be responsible for checking the van and truck for spotted lantern flies whenever the van or truck is taken off campus. Band managers are required to log their checks.

Section 7: Band Uniform Manager

- A. Will be responsible for the issuance of band uniform articles.
- B. Will maintain inventory of uniforms that will be recorded every Band Camp.
- C. Will properly maintain the uniform storage area.
- D. Will organize a uniform selection contest every year.

Section 8: Drum Major

- A. Will conduct the Band at football events, as well as other events throughout the year.
- B. Will be responsible for music selection used by the Pep Band over the summer, along with the Pep Directors and Directors.
- C. Will assume conducting duties at basketball games in the event that a Drum Major is not available.
- D. Will act as a liaison between the Band and the Athletic Department when appropriate in order to maintain internal communication regarding field shows.

Section 9: Has Binn Editor

- A. Will supervise the publication of a newsletter issued periodically to band alumni and current band members.
- B. Will release at least one issue per semester, specifically, having copies ready for the Homecoming reception.
- C. Will maintain a Has Binn archive.

Section 10: Historian

- A. Will be responsible for keeping the events of the Band recorded by pictures.
- B. Will be responsible for creating the Spring Banquet and Homecoming slideshows, previous year's scrapbooks, and maintaining the bulletin board.
- C. The position of historian will be appointed with all other appointed positions but will not take effect until the start of Band Camp and run through Senior Week.

Section 11: Librarian

- A. Will be responsible for the preparation, issuance, and collection of all band music, including the transportation and distribution of flipbooks and concert band folders.
- B. Will keep an accurate inventory of all music.
- C. Will prepare alumni flipbooks.
- D. Will ensure that music is prepared for Band Camp prior to the start of camp.

Section 12: Pep Band Director

- A. Will conduct the Band at basketball events, as well as other events throughout the year.
- B. Will be responsible for music selection used by the Pep Band over the summer, along with the Drum Majors and Directors.
- C. Will assume musical responsibilities of the Pep Band in the absence of the Director.
- D. Will act as a liaison between the Band and the Athletic Department when appropriate.
- E. Will maintain internal communications in order to determine who will be assigned to which events.

Section 13: Philanthropy Chair

- A. Will organize performances for the Band and small ensembles at humanitarian and philanthropic events, including but not limited to: Day of Service and Special Olympics.
- B. Will organize band participation in support of charitable causes such as Relay for Life.
- C. Will explore and pursue avenues for the Band to support, help, and get involved in community, charity, and social causes.
- D. Will document all band philanthropic events to record the Band's social impact and service.

Section 14: Publicity Committee Chairperson

- A. Will be originators of all Band publicity releases and announcements, including, but not limited to, social media accounts.
- B. Will submit all finished publicity to the Director or appropriate Executive Board member for final approval.

- C. Will be the official liaison for the Band with all University publications (The Villanovan, Belle Aire, etc.)
- D. Will be responsible for all publicity related to Band fundraising efforts subject to the needs and wishes of the Vice-President of Fundraising.
- E. Will be responsible for coordinating the table at each Involvement Fair.

Section 15: Section Leader

- A. Will serve as an ambassador between members of the section, different sections, the Directors, the appointed positions (including the librarians), and the Executive Board.
- B. Will break up and assign parts within their section.

Section 16: Tour Director

- A. Will arrange the tour schedule subject to the approval of the Executive Board.
- B. Will concern themselves with all the details in the preparation for a tour, including transportation, lodging, itinerary, and other details deemed essential by the Executive Board.
- C. Will provide reports on their expected expenses for the Fall Service Trip, along with any other information the Tour Directors deem necessary, upon the Executive Board's request during the summer preceding the Fall Service Trip as well as the semester leading up to the trip, in order to adequately determine how much money needs to be fundraised to help pay off the Fall Service Trip.
- D. Will provide any additional information requested by the Executive Board in a timely manner.
- E. Will coordinate with the VP of Fundraising and the Treasurer in regards to raising funds to support the Fall Service Trip.

Section 17: Webmaster

- A. Will be responsible for both the technical and visual maintenance of the Band's website.
- B. Will be responsible for maintaining and updating the website permissions.
- C. Will be responsible for responding to requests of Directors and Executive Board members regarding website functions.
- D. Will be responsible for making sure the website is paid for when the renewals are due.
- E. Will maintain documentation about the process of running the website for use of future webmasters.