



AMS Club

Queen's Bands Constitution

Updated: January 2026

Section 1: Name & Brand

1. The club shall be known as **Queen's Bands**, a club ratified by the Alma Mater Society (AMS) of Queen's University in 1905.
2. This Constitution is subordinate to the policies of the Alma Mater Society (AMS), the AMS Constitution, and all applicable Queen's University student policies.

1.1 Queen's Bands and Its Brand

The name of the organization shall be Queen's Bands, plural to denote the unique composition of the organization, i.e., the Pipe Band, Brass Band, Drum Corps, Highland Dancers, Cheerleaders and Colourguard all function as semi-autonomous units, under a common name, working together with a common purpose.

There shall be a standard crest, the design of which shall be kept in the Alma Mater Society Office. This crest will be painted, in accordance with the current Alma Mater Society regulations and Physical Plant Services permission, in front of Grant Hall by members of Queen's Bands. A crest patch shall be granted to every member of Queen's Bands deemed to be in good standing (see Section 4.1) that has completed at least one year as an active member of the organization or as deemed fit by the executive.

As the name suggests, all facets of the organization shall march together when on parade, with the Colourguard at the forefront of the band and the Cheerleaders acting as a rear guard. The

Pipers shall always march in the front line behind the Drum Major in the combined formation. At the discretion of the Queen's Bands Executive, individual units may at times perform separately, however, as the name implies, the organization is not to act as an umbrella for two distinct bands—the Pipe Band and the Brass Band— but rather one united band on parade with a Pipe section, a Brass section, a Drum Corps, a Highland Dancing contingent, led by a Colourguard and followed by a Cheerleading squad. This order may be changed at the discretion of the Executive.

Section 2: Mandate & Objectives:

2.1 Mandate

The purpose of this organization shall be to represent Queen's University as the largest and oldest student-run marching band in Canada, supplying music/entertainment at various on or off-campus events. In particular, Queen's Bands will appear at Queen's Gaels football games, both home and away. Queen's Bands is responsible for serving as Queen's University ambassadors and providing entertainment at official and/or other events on or off campus.

2.2 Objectives

The objectives of the club are:

1. To participate in activities organized by divisions of Queen's University, including but not limited to: Queen's Athletics and Recreation, Queen's ratified-clubs, Queen's Alumni Association, and Queen's Student Experience Office.
 - a. Participation in activities at Queen's (e.g. appearances at football games) must be maintained as the prime responsibility of the Bands. The Bands shall be aware of the vital role they play in sharing and displaying Queen's tradition and spirit. The Bands will provide said benefits to the Queen's community and will participate in as many appearances as the fall and winter schedule permits.
2. To represent Queen's University and supply music/entertainment at various other events
 - a. The Bands shall provide inspiration and entertainment at official events off-campus as the Operations Manager shall deem fit. The Bands shall be aware of the vital role which they play on behalf of the University as a whole in projecting a positive image of Queen's within the surrounding community. The

Bands will provide benefits to said community and will participate in as many appearances as the fall and winter schedule permits.

At no time should the fulfilment of the aforementioned objectives in any way inhibit personal enjoyment or spirited participation of the members of the organization, or unduly compromise the academic responsibilities of each member.

The activities of the Club shall be carried out with no intention of personal financial gain. All funds shall be used exclusively to achieve the above objectives.

Section 3: Membership

3.1 Membership:

Membership is defined in accordance with the membership section in the AMS Clubs Policy.

- All AMS/SGPS members are eligible to participate in any membership category adopted by Queen's Bands.
- Non-AMS/SGPS members are eligible to be general members of Queen's Bands as Community Members; they may not serve on the Executive Team or have access to confidential information (see Section 3.2 for further information of Community Member eligibility in Queen's Bands).

Anyone eligible and interested in joining the organization must fulfill the membership requirements specified in Section 3.3 to become a member of Queen's Bands.

3.2 Community Membership Eligibility

Community Members are defined as persons who are not members of the AMS or SGPS, and whose primary residence is in the City of Kingston or the surrounding counties.

- With the approval of the Operations and Finance Managers, Community Members may be permitted to audition for Queen's Bands (audition requirements outlined in Section 3.3).
- If a graduating member of Queen's Bands continues to fit the definition of a Community Member following their graduation, they may continue within Queen's Bands without re-auditioning, subject to the consent of the Operations and Finance Managers, and the relevant section head(s).

- Should a Community Member cease to have primary residence in Kingston or the surrounding counties, their membership with the Queen's Bands shall be terminated.

3.3 Membership Requirements

- **3.3.0 Auditions**

Admittance to the organization shall be based on the merits of relevant ability, enthusiasm, and commitment. All applicants will be tested on these criteria during auditions to be held as early as possible during the first two weeks of class, with two or three days of audition slots available in the evenings to ensure accessibility for all interested applicants.

- Auditions will involve an interview component, and other components as determined by Section Heads. These components may include, but are not limited to: playing tests for Brass Band, Pipe Band, and Drum Corps, and pre-determined routines for Highland Dance, Cheer, and Colourguard.
- The creation of the audition panel and criteria for each section's auditions shall be overseen by the Equity Officer(s) and/or Operations and Finance Managers.
- The final decision on who to admit to the organization rests with the Section Head Executive members responsible for the section in question and they shall take into consideration the advice of the Equity Officer(s).
- Late audition to the Bands if deemed necessary by the Band's Executive is also permitted.

- **3.3.1 Attendance**

Members of Queen's Bands must attend all practices and performances and must remain at the event, with the exception of extenuating circumstances, in which case excusal is at the discretion of the relevant Section Head Executive(s).

- **3.3.2 Membership Fees and Deposits**

Queen's Bands membership fees shall be paid by each member annually at the beginning of the fall term or at the discretion of the Finance Manager. The fee and payment deadline shall be established by the Finance Manager, and any change in this fee shall be voted on by the Bands Executive.

- The Executive members will pay half of the established fee.

- Any member of the Bands that misses an established due date without prior consultation with the Finance Manager must pay an additional late fee of 25% of the established fee.

Additionally, a uniform deposit will be paid by all members of Queen's Bands that will be established annually by the Quartermaster(s) and Finance Manager, and any change in this deposit shall be voted on by the Bands Executive.

- This deposit will be paid before receiving a Queen's Bands uniform.
- This deposit will be withheld until the member departs from Queen's Bands.
- If a uniform piece is lost or destroyed at the discretion of the Quartermaster(s), this deposit will not be refunded.
- At the end of membership, the deposit amount paid by the member will be returned to them at the discretion of the Quartermaster(s) and Finance Manager.

3.4 Membership Involvement:

- **General Members:**
 - General Members are defined as members who have successfully completed an audition and have been admitted to the organization.
 - All members (General or current Executive) of the Queen's Bands in good standing shall be entitled to vote in the Executive elections.
 - General Members are also entitled to vote in elections and emergency elections as specified in Sections 6.4.1.0 and 6.5.1.0, and Section 8.1, respectively.
 - Only General Members are permitted to participate in Queen's Bands activities, unless given permission from the Executive.
- **Executive Members:**
 - Executive Members are defined as General Members who have successfully been elected to the Executive Team via election procedures detailed in Section 6.
 - Executive Members are able to distribute strikes as outlined in Section 4.3.
 - Executive Members are able to vote as detailed throughout this Constitution.

3.5 Leave of Absence - Medical, Personal, or Exchange

Each member is entitled to apply for leave of absence(s) which will in no way affect their standing in the Bands. A leave of absence is valid for one semester during which a member

shall not attend practices or performances unless they receive permission from their section head(s). The leave may be reapplied for at the end of a semester. A leave of absence can only be attained if a member is:

- Going on an exchange
- Needed for medical/health reasons
- Needed for personal reasons
- Needed for academic reasons

In all cases, some sort of explanation to the section head(s) is needed, while not infringing on the member's privacy, especially in the second and third cases. In all cases, reasonable time must be given to the section head(s). To receive a leave of absence, the leave of absence form must be filled out and sent to be approved by the member's section head(s) and the Operations and Finance Managers. The member going on a leave of absence must also return their uniform and any equipment belonging to Queen's Bands before receiving approval.

Section 4: Club Code of Conduct

All individuals involved with Queen's Bands are expected to comply with the Queen's Bands Constitution, the AMS Constitution, the AMS Clubs Policy, and applicable Queen's University policies.

4.1 Membership Status

All members of Queen's Bands shall be deemed to be in good standing if they:

- Have a good attendance record within the strike policy set out in Section 4.3.
- Have maintained or attained the behavioural expectations and performance abilities as set by section heads at the beginning of the year.
- Not be on probation as outlined in Section 4.3.
- Have paid their membership fees as outlined in Section 3.3.2.
- Have read and agreed to abide by the Queen's Bands Constitution, the AMS Constitution, and AMS Clubs Policy and have signed a form agreeing to the same.

4.2 Queen's Bands Code of Conduct

All Queen's Bands members are expected to follow this Code of Conduct; failure to do so may result in the termination of membership as per Section 4.4.

- No member of Queen's Bands shall be visibly under the influence of alcohol or other controlled substances while in uniform and/or formally representing the Bands.
- No member of Queen's Bands shall handle alcohol or other controlled substances while in uniform and/or formally representing the Bands, unless given express permission by the Executive.
- Each member is expected to act accordingly while in uniform, or while at official functions as outlined in Section 4.3.1.0.
- Each member of Queen's Bands, as a member of the University community, is expected to adhere to the University Code of Conduct. A potential violation of the University Code of Conduct may result in an investigation by the Student Conduct Office or the Judicial Affairs Office.
- All members of Queen's Bands will actively promote a welcoming environment no matter creed, religion, race, ethnicity, gender, sexual orientation, socioeconomic status, ability, or experience.

4.3 Queen's Bands Strike Policy

- **4.3.1 Strike Categories and Distribution**

The Queen's Bands strike policy will be divided into four (4) distinct groups: Uniform, Practice/Meeting, Performance, and Behavioural. Each of these groups will contain strikes to be handed out on the following conditions with the exception of behaviour strikes:

4.3.1.0 Uniform Strikes

These strikes are to be distributed to members of Queen's Bands if they do not meet the requirements of dress and deportment expected by the organization. At the discretion of any Executive Member, a uniform strike will be given, if, while in uniform, a member: spits, swears, chews gum, smokes, removes or adds pieces to the uniform without permission, is visibly inebriated, consumes or handles alcohol or any other controlled substance, uses their cell phone, wears their uniform to non-sanctioned events and/or disrespects the uniform.

- Cameras, cell phones, and other digital devices are not permitted during events, with the exception of Alumni and External Relations and Section Heads, or otherwise at the Quartermaster(s)' discretion.

- A strike will be distributed at the discretion of the Quartermaster(s) if a uniform piece requires replacement (e.g., an item is lost, an item is severely damaged, etc.).
- Uniform strikes must be documented and reported to the struck member within 48 hours of when the offence was witnessed or an Executive member became aware of said offence with definitive proof.

4.3.1.1 Performance Strikes

These strikes shall be distributed to members of Queen's Bands if they do not attend a mandatory Queen's Bands event. At the discretion of the relevant section head(s), this strike may be excused.

- A mandatory event is defined as either an event that Bands members have been given at least two weeks notice of or an optional event that a member has committed to. An event can be declared optional at the discretion of the Operations Manager.
- Attendance shall be taken by the relevant section head(s) and will follow the procedure as outlined in Section 4.3.1.

4.3.1.2 Practice/Meeting Strikes

These strikes are to be distributed to members of Bands by relevant Executive members (e.g., relevant section heads for sectional practices and marching practices, Operations Manager for executive meetings, etc.) if the member fails to attend a required practice or meeting. The relevant Executive member may excuse a practice/meeting strike at their discretion. Any discrepancies which arise about attendance should be referred to the Equity Officer(s). Executive members are not exempt from attendance policies.

- A required practice or meeting is defined as either a practice or meeting that Bands members have been given at least two weeks notice of or an optional practice or meeting that a member has committed to. A practice or meeting can be declared optional at the discretion of the relevant Executive member.
- Attendance taking is the direct responsibility of each section head(s) or their chosen representative. Within Executive meetings, the Operations Manager or their chosen representative is responsible for taking attendance. Once attendance is taken, the relevant Executive member is responsible for updating the master attendance record.

- If the relevant Executive member does not update the master attendance record within a week of the mandatory practice/meeting or mandatory event, they will be distributed a practice/meeting strike by the Equity Officer(s).
- In instances where the relevant Executive members have failed to update the master attendance record within a week of the mandatory practice/meeting or mandatory event, the member who missed said mandatory practice/meeting or mandatory event shall not be struck.

4.3.1.3 Behaviour Strikes

All members are expected to behave to the Code of Conduct as outlined in Section 4.2 at all times, in and out of uniform.

- After every behaviour strike is given, the Executive member who gave the strike must notify the struck member, their section heads, the Equity Officers, and the Operations and Finance Managers as soon as they are able. Jointly, they will decide whether or not to call an emergency Executive meeting or a private meeting with the member of concern. In the case of a private meeting, the aforementioned Executive members must be present. During either possible meeting, the member will be given a chance to explain their conduct, and it is up to the discretion of the Executive whether to: deem the strike unnecessary, give a warning, place the member on probation, or hold a meeting according to the termination procedure outlined in Section 4.4.
 - Should the member of concern receive further behavioural strikes, the Executive will proceed with the procedure outlined in Section 4.3.1.3 with the change that the decision shall be between placing the member on probation or the termination of their membership. Should the Executive decide to place the member on probation, the member will be informed that they are being placed on probation and all members of the Executive shall monitor the member for future behavioural infractions.
 - No behaviour strike may be given on any basis that includes an alleged incident involving discrimination, sexual harassment, or sexual assault. Any such matter must be referred to the Student Conduct Office, HREO, and/or SVPR.
- **4.3.2 Strike Out Policy**

Every member of the Queen's Bands shall be permitted to receive 3 performance, 3 uniform, and 3 practice/meeting strikes for each semester. A fourth strike obtained in

one of these strike sections will result in a strikeout meeting, wherein the Bands member will be brought before an Executive assembly consisting of the Operations Manager, the Finance Manager, the Equity Officer(s), and/or the member's respective section head(s) to discuss their future with the organization. The aforementioned assembly will discuss the members' position in Queen's Bands as outlined in Section 4.4.

The Equity Officer(s) will be responsible for maintaining a Master Attendance and, should a member strike out, shall be responsible for notifying the member and their section head and directing them to organize a strikeout meeting. Strike sections as outlined in Section 4.3.1.0 - 4.3.1.3 are unaffiliated and cannot be combined across categories in order to bring a member before the Executive.

- **4.3.3 Exceptions to the Strike Policy**

There will be an additional performance strike allowed for every member of Queen's Bands in good standing (as defined in Section 4.1) at the discretion of the Executive (e.g., the Gaels Football Team makes it to the playoffs and Queen's Bands attends the game).

4.4 Removal for General Members and Executives

- **4.4.0 Grounds for Removal**

Membership in Queen's Bands is a privilege and may be terminated by the Executive's vote. Membership can be terminated on the basis of:

- Striking out as outlined in Section 4.3.2
- Improper behaviour as outlined in Section 4.1.3.3
- Violating the Constitution of Queen's Bands, the Clubs Policy of the Alma Mater Society, or the Constitution of the Alma Mater Society.
- Not following the Code of Conduct as outlined in Section 4.2
- Failing to abide by the 3rd tenet of the AMS mandate, which requires that students uphold the principles of Indigenization, Equity, Diversity, Inclusion, Anti-Racism, Accessibility (I-EDIAA) within the Queen's community and on behalf of Queen's undergraduate students.
- Other conduct prejudicial to the good conduct and order of Queen's Bands.

- **4.4.1 Termination Procedure**

Removal of a member from Queen's Bands under Section 4.4.0 shall follow this procedure:

- Before a meeting at which a vote for removal is taken, the member in question is entitled to a minimum of seven (7) days notice of the meeting and has the right to make a submission to the Executive prior to their vote. Once all submissions have been heard, the Executive may terminate membership by a 2/3rds majority vote.
- When votes for the termination of membership occur, the voting procedure is modified from the voting power outlined in Section 5.1. To ensure that members of the Executive who would typically share a vote with a partner (e.g. 2 Brass Directors sharing a single vote, 2 Social Coordinators sharing a single vote, etc.) are allowed to vote uninhibited by the vote of the other partner, every member of the Executive, regardless of vote sharing outlined in Section 5.1, are entitled to one vote (i.e. each of 2 Brass Directors is entitled to 1 vote) with the exception of the chair of the meeting who must reserve their vote to break a tie (see Section 5.2.0). If the subject of the termination vote is an Executive member themselves, they shall not be entitled to a vote.

Section 5: Governance Structure

5.1 Executive Team – Structure and Voting

The Executive Team consists of up to 23 General and Section Head Executives. All Executives are elected annually by club members by the processes outlined in Section 6. Executive members must be present for the whole of the school term, if they are not able to; their membership on the Executive is forfeited.

- ***5.1.0 General Executive Members***

The General Executives will consist of:

1. Operations Manager (1 member; the Operations Manager shall receive a vote only to break a tie when chairing a meeting as per Section 5.2.0)
2. Finance Manager (1 member, 1 vote)
3. Drum Major (1 member, 1 vote)
4. Marching Directors (up to 2 members, 1 vote)
5. Quartermasters of Equipment and Uniforms (up to 2 members, 1 vote)
6. Alumni and External Relations Director, Fundraising Coordinator (2 members, 1 vote)
7. Social Coordinators (up to 2 members, 1 vote)

8. Equity Officers (up to 2 members, 1 vote)

- **5.1.1 Section Head Executive Members**

The Section Head Executive Members will consist of:

1. Brass Directors (up to 2 members, 1 vote)
2. Pipe Major, Pipe Sergeant (up to 2 members, 1 vote)
3. Drum Sergeant (1 member, 1 vote)
4. Head Highland Dancers (up to 2 members, 1 vote)
5. Head Cheerleaders (up to 2 members, 1 vote)
6. Head Colourguards (up to 2 members, 1 vote)

1. Executives' powers and duties are defined by this Constitution and by resolutions of the Executive Team. Executives serve without remuneration and may not receive any profit from their positions.
2. For all Executive meetings, except where otherwise noted, quorum shall consist of at least 50 percent of the voting members of the Executive.
3. All Executives' terms end on April 30 each year.
4. All members of the Executive exercising powers of discretion under this constitution shall do so with fairness and reasonable judgement.

5.2 Duties of the Executive Team

The following elaboration of Executive members' responsibilities is in no way exhaustive. Some of the prescribed duties will overlap at times, but this general guide should be followed when and where possible.

General Executive Member Duties:

- **5.2.0 Operations Manager**

The Operations Manager shall be responsible for the day-to-day functioning of the organization with respect to communications and consultation with the Alma Mater Society, the University Administration and Queen's Bands members. This administrative role encompasses:

- Overseeing the internal operations and communications of Queen's Bands, and in this capacity should:
 - Be responsible for coordinating responsibility among the Executive for major trips and general operations.
 - Organize transportation and accommodation for all events as required.

- Be responsible for providing members with an event agenda with two weeks' notice for every Bands event, and providing all bands members with a list of tentative events for each semester.
- Ensure that the University and the Alma Mater Society are kept informed about the Bands' activities. This includes ensuring that any events are sanctioned and funded appropriately.
- Be present for probationary meetings regarding the behaviour of a Bands member.
- Be responsible for keeping a backup of each year's transition manuals.
- Ensure that all members of Queen's Bands are properly informed of the Queen's Bands constitution, the AMS Clubs Policy, the AMS Constitution, and the Student Code of Conduct.
- Attend AMS Clubs' Caucuses or shall appoint a consenting member of the Executive to go in their stead.
- Create a pathway for feedback on Equity Officer(s).
- Overseeing external relations and communications alongside the Alumni and External Relations Director, and in this capacity, should:
 - Maintain and update the Queen's Bands website
 - Be responsible for organizing the general information session at the beginning of the school year.
 - Provide for public relations with respect to inquiries about Queen's Bands' activities, directly or indirectly.
 - Establish and chair a promotional committee during a referendum and or other times of need alongside the Fundraising Coordinator.
- Chairing all meetings of the Bands Executive; the Manager of Operations is to act as Chairperson, and in this capacity should:
 - Ensure an agenda has been created and has been available at least 24 hours prior to each general executive meeting
 - Ensure that all items on the agenda have been covered with ample time for debate and voting, making sure that the meeting minutes have been recorded, and that those meeting minutes are made available to all members of the Bands at least 48 hours before the next general executive meeting.
 - In Executive meetings, the Operations Manager is not to vote unless breaking a tie.

- **5.2.1 Finance Manager**

The Finances Manager shall be responsible for all internal and external financial matters affecting Queen's Bands including:

- Drawing up a budgetary forecast for the Queen's Bands' fiscal year (May 1st to April 30th) after consultation with the Executive team.
 - Arranging for the orderly processing of all invoices and bills through the appropriate channels.
 - Recording all transactions as they occur and updating the budget accordingly.
 - Auditing Queen's Bands' financial accounts on a monthly basis to ensure accuracy in transaction records.
 - Establishing a reasonable annual membership fee to be paid by each member of Queen's Bands that will be approved by vote by the Executive before fall term classes begin (see Section 3.3).
 - Communicating to general Queen's Bands members how membership fees are being used.
 - Establishing a reasonable deposit to be paid by each Queen's Bands member for their uniform (in consultation with the Quartermasters of Equipment and Uniforms and approved by the Bands Executive as in Section 3.2) and arranging for the collection of that deposit and the return of that deposit upon the permanent departure of the member from Queen's Bands and the return of the uniform (see Section 5.2.4).
 - Updating the Queen's Bands Executive Team at every Executive meeting about the current state of the Bands' finances.
 - Preparing a year-end budget and updating all the financial information for use by the incoming Finance Manager.
 - Establishing a general Queen's Bands bursary program and communicating said program with all members at the start of the fall semester while maintaining the privacy and anonymity of program applicants.
- **5.2.2 Drum Major**

The Drum Major shall be in sole charge of Queen's Bands during performance and in formation at all times.

- Any orders of information to be relayed to the Bands on event days should be relayed by the Drum Major or through the relevant section heads.
- Shall lead Queen's Bands while on parade and shall communicate with section heads as necessary.

- In consultation with the Marching Director(s) and the section heads, the Drum Major will assist in devising performances.
 - The Drum Major will aid the Marching Director(s) in the planning and operations of marching practices.
 - The Drum Major will be responsible for contacting the Athletic Director at the University concerned to inquire about time arrangements and field placement at football games.
 - The Drum Major will be responsible for booking all home game parade police escorts.
 - If the Drum Major is absent for an event, they are expected to find a suitable replacement to act as the Drum Major for the duration of the event.
- **5.2.3 Marching Director**

The Marching Director(s) shall be jointly responsible with the Drum Major and all section heads for the performance of Queen's Bands when marching.

- The Marching Director(s) are responsible for devising parade routines for events or performances and working with the Drum Major and section heads to rehearse said routines at marching practices.
- The Marching Director(s) will also help the Drum Major to ensure that the Bands marching ability meets the expected standards on all parades.
- The Marching Director(s) shall also be responsible for ensuring space is available for marching practices and that they are appropriately sanctioned.
- The Marching Director(s) must give two weeks notice for mandatory marching practices.

- **5.2.4 Quartermaster**

The Quartermaster(s) shall be responsible for all equipment and uniforms owned by the Bands and the management of the vault, which is the allocated storage space for Queen's Bands.

- An inventory of equipment, instruments and uniforms shall be made as soon as possible after the Quartermaster(s) assume office, being no later than the end of August.
- The Quartermaster(s) will arrange for the cleaning of uniforms over the summer semester or when least detrimental to Queen's Bands' ongoing operations.
- The Quartermaster(s) are responsible for acquiring all new uniform parts, including T-shirts and skating tights, in collaboration with the Finance Manager.

- The Quartermaster(s) shall ensure that all Queen's Bands members have been instructed in the proper way to care for and wear the uniform.
- The Quartermaster(s) or their appropriate appointed representative must also open the vault at least one half hour before any event or game, and ensure the vault is locked after all Bands members have obtained their equipment therein.
- The Quartermaster(s) shall be responsible for the cleanliness of the vault. This means personal items left in the vault without the Quartermaster(s)' permission shall be dealt with at the Quartermaster(s)' discretion.
- The Quartermaster(s) are responsible for issuing the required uniforms and equipment. Nothing should be issued without a deposit being paid by the recipient, the amount of which shall have been determined by the Finance Manager and approved by the Bands Executive (see Section 3.3.2).
- The Quartermaster(s) must also ensure that a form that includes relevant personal information is signed by each Queen's Bands member upon distribution of the uniform whereby if the complete uniform is not returned, this deposit will be forfeited.
- Sole responsibility for the safe return of all goods issued lies with the Quartermaster(s).

- **5.2.5 Alumni and External Relations Director**

The Alumni and External Relations Director will be responsible for all Alumni functions throughout the year as well as overseeing the publicity, marketing, and communications of Queen's Bands. External marketing includes, but is not limited to, the brand profile and public image of the organization, social media presence, press releases, website content, and community projects.

- The Alumni and External Relations Director shall also support the marketing and branding efforts of other clubs and initiatives at the request of their current leadership.
- At least three editions of the Queen's Bands newspaper, called the Plaid Post, will be created and released annually by the Alumni and External Relations Director.
- The Alumni and External Relations Director will advertise and lead the recruitment process during Orientation Week, with the assistance of the Operations Manager, Fundraising Director and Social Coordinator(s).

- **5.2.6 Fundraising Director**

The Fundraising Director will be in charge of initiating and overseeing all fundraising projects, including those relating to Alumni.

- Furthermore, the Fundraising Director will be responsible for the ordering, maintenance, sale, and inventory of all Queen's Bands-related merchandise. The Fundraising Director will also be responsible for the Queen's Bands jackets order.
- All internal and external fundraising projects will fall under the jurisdiction of the Fundraising Director.
- In addition to fundraising for Queen's Bands, the Fundraising Director will be responsible for fundraising projects undertaken on behalf of Queen's Bands. In the event that the Executive decides to create a fundraising committee, the Fundraising Director and Alumni and External Relations Director will become the heads of that committee for its duration.

- **5.2.7 Social Coordinator**

The Social Coordinator(s) shall work to plan and execute the following:

- Team bonding events for Queen's Bands members.
- Organize two banquets and extend invitations to all members of Queen's Bands to attend.
 - One banquet will be semi-formal and held in the fall semester, and the other will be formal and held in the winter semester.
 - Both banquets will be appropriately sanctioned.
 - The Social Coordinator(s) will be responsible for ensuring each event runs smoothly and in accordance with University regulations, as well as ensuring that all necessary merchandise and paraphernalia is ordered and received in time for the event.
- The Social Coordinator(s) will be responsible for organizing mugs and mug speeches to be given at Formal.

- **5.2.8 Equity Officer**

The Equity Officer(s) will work to promote an inclusive and welcoming environment within Bands. They will:

- Act as a support network for those who have relevant concerns about their time in Queen's Bands
- Mediate concerns brought forth by members of Queen's Bands.

- Act as the liaison between Queen's Bands and external support resources within the Queen's community.
- Create, send out, monitor, and compile Executive evaluations once a semester with the exception that their own evaluation will be created, sent out, monitored, and compiled by the Operations and Finance Managers.
- Set up mid-year reflections with each Executive member before winter reading week. Within these meetings, they will reflect on and review the Executive member's performance. The Operations and Finance Managers will run the reflection with the Equity Officer(s).
- Organize training modules for the Executive members to complete.
- Evaluate the equity and accessibility of all Queen's Bands organized socials, events, audition procedures, and election procedures, and flag them for review as necessary.
- The Equity Officer(s) shall also be the Executive Member(s) in charge of managing strikes.
- The Equity Officer(s) will be responsible for maintaining a Master Attendance and, should a member strike out, shall be responsible for notifying the member and their section head(s) and directing them to organize a strikeout meeting.
- Host a mandatory equity presentation at the beginning of the year for all band members.
 - The equity presentation must outline and clarify the procedure for incidents involving alleged discrimination, sexual harassment, or sexual assault including reporting procedures and support resources.

Section Head Executive Member Duties:

- **5.2.8 Brass Director**

The Brass Director(s) shall be responsible for the musical selection and performance of the Brass Band section. They shall:

- Choose members of the Brass section based on auditions for the section.
- Be responsible for managing and maintaining Brass Band instruments and sheet music.
- Work jointly with the Drum Major, Marching Director(s), and other section heads in planning Queen's Bands performances.
- Be responsible for ensuring a room is available for music practices.
- Maintain close co-operation and consultation with the Head Cheerleader(s) and Head Colour Guard, and other section heads at all times.

- **5.2.9 Pipe Major and Pipe Sergeant**

The Pipe Major and Pipe Sergeant shall be responsible for the Pipe section of Queen's Bands. This responsibility entails:

- Choosing the members of the Pipe section based on the results of auditions for the section.
- Choosing the music that will be played and ensuring that the pipers have practiced the chosen tunes.
- Work jointly with the Drum Major, Marching Director(s) and other section heads in planning Bands performances.
- Maintaining close co-operation and consultation with the Head Highland Dancer(s) and Drum Sergeant, and other section heads at all times.

The Pipe Sergeant will act as Pipe Major in the Pipe Major's absence. The Pipe Major will also be responsible for supplying the best available piper to dispatch to various events/occasions where such a piper is requested by the University and/or community.

- **5.2.9.0 Pipe Section Equipment**

In an effort to maintain the long-term effectiveness of the Queen's Bands equipment, under no circumstances are bagpipe chanters owned by the Queen's Bands to be bored, drilled, shaved, or otherwise materially altered unless done by a qualified professional.

- **5.2.10 Drum Sergeant**

The Drum Sergeant shall be responsible for the Drum Corps section of Queen's Bands including the snare drummers, tenor drummers, and bass drummers. This responsibility entails:

- Being responsible for the organization of percussion practices and overseeing the instruction of the drummers on proper technique and drill. This responsibility entails teaching the music that the Pipe Major has chosen and organizing rehearsals with the Pipe Band.
- Ensuring that all the Drum Corps percussion equipment is functioning properly, have an inventory, and make any repairs that are necessary in consultation with the Finance Manager (see Section 5.2.1).
- Choosing members of the Drum Corps based on auditions for the section.
- Maintaining close co-operation and consultation with the Pipe Major and Head Highland Dancer(s), and other section heads at all times.

- **5.2.11 Head Highland Dancer**

The Head Highland Dancer(s) will choose, train, choreograph, and lead a Highland Dance section and be responsible for their performance. They shall:

- Maintain close co-operation and consultation with the Pipe Major and Drum Sergeant at all times and with other section heads as necessary.
- Share responsibility with the Head Cheerleader(s) for the Queen's Bands parade banner, both on and off parade.
- Be responsible for selecting the dance(s) to be performed during events and parades.
- Be responsible for organizing their section's practices and rehearsal space.

The Head Highland Dancer(s) may be called upon to dispatch dancers to various events/occasions as requested.

- **5.2.12 Head Cheerleader**

The Head Cheerleader(s) will be responsible for recruiting, selecting and training a Cheerleading Team. They will also be responsible for the cheerleading at any event that Queen's Bands is attending. They shall:

- Be responsible for collaborating with other section heads for Queen's Bands performances.
- Share responsibility with the Head Highland Dancer(s) for the Queen's Bands parade banner, both on and off parade.
- Be responsible for selecting the dance(s) to be performed during events and parades.
- Be responsible for organizing their section's practices and rehearsal space.
- Meet with the AMS in the Fall to reaffirm the MOU governing cheer routines.
- Maintain close co-operation and consultation with the Brass Director(s) and Head Colourguard(s) at all times and with other section heads as necessary.

- **5.2.13 Head Colourguard**

The Head Colourguard shall be responsible for the selection of the Colourguard. They will also be responsible for proper flag etiquette and to ensure that the Colourguard is aware of proper flag etiquette. They shall:

- Be responsible for communicating with the Drum Major before every performance and to ensure awareness of the details of the performance.
- Coordinate the Colourguard section in response to these details, making sure that the Colourguard is aware as to where they are going prior to step-off.
- Be responsible for making sure all flags and accessories are accounted for.
- Be responsible for collaborating with the Brass Director(s) and other section heads for Bands performances.
- Maintain close co-operation and consultation with the Brass Director(s) and Head Colourguard(s) at all times and with other section heads as necessary.

Finally, the Head Colourguard is responsible for auditioning and selecting a mascot for the Bands. The mascot may march as a Colourguard under reasonable risk of damage to the equipment or to the health and safety of the performer at the Head Colourguard's discretion.

5.3 Special Projects Committee

The Special Projects Committee shall be chaired by any member of the Queen's Bands Executive Team who has been elected by a majority of the executive members present at the first meeting of the committee. The purpose of this committee is to plan and/or carry out any special project or undertaking the Queen's Bands Executive has decided to embark upon. The chairperson of the Special Projects Committee will relay the adopted policy of the Bands Executive to that committee as well as report the activities of the committee to the Executive.

Section 6: Executive Team Election Procedures:

There will be two separate election procedures to determine the Section Head Executives and General Executives.

6.1 Elections Timelines

- The Section Head Executive elections will take place in the winter semester and must occur before the opening of the General Executive nomination period.
 - Section Head Executive elections are scheduled by the current Section Head(s), as per Section 6.4.1. They must not conflict with exams, class schedules, or Queen's Bands events.
- The General Executive election will take place annually in the winter semester prior to the Final Banquet.

- The General Executive election is scheduled by the CRO (see Section 6.2).

6.2 Chief Returning Officer

The election processes shall be coordinated by the Chief Returning Officer (CRO) who shall be a graduating member of the current Executive Team or a member of the current Executive Team who is otherwise not returning to Queen's Bands. Failing this, the Operations or Finance Manager (if they are not running), or a graduating Queen's University and Queen's Bands student shall act as CRO.

The CRO will be responsible for:

- Distributing the nomination form to all Section Head Executive and General Executive prospective candidates and verifying eligibility (see Section 6.3.1)
- Verifying and approving all candidates' campaign material
- Announcing the opening of the nomination periods (see Section 6.3), the General Executive election Smoker, and the date of the General Executive election (see Section 6.5).
- Booking the appropriate space(s) for the General Executive election Smoker and General Executive election.
- Other duties as described in Section 6.5.

6.3 Election Nominations

- **6.3.0 Nomination Timelines**

The nomination period for the Section Head Executive positions must open at least one week prior to the Section Head Executive elections and close before the start of the respective section election.

The nomination period for General Executive positions must open at least one week prior to the General Executive election Smoker (see Section 6.5.1) and close before the start of the election Smoker.

- **6.3.1 Nomination Eligibility and Validity**

A member must meet the following eligibility requirements in order to receive candidacy for either Section Head Executive or General Executive positions:

- As per the condition set out for Executive members in Section 5.1, prospective candidates must be present for the whole of the next school year; if they are not able to, they are not permitted to run for the Executive Team.
- Nominations will be open to any Queen's Bands member in good standing. If a member is not in good standing, then they may approach the Executive and request permission to receive candidacy (see Section 4.1).
- **6.3.1.0 Equity Officer Eligibility**

Members seeking nominations for the position of Equity Officer shall, in addition to the requirements outlined above, be required to provide certificates to the CRO confirming that they have successfully completed the "Introduction to Equity, Diversity, and Inclusion" and "It Takes All of Us" training provided by Queen's University before the nomination period closes.

A nomination will be considered valid if it contains the signatures of: the nominee, two current Executive members, five other Bands members, and has been submitted to the Chief Returning Officer (CRO) in charge of the elections (see Section 6.2).

6.4 Section Head Elections Process

- **6.4.0 Election Voting Members**

Each section of Queen's Bands shall have an election for their respective section heads:

- The Brass Director(s) to be elected only by members of the Brass Band;
- The Pipe Major and Pipe Sergeant to be elected only by members of the Pipe section;
- The Head Highland Dancer(s) to be elected only by the Highland Dancers;
- The Head Cheerleader(s) to be elected only by the Cheerleaders;
- The Drum Sergeant to be elected only by members of the Drum Corps; and
- The Head Colourguard to be elected only by the members of the Colourguard

- **6.4.1 Election Procedure**

The CRO will verify with each election out-of-section Executive member (see Section 6.4.1.0) at the start of the election the candidates/teams running. Each section is entitled to choose the timing of their elections, so long as they abide by the conditions indicated in Section 6.1.

6.4.1.0 Voting

Each section is to vote by secret ballot.

- An out-of-section Executive member must be present to count the vote and to ensure reasonable fairness in proceedings.
 - The out-of-section Executive will be approved prior to the election by a simple majority vote of confidence by the current Executive Team.
- The outgoing Section Head(s) will decide whether the new Section Head election will run in pairs or individually.
- In the event of a tie vote between mandatory candidates in a three or more-candidate race, the candidate receiving the least votes shall be dropped from the ballot and that particular election will be re-run. In the case of a tie in a field of only mandatory candidates or teams, the out-of-section Executive for sectional elections shall cast the deciding vote.
- The election figures shall not be made public at any time. Only the winners of each respective election will be announced.

All decisions regarding spoiled ballots or questionable election procedures rest with the out-of-section Executive.

6.5 General Executive Election Process

- **6.5.0 Election Voting Members**

Voting is open to all members of Queen's Bands of the current year.

- **6.5.1 Election Smoker**

The election Smoker shall be held one week before the election date unless in the case of extenuating circumstances. At the election Smoker, open to all members of Queen's Bands, candidates are announced by the CRO and are allowed to begin their election campaigning (following approval of campaign material as per Section 6.3).

- Campaigning may not occur before the election Smoker and, even following the Smoker, campaigning may not occur at official Queen's Bands events or practices.

- **6.5.2 Election Procedure**

The election shall proceed as follows:

- The candidates/teams will be introduced individually, in an order deemed appropriate by the CRO.
- Each candidate (or team) shall be allotted a predetermined time to speak in the meeting at the discretion of the CRO.

6.5.1.0 Voting

For non-sectional elections, voting shall be by secret ballot, conducted by the CRO.

- Every Queen's Bands member from the current year is allowed one vote for each of the following General Executive positions:
 - Operations and Finance Managers;
 - Marching Director(s);
 - Drum Major;
 - Quartermaster(s)
 - Social Coordinator(s);
 - Alumni Relations Director and Fundraising Coordinator; and
 - Equity Officer(s)
- In the case where a team is running for a position (i.e. a team of Quartermaster(s) or the Operations and Finance Managers), the single vote shall count for the team. More than one vote for any position, from the same member, will spoil the ballot for that position.
- In the case where there is only one candidate or team running for a position, there will be a vote of confidence instead by the members of Queen's Bands.
- There will be a choice to abstain for every vote.
- Election figures shall not be made public at any time. Only the winners of each respective election will be announced.

All decisions regarding spoiled ballots or questionable election procedures rest with the CRO.

6.6 Unfilled Executive Positions

In the event that an Executive position is not filled, either because there were no candidates running or that the candidates that were running failed a vote of confidence, the CRO and current Executive team will reach out to members to find prospective candidates for the vacant position(s). The current Executive team will appoint a candidate into such a vacant position with a simple majority vote. In the case of a Section Head Executive being appointed in such a manner, their appointment will be subject to a vote of confidence by the current section. If no

such candidates can be found to fill a position, that position's responsibility will be shared among the rest of the Executive.

Section 7: Terminations, Resignations, and Interim Vacancies of the Executive Team

In the event that any General Executive member or Section Head Executive member resigns, is removed from Queen's Bands via striking out (procedure as per Section 4.3.2), is impeached (procedure as per Section 7.2), or is otherwise removed from office during their term, a substitute member shall be elected via an emergency election by of a simple majority vote by the Executive Team (procedure as per Section 7.1).

7.1 Emergency Election Procedure

All members elected to a position via emergency elections are subject to a simple majority vote of confidence by the general members of Queen's Bands present at the next sectional practice in the case of Section Head Executive elections, or at the next marching practice in the case of General Executive members. In the event that the next marching practice is not occurring in the next two weeks, a vote of confidence shall be made available to all Queen's Bands members in a different form.

In the event in which a position is not filled, that position's responsibility will be shared amongst the rest of the Executive as per Section 6.6.

7.2 Impeachment Procedure

An Executive member may be impeached and removed from office if it is suggested that they are not fulfilling the responsibilities of their position and/or not conducting themselves in a manner suitable for the Executive and the Queen's Bands behavioural policy. Any Queen's Band member(s) may bring concerns about Executive member(s) to another member of the Executive in whichever way they see fit, that is deemed acceptable. Members of the Executive who are contacted are responsible for flooring the concerns of the anonymous member with the rest of the Executive at a general or emergency Executive meeting with due haste.

- Documentation of the concerns must be maintained for the purposes of further investigation. Before a meeting regarding the possible impeachment of a member of the Executive, the member in question is entitled to minimum seven (7) days notice of the meeting, has the right to know what they are being accused of, and has the right to make a submission to the Executive prior to the meeting. The indicted member will be given the opportunity to explain their actions before the Executive where the Executive will decide if there are proper grounds for dismissal.

In extreme cases of misconduct which fall beyond the purview of enforcement within Queen's Bands (violating university rules, breaking the law, etc.), the member will be immediately reported to the relevant authority, and all members of the Executive shall cooperate with investigations. A vote will not be held to suspend the member.

An Executive member will only be impeached and removed from their position by a two thirds majority vote of the Executive. The indicted member shall not be given a vote. The indicted member will be given the opportunity to appear at the Executive meeting at which the vote takes place, unless they have been found guilty of wrongdoing by relevant authorities.

No member may be impeached on any basis that includes an alleged incident involving discrimination, sexual harassment, or sexual assault. Any such matter must be referred to the Student Conduct Office, HREO, and/or SVPRS.

Section 8: Executive Transitions

1. All Executive members who are leaving their positions must prepare and submit a transition manual to the Operations Manager. Upon the Operations Manager's approval of the manual, the outgoing Executive member must ensure that the manual is provided to their successor and that a transition meeting occurs between the outgoing and incoming Executive member wherein duties and responsibilities will be explained and the official transition of power will occur. This meeting must occur before the last Executive meeting of the year.
2. Newly elected Executive members shall request all files, records, and bank access from the outgoing Executive prior to April 30. Transitions shall comply with the AMS Clubs Policy.
3. Time-sensitive deadline extensions will only be considered where the club promptly contacted the Commission of Clubs.

Section 9: Financial Management

- Club funds shall be held in a Registered Clubs Bank Account at Scotiabank.
- All transactions shall be recorded in a Club Financial Ledger.
- Reimbursements shall be tracked through the Club Reimbursement Sheet.
- Required financial documents shall be maintained in the AMS Clubs Google Drive.

Section 10: Accessibility, Equity, and Conduct

The Queen's Bands and its members shall strive to be non-discriminatory and maintain a welcoming environment for all, adhere to the Queen's Code of Conduct and the Queen's Bands Constitution, and the Queen's Bands members and Executive shall act in an accountable manner and be accessible to all of its membership.

A member may ask for accommodations and Executives must accommodate under reasonable circumstances. Requests for accommodation shall be reviewed by the Equity Officer(s) as well as other relevant Executive members as per Section 5.2.8.

Section 11: AMS Assembly Authority

The AMS Assembly retains ultimate authority over AMS-ratified clubs, including the power to investigate and de-ratify clubs in accordance with AMS and University policies.

Section 12: Funding

In accordance with Section 7.02 of the AMS Constitution, Queen's Bands may be eligible for AMS funding and Assembly grants. Any funds received shall be used solely for their approved purpose. Fundraising and donations exceeding \$5,000 must be coordinated through the AMS President and Executive Director and the Queen's University Office of Advancement.

Section 13: The Constitution

The Constitution will allow for the independence of Queen's Bands from the Alma Mater Society and its governing bodies. The constitution of the Alma Mater Society shall take precedence over this constitution.

13.0 Violations of the Queen's Bands Constitution

- Complaints that the provisions of this constitution have been violated or appeals regarding decisions made by the Executive shall be dealt with by the current Queen's Bands Executive. Further appeals may be taken to the Alma Mater Society Judicial Committee.

- The Alma Mater Society Assembly constitutes the ultimate source of authority for the Queen's Bands. Moreover, it can set up ad hoc committees with specific terms of reference to investigate financial matters.

13.1 Constitutional Amendment Procedure

This amendment procedure was adopted with the understanding that the Queen's Bands Constitution will remain up-to-date with each new Executive year. This Constitution shall be reviewed annually. Any amendments must be approved by the AMS through the AMS Commission of Clubs.

At any time, the Queen's Bands Constitution may be amended as follows:

- Amendments are to be made only after thorough debate of the items of concern, and
- Must be approved by a mandatory two-thirds majority vote by the Queen's Bands Executive.

13.2 Constitution Committee

The Executive shall, at least once every five years, establish a committee, chaired by an Executive member, tasked with reviewing and updating the Constitution. The committee shall be open to General Members of Queen's Bands to conduct a thorough review of the Constitution wherein General Members of Queen's Bands shall be allowed to make suggestions and propose amendments to the Constitution. Proposed amendments to the Constitution must be thoroughly reviewed by the Executive. Amendments proposed through the Constitution Committee may be approved and adopted in accordance with Section 13.1.