

**Pack It Up: A *cappella* for Athletic Bands  
Constitution  
last amended January 19, 2006**

**Article I – Name & Purpose**

**Section 1: Name**

This organization shall be known as Pack It Up: A *cappella* for Athletic Bands.

**Section 2: Purpose**

The purpose of this group shall be to allow members of the NCSU Athletic Bands another creative venue for the public performance of music.

**Article II – Membership**

**Section 1: Eligibility**

Membership shall be open to all NCSU Athletic Bands members and staff. Prospective members (pending audition) either must be currently involved with the Marching Band or must have been involved within one (1) year previous to the date of audition. No one may be a member for more than five (5) total years.

**Section 2: Selection of Members**

All new members must pass an audition and be approved for entry by a majority vote of the current membership.

**Article III – Officers**

**Section 1: Officer Titles**

The elective officers for this group shall be President, Director, Assistant Director, Secretary, Treasurer, and Business Manager.

**Section 2: Term of Office**

The officers shall be elected by a majority vote of the group members to serve a term of one (1) semester, beginning the first meeting of each semester.

**Section 3: Elections**

Nominations and elections for officers shall occur during the last meeting of each semester.

**Article IV – Duties of the Officers**

**Section 1: President**

The President shall preside over all the non-rehearsal portions of meetings. Responsibilities shall include setting meeting dates, providing an agenda, keeping members on task, and meeting with the advisor on a regular basis.

**Section 2: Director**

The Director shall preside over all rehearsals. Responsibilities shall include providing an agenda, conducting warm-up exercises and rehearsals, and helping the group realize its full musical potential.

**Section 3: Assistant Director**

The Assistant Director shall assist the Director with his/her responsibilities. The Assistant Director shall preside over rehearsals in the Director's absence.

**Section 4: Secretary**

The Secretary shall take minutes at all meetings. Responsibilities shall include recording attendance, maintaining the music library, distributing copies of music, and general correspondence with members (via e-mail or some other means of communication). All correspondence with the group shall be first submitted to the secretary.

**Section 4: Treasurer**

The Treasurer shall be in charge of all financial dealings. Responsibilities shall include collecting dues, maintaining a bank account, organizing fundraisers, and applying for Student Government Appropriations.

**Section 5: Business Manager**

The Business Manager shall be in charge of maintaining the group's public image. Responsibilities shall include finding opportunities for performances, reserving sites for concerts, making and maintaining contacts with local *a cappella* groups, and arranging and implementing publicity for all performances and auditions.

**Section 6: Duties of the Officers as a Whole**

The Officers shall serve as the governing body of the group. They shall meet on a regular basis as determined by the President.

## **Article V – Dues**

Dues for the group shall be \$5.00 per semester.

## **Article VI – Meetings & Sectionals**

### **Section 1: Meetings**

The group shall meet as determined by the group membership each semester.

### **Section 2: Sectionals**

Each section shall meet independently of the rest of the group for rehearsal purposes as determined by the group membership each semester. The Director shall appoint a Section Leader for each section to oversee these sectionals.

## **Article VII – Attendance**

### **Section 1: Roll**

Attendance shall be taken at all meetings and rehearsals by the Secretary.

### **Section 2: Unexcused Absences**

Each member shall be allowed two (2) unexcused absences per semester. Upon the third unexcused absence of the semester, the member shall be fined \$5.00 and not be allowed to attend any group function until the fine is paid. Upon the fourth unexcused absence of the semester, the member shall again be fined \$5.00 and not be allowed to attend any group function until the fine is paid. Upon the fifth and every subsequent unexcused absence of the semester, the member shall be put on probation and not be allowed to attend any group function until a review of the member is conducted by the Officers. This review may result in an additional \$5.00 fine, suspension, or expulsion of the member.

### **Section 3: Excused Absences**

Absences shall only be considered excused as per Section I.A of the NCSU Academic Policies and Regulations.

### **Section 4: Tardies**

A group member is tardy when (s)he arrives more than ten (10) minutes after the start of a rehearsal or preparation meeting for a performance. Three (3) tardies count as one (1) unexcused absence.

### **Section 5: Sectional Absences**

The Section Leaders shall notify the Secretary of any member who is absent from a sectional. Two (2) unexcused sectional absences count as one (1) unexcused absence.

### **Section 6: Required Performances**

A performance shall be considered required if the entire group has been notified at least three (3) weeks in advance of the performance date.

### **Section 7: Concert Absences**

Any member who misses a required performance shall be put on probation, unless documentation is provided in advance of the absence to the Secretary which conforms to Section 3 above. That member shall not be allowed to attend any group function until a review of the member is conducted by the Officers. This review may result in a \$10.00 fine plus one (1) unexcused absence (with no additional fines), suspension, or expulsion of the member.

### **Section 8: Appeals**

Any tardy, unexcused absence, unexcused sectional absence, or concert absence may be appealed, orally or in writing, to the Officers. The member shall explain the extenuating circumstances behind the tardy, unexcused absence, unexcused sectional absence, or concert absence in detail to the Officers. The Officers shall then make their decision to uphold or overturn the tardy or absence in question. Any tardy or absence upheld by the Officers shall not be appealed again.

## **Article VIII – Amending the Constitution and By-Laws**

Amendments to the Constitution or By-Laws shall be presented by members of the group at a regular meeting but shall not be voted upon until the next regular meeting, and then only after informing each member of the proposed amendments. Approval of two-thirds (2/3) of the active membership shall be required to successfully amend the Constitution or By-Laws.

## **Article IX – Ratification**

This Constitution shall be declared ratified and in force when approved by two-thirds (2/3) of the active membership.

**Pack It Up: A capella for Marching Band  
Constitution  
December 1, 2004**

**Article I Name & Purpose**

**Section 1: Name**

This organization shall be known as Pack It Up: A capella for Marching Band.

**Section 2: Purpose**

The purpose of this club shall be to allow members of the Marching Band another creative venue for the performance of music.

**Article II Membership**

**Section 1: Eligibility**

Membership shall be open to all North Carolina State University Marching Band members and staff. Prospective members (pending audition) must be currently involved with the Marching Band or have been involved within one year previous to the date of audition. No one may be a member for more than 5 total years.

**Section 2: Selection of Members**

All new members must pass an audition and be approved for entry by a majority vote of the current members.

**Article III Officers**

**Section 1: Officer Titles**

The elective officers for this club shall be the President, Director, Secretary, Treasurer, and Business Manager.

**Section 2: Term of Office**

The officers shall be elected by a majority vote of the club members to serve a term of one semester, beginning the first meeting of each semester.

**Section 3: Elections**

Nominations and elections for officers shall occur during the last meeting of each semester.

**Article IV Duties of the Officers**

**Section 1: President**

The President shall preside over all meetings and rehearsals. Responsibilities shall include setting meeting and rehearsal dates, providing an agenda, keeping members on task, and meeting with the advisor on a regular basis.

**Section 2: Director**

The Director is responsible for all things musical. Responsibilities shall include conducting, warm-up exercises, and helping the group realize its full musical potential.

**Section 3: Secretary**

The Secretary shall take minutes at all meetings. Responsibilities shall include correspondence with members (via email or some other means of communication) and making copies of music. All correspondence with the group shall be first submitted to the secretary.

**Section 4: Treasurer**

The Treasurer shall be in charge of all financial dealings. Responsibilities shall include setting up and maintaining a bank account, applying for tax-exempt status, fundraising, and applying for Student Government Appropriations.

**Section 5: Business Manager**

The Business Manager shall be in charge of maintaining the group public image. Responsibilities shall include finding and/or arranging gigs, reserving sites for concerts, making contacts with guest performers, and arranging and implementing publicity for all performances.

**Article V Dues**

Dues for the group shall be \$5.00 per semester.

#### **Article VI Meetings**

The club shall meet as determined by the club membership each semester.

#### **Article VII Attendance**

##### **Section 1: Roll**

Attendance shall be taken at all meetings and rehearsals.

##### **Section 2: Unexcused Absences**

Each member shall be allowed 2 unexcused absences. After the third unexcused absence, the member shall not be allowed to perform at the following concert and/or gig. Furthermore, that member shall be put on probation, pending the majority vote of the remaining members to either expel or continue the membership of said member.

##### **Section 3: Excused Absences**

Excused absences will only be considered for a class, test, personal emergency, work, or an official university function that presents a direct time conflict.

#### **Article VIII Amending the Constitution and by-laws**

Amendments to the constitution or by-laws shall be presented by members of the group at a regular meeting but shall not be voted upon until the next regular meeting, and then only after informing each member of the proposed amendments. A majority of two-thirds (2/3) of the members present and voting shall be required.

#### **Article IX Ratification**

This Constitution shall be declared ratified and in force when approved by two-thirds (2/3) of the active membership.