



Thompson Middle School  
Band Leadership  
Constitution

(Revised 8/12/2009)

**I. Name**

- a. The name of the organization shall be the Thompson Band Leadership (also hereinafter know as TBL).

**II. Purpose**

- a. To keep the school and community informed of Band activities and accomplishments.
- b. To coordinate various activities/functions as needed.
- c. To demonstrate leadership skills and provide an exemplary role model.
- d. To act as a liaison between directors/officers and students involved in the program.
- e. To serve as a decision-making group when called upon.
- f. To assist the TMS Band Boosters with concert wear distribution.
- g. To promote and assist with approved fund-raisers.
- h. To fully support the Program Director.

**III. Membership**

- a. The TBL Membership will be comprised of: President, Vice President, Secretary, a Representative from each of the band periods, Drum Major, Assistant Drum Major, Drum Captain, Assistant Drum Captain, Communications Officer, Equipment Officer, Red Team Liaison, Librarian, IB/SB Concertmasters, IB/SB Section Leaders, and the Program Director.
- b. The TBL Council will be a sub group comprised of: President, Vice President, Secretary, Band Representatives, Drum Major, Assistant Drum Major, Communications Officer, Equipment Officer, Red Team Liaison, and Program Director.
- c. The Program Director will guide the organization but will remain a non-voting member.
- d. Members must maintain a 2.0 GPA throughout their term.
- e. Council Members are required to attend all scheduled meetings unless permission is granted by the Program Director or TBL President.
- f. Members will be elected/appointed to a one-year term.
- g. No member may hold more than one elected or one appointed office at a time.
- h. No member may be elected to the same office for more than two years.
- i. A member may be suspended or removed from an office by the Program Director if he/she fails to fulfill his/her duties.
- j. The Program Director may hold re-elections or re-appoint for any vacancies.
- k. All resignations must be submitted in writing to the Program Director.

**IV. Chain of Command**

- a. Program Director
  - i. TBL President/DrumMajor
    1. TBL Council/Concertmaster/Drum Captain
      - a. Section Leader/Librarian

**V. Character Expectations**

- a. Set a perfect example at all times in leadership, punctuality, attendance, musicianship, discipline, language, integrity, and attitude.
- b. Encourage all students to perform to the best of their abilities.
- c. Keep up morale through praise and encouragement.
- d. Develop a personality that encourages cooperation and respect.
- e. Carry out directions from the director exactly as given.

## **VI. Elected Officer Process**

- a. Positions for election are President, Vice President, Secretary, and Band Representatives.
- b. President/Vice President/Secretary of Tri-M may not hold positions of President/Vice President/Secretary of TBL.
- c. Elections will be held within the first 4 weeks of the school year.
- d. Elections will be decided by vote of the band members under each position.
- e. In the event of a tie, the Program Director will cast the deciding vote based upon an interview.
- f. Officer installation will take place no more than one week after election results have been determined.

## **VII. Duties of the President**

- a. Schedule and coordinate all TBL meetings.
- b. Oversee all operations of the council.
- c. Remain in direct communication with the Program Director on all issues pertinent to TBL.
- d. Cast a deciding vote in case of a tie.
- e. Preside as chairperson of the TBL Council.
- f. Enforce a strict observance of the constitution of the association.
- g. Attend all general meetings of the TMS Band Boosters (this does NOT include meetings of the Booster Executive Board or the Board of Directors).
- h. Vote on behalf of the program at general Band Booster meetings.
- i. Assist and keep records of fund-raisers in cooperation with the Band Boosters.
- j. Assist with concert wear distribution and collection.
- k. Perform other duties as assigned by the Program Director or Booster President.

## **VIII. Duties of the Vice President**

- a. Assume all duties of the President in case of his/her absence.
- b. Keep TBL office organized and clean.
- c. Assist with fund-raisers, in cooperation with the Band Boosters.
- d. Collect GPA information from TBL members after the 2<sup>nd</sup> and 4<sup>th</sup> grading periods. The Vice President will receive the GPA information in a sealed envelope from each member and maintain confidentiality as it is passed onto the Program Director.
- e. Perform other duties as assigned by the Program Director, President, or Booster President.

## **IX. Duties of the Secretary**

- a. Keep minutes of all meetings of the TBL.
- b. Provide the President, Communications Officer, and Program Director with copies of the minutes of all TBL meetings.
- c. Retain records of all past meetings in a binder that is accessible to all members.
- d. Assist the Communications Officer in public relation activities.
- e. Perform other duties as assigned by the Program Director, President, or Booster President.

## **X. Duties of the Representatives**

- a. Provide daily announcements of information pertinent to the program.
- b. Distribute materials from OUT basket, band boosters, or school.
- c. Act as an accurate voice for the students they represent.
- d. Report to students any pertinent information from TBL meetings.
- e. Call meetings for their respective groups to clarify opinions on voting issues.
- f. Distribute fund-raiser information and products to their respective classes.
- g. Sell items from the band store and exchange currency as needed.
- h. Assist in keeping the classroom organized and clean.
- i. Perform other duties as assigned by the Program Director, President, or Booster President.

**XI. Appointed Officer Process**

- a. Positions for appointments are Drum Major, Assistant Drum Major, Drum Captain, Assistant Drum Captain, Communications Officer, Red Team Liaison, Librarian, IB/SB Concertmasters, and IB/SB Section Leaders.
- b. Appointments to these positions are made by the Program Director and can be made any time throughout the school year.

**XII. Duties of the Drum Major/Assistant Drum Major**

- a. Maintain discipline in the unit at all times.
- b. Practice and memorize all marching commands.
- c. Wear a whistle at all parade-related practices or performances.
- d. Observe, assist, and instruct students in their marching technique.
- e. Oversee equipment loading/unloading for parade-related events.
- f. Assist the TBL President as needed.
- g. Support the other TBL officers.
- h. Perform other duties as assigned by the Program Director.

**XIII. Duties of the Drum Captain/Assistant Drum Captain**

- a. Maintain discipline in the drumline at all times.
- b. Keep an accurate record of attendance for all rehearsals.
- c. Report any issues with discipline, attendance, equipment breakage, etc. to the Director.
- d. Make certain drumline members have all necessary materials and the room is ready for rehearsals to begin on time.
- e. Make certain drumline members put away all materials, music, instruments, equipment at the end of rehearsals.
- f. Observe, assist, and instruct students who need additional help.
- g. Oversee equipment loading/unloading for drumline-related events.

**XIV. Duties of the Communications Officer**

- a. Keep announcements updated daily.
- b. Keep bulletin boards clean and updated.
- c. Keep an updated calendar for the TBL to use.
- d. Keep the calendar for the Program Director updated.
- e. Keep the school administration informed about upcoming band events.
- f. Schedule announcements about events to be in the school video announcements.

**XV. Duties of the Equipment Crew Leader**

- a. Select and manage a crew.
- b. Consult with the Program Director daily on rehearsal needs.
- c. Keep music stands and chairs in working condition.
- d. Monitor instrument storage rooms for violations and cleanliness.
- e. Oversee equipment loading/unloading for concert-related events.
- f. Assist with instrument inventory control.

**XVI. Duties of the Inventory Control Officer**

- a. Keep Yellow Binders in good condition and organized.
- b. Help maintain records for instrument check out and collect forms.
- c. Keep all school-owned instruments labeled properly.
- d. Prepare instruments to be sent out for repair.
- e. Inventory band store stocking and report needs.

**XVII. Duties of the Red Team Liaison:**

- a. Keep open communication with MVHS Recruitment and Retention officers.
- b. Help to coordinate shared events with MVHS band.
- c. Provide a TMS presence at elementary concerts.
- d. Assist with the recruiting of 5th grade band members.
- e. Meet and talk to 5th grade band members at the Red Team District Concert.

**XVIII. Duties of the Librarian**

- a. Keep the music inventory filed and organized.
- b. Implement a system for music requests.
- c. Handle all music requests in a timely manner.

**XIX. Duties of the Concertmaster**

- a. Begin warm-ups and tuning in a timely manner.
- b. Prepare Program Director's scores/books for rehearsal.
- c. Make certain room is rehearsal-ready
- d. Assist or conduct instrument and/or binder inspections.
- e. Make certain Section Leaders hold biweekly sectionals and assist if needed.
- f. Make certain Section Leaders perform their duties.
- g. Hold Section Leader meetings if necessary
- h. Oversee all music, instrument, equipment loading/unloading for performances.

**XX. Duties of the Section Leader**

- a. Lead your section in quietly and maintain control throughout the entire period.
- b. Make certain your section is ready to rehearse for class and has all necessary music, instruments, and supplies.
- c. Conduct periodic inspections checking for numbered music, musical terms, reeds, and other items.
- d. Check your section for pencils and marking music as instructed.
- e. Check your section for tuners (SB).
- f. Make certain your section puts away all materials, music, instruments, and equipment at the end of rehearsals.
- g. Organize and/or conduct section rehearsals once every two weeks.
- h. Keep an accurate record of attendance at all sectionals and provide make-up sectionals for excused absences.
- i. Make certain your section is aware of all upcoming events, rehearsals, and performances.
- j. Attend section leader meetings as assigned.
- k. Report any problems to the Concertmaster.

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Last Name , First Name

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Title

### Thompson Band Leadership Agreement

As an officer of the Thompson Band Leadership, I have read, understand, and agree to uphold the duties and responsibilities as outlined in the TBL Constitution. I understand that if I do not uphold these duties and responsibilities, I will be removed from my position.

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Officer's Signature

\_\_\_\_\_  
Date

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Director's Signature