

CONSTITUTION OF THE UNIVERSITY OF CINCINNATI BANDS ALUMNI ASSOCIATION

The University of Cincinnati Bands Alumni Association (UCBAA) is an organization in affiliation with the University of Cincinnati Alumni Association. The mission of the UCBAA shall be to foster a lifelong bond among its members in support of the UC Bearcat Bands.

ARTICLE I – MEMBERSHIP

Members of the University of Cincinnati Bands Alumni Association (UCBAA) shall include any former student or staff member involved in the undergraduate Bearcat Bands program. Active Membership shall be granted only to dues paying members of the UCBAA. The Board of Governors may grant Associate Membership to friends of the Bearcat Bands who otherwise would not be eligible.

ARTICLE II – GOVERNING BODY

The Association shall elect among its members those who comprise the twelve member Board of Governors, the governing body of the UCBAA.

1. Specified roles on the Board of Governors shall include the President, Vice President, Secretary, and Treasurer.
2. The other eight members shall fulfill roles and responsibilities outlined in the bylaws and as deemed necessary by the Board.
3. Each member shall have equal rights and privileges in voting matters.
4. The Board of Governors may impeach any of its members. If impeached, that member shall be removed only by the affirmative vote of two-thirds of the Board.
5. In the event of a vacancy, the Board of Governors shall appoint an interim to serve the remainder of the unexpired term for that vacant role.
6. Ex-officio members of the Board of Governors shall include the Director of Bands of the undergraduate band, the Executive Director of the UC Alumni Association, and the Immediate Past President of the UCBAA.

ARTICLE III – MEETINGS

Meetings of the UCBAA shall consist of regularly scheduled Board of Governors meetings and meetings of the Association.

1. The Association shall meet at least once annually to hear reports from the Board of Governors and for the election and installation of officers to the Board of Governors.
2. The Board of Governors shall meet monthly or when needed to conduct business.
3. A quorum of at least thirty-five Active Members shall be necessary to conduct business at Association meetings.
4. A quorum of a majority of officers shall be necessary to conduct business at meetings of the Board of Governors.

5. The latest edition of *Robert's Rules of Order, Newly Revised* shall be the authority for all matters of parliamentary procedure of the Association not otherwise covered by the constitution and bylaws of the UCBAA.

ARTICLE IV – AMENDMENTS

The constitution of the UCBAA may be amended by an affirmative two-thirds vote of the Board of Governors and a subsequent affirmative two-thirds vote of the active members present at an Association meeting. Proposed amendments must be submitted in writing to the Board of Governors where it will be voted upon at the next board meeting. If it passes, it shall be voted on at the next regularly called meeting of the Association. If the vote fails at any point, the amendment dies for a period of twelve months.

**BYLAWS OF THE UNIVERSITY OF CINCINNATI
BANDS ALUMNI ASSOCIATION**

ARTICLE I – BOARD OF GOVERNORS

Section 1. President

1. Shall preside over all meetings of the Association and the Board of Governors.
2. Shall determine all meeting arrangements and monitor decorum.
3. Shall appoint all committee chairs from the Board of Governors, with the advice and consent of the Board.
4. Shall be the official spokesperson of the UCBAA.
5. Shall serve as the liaison between the Association and the Director of the UC Bearcat Bands and the UC Alumni Association.
6. Shall attend meetings of the UC Alumni Association and other organizations as necessary to cover matters directly relating to the UCBAA and the UC Bearcat Bands or designate another member from the Board of Governors to attend in their place.
7. Shall have preferably served on the Board of Governors for a minimum of one term.
8. Shall complete any other duties required of the President.

Section 2. Vice President

1. Shall assist the President and preside in their absence.
2. Shall chair the Nominations Committee and oversee the nomination and election process of the Board of Governors.
3. Shall serve on the university-wide Homecoming Committee.
4. Shall co-chair the Homecoming and Reunion Committee.
5. Shall complete any other duties required of the Vice President.

Section 3. Secretary

1. Shall keep a roster of all committees and their chairpersons.
2. Shall record and distribute the minutes of all meetings of the Board of Governors and the Association.
3. Shall coordinate the publication and distribution of all publications and communications to the Association, including but not limited to, the Leaky Bugle.
4. Shall complete any other duties required of the Secretary.

Section 4. Treasurer

1. Shall maintain all financial accounts of the UCBAA.
2. Shall keep and maintain all records and receipts for transactions and accounts of the UCBAA and make them available upon request.
3. Shall maintain the budget adopted by the Board of Governors.
4. Shall assist in the collection of dues for the UCBAA and Community Band.

5. Shall complete any other duties required of the Treasurer.

Section 5. Governor Roles and Responsibilities

In addition to the four specified roles of the Board of Governors, eight governors shall fulfill roles and responsibilities to ensure the needs of the Association are being met. These roles may include, but are not limited to:

1. Membership
 - a. Shall arrange and coordinate social functions of the UCBAA.
 - b. Shall create and coordinate campaigns to increase membership base.
 - c. Shall serve as the liaison between the Board of Governors and Affiliate Chapters.
 - d. Shall complete any other duties required of the Membership Chair.
2. Homecoming and Reunion
 - a. Shall co-chair the Homecoming and Reunion Committee with the Vice President.
 - b. Shall coordinate the scholarship raffle at the annual reunion.
 - c. Shall complete any other duties required of the Homecoming and Reunion Chair.
3. Community Band
 - a. Shall serve as the liaison between the University of Cincinnati Community Band and the UCBAA.
 - b. Shall chair the Community Band Committee.
 - c. Shall confer the appointment of the director(s) for the Community Band with the President and Vice President.
 - d. Shall coordinate with the Community Band director(s) to determine a rehearsal schedule and concert dates and venues.
 - e. Shall complete any other duties required of the Community Band Chair.
4. Equipment
 - a. Shall catalogue and maintain all equipment under the care of the UCBAA.
 - b. Shall coordinate the availability and transportation of equipment to meet the needs of members for events, including but not limited to Homecoming.
 - c. Shall recommend repairs and care maintenance to ensure quality of equipment.
 - d. Shall complete any other duties required of the Equipment Chair.
5. Merchandise
 - a. Shall coordinate the design and purchase of desired UCBAA merchandise and apparel.
 - b. Shall coordinate the supply of uniforms for members and participants of Homecoming and Community Band.
 - c. Shall complete any other duties required of the Merchandise Chair.
6. Fundraising
 - a. Shall develop fundraising campaigns as needed for the UCBAA to expand operational funds and funds for the scholarship.

- b. Shall develop fundraising campaigns as needed to provide assistance to the undergraduate band.
 - c. Shall complete any other duties required of the Fundraising Chair.
- 7. Scholarship
 - a. Shall chair the Scholarship Committee to aid in the annual scholarship selection process.
 - b. Shall create and distribute the scholarship application to all members of the undergraduate band. Only returning members to the undergraduate band are eligible to receive the scholarship.
 - c. Shall coordinate with the Director of Bands the scholarship award amount and its disbursement to the recipient(s).
 - d. Shall complete any other duties required of the Scholarship Chair.
- 8. Parliamentarian
 - a. Shall regularly review and maintain the UCBAA Constitution and Bylaws.
 - b. Shall assist in complex rules of order and parliamentary procedure at meetings of the Board of Governors and the Association.
 - c. Shall assist in counting the ballots for the Board of Governors elections.
 - d. Shall complete any other duties required of the Parliamentarian.

ARTICLE II – COMMITTEES

Section 1. Standing Committees

1. The Board of Governors shall organize those committees set forth by these Bylaws. The Board of Governors may organize other committees *ad hoc* for any purpose in the pursuit of their roles or duties.

Section 2. Homecoming and Reunion Committee

1. Shall consist of at least the Vice President, Homecoming and Reunion Chair, Membership Chair, Equipment Chair, and Merchandise Chair.
2. Shall plan the annual reunion for the UCBAA.
3. Shall collaborate with the Director of Bands in the planning for Homecoming Gameday activities, events, and timeline.
4. Shall communicate all necessary information regarding the reunion and Homecoming to the Association and provide updates to the website and social media as needed.
5. Shall coordinate the needs of the alumni band, including but not limited to music, instruments, and uniforms.
6. Shall select a conductor to lead the alumni band during gameday activities.

Section 3. Nominations Committee

1. Shall consist of the Vice President and two members among the Board of Governors not seeking election for the given year.

2. Shall nominate candidates for the positions up for election for the given year from members of the Association who have either expressed interest or have been otherwise nominated. The Nominations Committee may select up to two candidates to nominate to a position if there are multiple candidates seeking election to a position.
3. Shall notify candidates of their nomination and confirm their candidacy before announcing the full slate for elections.

Section 4. Community Band Committee

1. Shall consist of members and directors of the Community Band.
2. Shall coordinate the needs of the band, including but not limited to, music, equipment and transportation, and rehearsal space.
3. Shall secure funding for the Community Band through collection of membership dues, donations, and any developed fundraising for all operational costs for each season.

Section 5. Scholarship Committee

1. Shall consist of no less than four members among the Board of Governors.
2. Shall determine the selection of the recipient or recipients of the UCBAA Scholarship.
3. Shall develop and conduct the selection process to determine the scholarship recipient(s).
4. Shall announce the recipient(s) of the scholarship to the undergraduate band.

ARTICLE III – MEETINGS

1. All members on the Board of Governors shall attend all meetings, unless excused by the President.
2. Failure of a Board member to notify the President of absence at least forty-eight hours in advance of the meeting with no reports for two consecutive meetings will result in a warning.
3. The Board of Governors will consider options up to and including removal from office for a third unexcused absence of a member.
4. Any regularly scheduled meeting may be canceled by the President due to emergency, at the recommendation of the Board of Governors, or if it is known in advance that quorum will not be met to conduct business.
5. A special meeting of the Association not regularly scheduled may be called by the President or by simple majority of the Board of Governors with at least one month's notice to the Association of the time, place, and purpose of the meeting.

ARTICLE IV – VOTING

Every active member of the UCBAA shall be entitled to one vote per issue at any Association meeting. *Ex-officio* members on the Board of Governors shall not be entitled to a vote on any issue at any meeting.

ARTICLE V – ELECTIONS

1. Elections for the Board of Governors shall take place during the annual meeting of the Association.
2. The Nominations Committee shall send out notice to the Association no less than two months prior to the meeting at which elections shall take place requesting nominations and expressed interest in the positions up for election that year. Members on the Board of Governors running for re-election shall be announced at this time. Consideration for nominations and interest will close one month prior to elections and must be expressed to the committee within this time frame.
3. The full slate for elections shall be announced to the Association two weeks prior to elections.
4. Election by acclamation shall take place in the event when only one candidate is listed for election to a position on the full slate for elections.
5. Election by secret ballot shall take place in the event when more than one candidate is listed for election to a position on the full slate for elections. A majority of votes counted is required to elect a candidate.
6. No member may vote by proxy or *in absentia*.
7. All members on the Board of Governors shall be elected for a term of two years. The positions for President, Secretary and four Governors shall be up for election on even ending years while the positions for Vice President, Treasurer, and four other Governors not elected in the even ending years cycle shall be up for election on odd ending years.
8. Outgoing members on the Board of Governors shall relinquish all records and information pertaining to their office to the incoming members. Outgoing members shall attend the subsequent Board of Governors meeting following elections as a transition meeting where they shall advise and work with incoming members.

ARTICLE VI – IMPEACHMENT

1. An affirmative majority vote of the Board of Governors at a Board meeting is required to impeach a member on the Board. Cause for impeachment includes but is not limited to gross negligence, inability to execute the duties of office, behavior that is unlawful or unbecoming of a member, and any action inconsistent with the ideals or image of the association.
2. The member in question shall be notified by the President or the Board at large within forty-eight hours of the impeachment vote and may either resign forthright or appear at the next immediate Board meeting to appeal the case. All evidence and testimony supporting the charges shall be presented at this meeting where the member in question will be allotted no more than ten minutes to address the charges.
3. An affirmative two-thirds vote of the Board of Governors is required to remove the member in question from office. Failure to reach this threshold shall acquit the member of the charges and allow a three month moratorium on future calls for impeachment.

ARTICLE VII – FINANCES

1. The fiscal year of the UCBAA shall be July 1 through June 30.
2. Before the final meeting of the fiscal year, the Treasurer shall propose to the Board of Governors a budget setting forth appropriations not exceeding projected revenues for the following fiscal year for the UCBAA and Community Band and recommending an amount for dues for the UCBAA and Community Band members.
3. The budget must be voted on and approved by the Board of Governors before the start of the new fiscal year.

ARTICLE VIII – HONORS AND DISTINCTIONS

The Board of Governors of the UCBAA may confer and designate the title of “Governor Emeritus” to individuals who have exhibited an exemplary standard of character and demonstrated a continued dedication to the UCBAA. These individuals will have the same privileges of board members, except the right to vote in meetings of the board. This designation is the highest honor that can be given by the UCBAA and cannot be rescinded once awarded

ARTICLE IX – DISCRIMINATION

In accordance with the University of Cincinnati policy and guidelines, this organization shall not discriminate against any individual on the basis of race, color, ethnicity, national origin, age, gender, disability or handicap, religion, sexual orientation, disabled veteran’s status or Vietnam-era veteran’s status in any of its policies, procedures, or practices. This policy applies to matters including, but not limited to recruiting, membership, organization activities, or opportunity to hold office.

ARTICLE X – AMENDMENTS

The bylaws of the UCBAA may be amended by an affirmative two-thirds vote of the Board of Governors.