

CONSTITUTION OF THE UNIVERSITY OF CINCINNATI BAND ALUMNI ASSOCIATION

The University of Cincinnati Band 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 Band 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. Members serving on the Board of Governors shall fulfill the roles and responsibilities outlined in the bylaws or otherwise deemed necessary by the Board.
2. Each member shall have equal rights and privileges in voting matters.
3. 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.
4. 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.
5. Ex-officio members of the Board of Governors shall include the Director of Bands of the undergraduate band, and the Executive Director of the UC Alumni Association.

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
BAND 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 be the official spokesperson of the UCBAA.
4. Shall serve as the primary liaison between the UCBAA and the Director of the UC Bearcat Bands, the UC Alumni Association, and any national organization the UCBAA is affiliated with, such as the National Association of Alumni Bands (NAOAB).
5. Shall attend meetings of the UC Alumni Association and other affiliate 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.
6. Shall monitor the organizational flow of the Board of Governors, regularly checking in with all board members and their committees to ensure progress and performance and adjusting as needed.
7. Shall have preferably served on the Board of Governors for a minimum of one term.
8. Shall, upon the election or appointment of the succeeding president, serve as a mentor to their successor for a period of one year.
9. Shall complete any other duties required of the President.

Section 2. Vice President of Membership Recruitment

1. Shall preside in the absence of the President.
2. Shall create and coordinate campaigns to increase membership base.
3. Shall maintain records of UCBAA members status and contact information, ensuring its accuracy and verity.
4. Shall identify interest and abilities within the membership to participate in opportunities of the UCBAA.
5. Shall chair the Scholarship Committee.
6. Shall assist in the duties and responsibilities of the Student Engagement Governor as needed.
7. Shall complete any other duties required of the Vice President of Membership Recruitment.

Section 3. Vice President of Membership Engagement

1. Shall arrange and coordinate social functions of the UCBAA which includes, but is not limited to, Homecoming, Winter Homecoming, and the Tailgate.
2. Shall serve on the university-wide Homecoming Committee.
3. Shall chair the Homecoming and Reunion Committee.

4. Shall communicate all activities and events for Homecoming Gameday, including the Homecoming Gameday timeline, as well as registration and important deadlines for Homecoming Gameday.
5. Shall assist in the duties and responsibilities of the Reunion Governor and the Community Band and Alumni Pep Band Governor as needed.
6. Shall complete any other duties required of the Vice President of Membership Engagement.

Section 4. Secretary

1. Shall record and distribute the minutes of all meetings of the Board of Governors and the Association.
2. Shall keep a roster of all committees and their chairpersons.
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 maintain the website of the UCBAA, ensuring all information stays current and up to date.
5. Shall assist in the duties and responsibilities of the Social Media Governor as needed.
6. Shall complete any other duties required of the Secretary.

Section 5. 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 assist in the duties and responsibilities of the Merchandising Governor and the Fundraising Governor as needed.
6. Shall complete any other duties required of the Treasurer.

Section 6. Historian and Archivist

1. Shall maintain and coordinate long-term access to the history of the UCBAA and assist in maintaining the history of the UC Bearcat Bands where necessary.
2. Shall inventory and maintain all property under the care of the UCBAA which includes, but is not limited to, instruments, equipment, marching band uniforms from prior eras, photos, scrapbooks, documents, and records.
3. Shall document and publish events of the UCBAA that occur during their term.
4. Shall serve as parliamentarian at meetings of the UCBAA.
5. Shall complete any other duties required of the Historian and Archivist.

Section 7. Student Engagement Governor

1. Shall serve as the liaison between the UCBAA and the Bearcat Bands students and their student organizations.
2. Shall plan and coordinate events that engage the UCBAA with the Bearcat Bands, which could include, but are not limited to, band camp cookout, alumni popsicle night, and refreshment tables at performances.
3. Shall identify opportunities for Bearcat Bands students to interact with the UCBAA.
4. Shall promote events of the Bearcat Bands to the UCBAA, such as performances and concerts.
5. Shall complete any other duties required of the Student Engagement Governor.

Section 8. Reunion Governor

1. Shall vice-chair the Homecoming and Reunion Committee.
2. Shall coordinate and plan the annual reunion of the UCBAA for Homecoming Weekend.
3. Shall coordinate the communication of all relevant information and details regarding any reunion event, including registration and important deadlines to the Association.
4. Shall organize a committee of volunteers, in conjunction with the Vice President of Membership Engagement, to assist with logistics for Homecoming weekend events.
5. Shall coordinate the scholarship raffle, or alternate means of raising funds for the UCBAA scholarship, at the annual reunion.
6. Shall complete any other duties required of the Homecoming and Reunion Coordinator.

Section 9. Community Band and Alumni Pep Band Governor

1. Shall serve as the liaison between the University of Cincinnati Community Band and the UCBAA.
2. Shall confer the appointment of the director(s) for the Community band with the Vice President of Membership Engagement.
3. Shall coordinate the Community Band season, including securing concert dates and venues, working with the Community Band director(s) to determine the music selection and rehearsal schedule, and any post-season social events.
4. Shall facilitate the collection of dues and donations for Community Band and partner with the Treasurer to deposit funds.
5. Shall organize the membership of the Alumni Pep Band and recruit members as needed.
6. Shall field requests of the Alumni Pep Band and identify performance opportunities that dually serve as fundraising opportunities for the UCBAA, answer requests, and organize a pep band for accepted requests.
7. Shall complete any other duties required of the Community Band and Alumni Pep Band Governor.

Section 10. Social Media Governor

1. Shall manage all social media accounts of the UCBAA, regularly updating content across all channels.
2. Shall coordinate social media campaigns that promote the message of the UCBAA and the undergraduate band to foster a strong network.
3. Shall serve as, or appoint in conjunction with the Fundraising Governor, the ambassador of the UCBAA for UC Day of Giving and Giving Tuesday.
4. Shall complete any other duties required of the Social Media Governor.

Section 11. Merchandise Governor

1. Shall coordinate the design and purchase of desired UCBAA merchandise and apparel.
2. Shall coordinate the supply of uniforms for members and participants of Homecoming and Community Band.
3. Shall complete any other duties required of the Merchandise Governor.

Section 12. Fundraising Governor

1. Shall develop fundraising campaigns as needed for the UCBAA to expand operational funds and funds for the UCBAA scholarship.
2. Shall develop fundraising campaigns as needed to provide assistance to the undergraduate band or direct initiatives of the Director of Bands.
3. Shall complete any other duties required of the Fundraising Governor.

ARTICLE II – COMMITTEES

Section 1. Standing Committees

1. The Board of Governors shall, at a minimum, organize the committees set forth by these Bylaws. Each member on the Board of Governors shall organize their own committee, or committees, *ad hoc* in the pursuit of their roles or duties.

Section 2. Nominations Committee

1. Shall be chaired by the Vice President of Membership Engagement for elections occurring during even ending years and by the Vice President of Membership Recruitment for elections occurring during odd ending years and consist of two other 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 3. Homecoming and Reunion Committee

1. Shall be chaired by the Vice-President of Membership Engagement and Reunion Governor.
2. Shall collaborate with the Director of Bands in the planning for Homecoming Gameday activities, events, and timeline.
3. Shall coordinate the needs of the alumni band, including but not limited to music, instruments, and uniforms.
4. Shall select a conductor to lead the alumni band during gameday activities.

Section 4. Scholarship Committee

1. Shall be chaired by the Vice-President of Membership Recruitment and shall consist of no less than four members among the Board of Governors.
2. Shall develop and conduct the selection process to determine the scholarship recipient(s).
3. Shall determine the selection of the recipient or recipients of the UCBAA Scholarship.
4. Shall announce the recipient(s) of the scholarship to the Bearcat Bands.

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, except for when electronic voting is used.

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 paper or electronic 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, Vice-President of Membership Recruitment, Secretary, Student Engagement Governor, Community Band and Alumni Pep Band Governor, and Social Media Governor shall be up for election on even ending years. The positions for Vice President of Membership Engagement, Treasurer, Historian and Archivist, Reunion Governor, Merchandise Governor, and Fundraising Governor 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

Governor Emeritus

Description

The UCBAA Board of Governors may confer and designate the title of “Governor Emeritus” to individuals who have exhibited an exemplary standard of character and exceptional service to the UCBAA Board of Governors. The Governor Emeritus is a high honor and recognizes the significant and notable service record that a former or outgoing Board member has made to the Board, the UCBAA, and the UC Bearcat Bands. With the exception of voting rights, Governor Emeriti have the same privileges as Board members and may serve in an advisory capacity and may act as a representative of the Board in special cases.

Process

Any current elected member serving on the Board of Governors may nominate a former or outgoing member of the Board of Governors for “Governor Emeritus” at any time during a regularly scheduled Board meeting. The Board will discuss and then vote on the nomination. An affirmative two-thirds vote of the Board of Governors is required to confer the title of Governor Emeritus. Should the vote fail, the nominee shall not be considered again for a period of twelve months. An affirmative two-thirds vote of the Board of Governors is required to rescind a Governor Emeriti of their title.

Randall E. Smith Distinguished Band Alumni Award

Description

Established in 2023, the Randall E Smith Distinguished Band Alumni Award recognizes an outstanding band alumnus who has shown significant contribution, dedication, and service to the University of Cincinnati Bearcat Bands program and/or the University of Cincinnati Band Alumni Association. Randy Smith, along with other devoted band alumni, founded the UC Band Alumni Association (UCBAA) in 1978 as a way to bring together former members of the Bearcat Bands. He never stopped providing his talents and generosity to UC and the Bearcat Bands as a UCBAA Governor, UC Foundation Trustee, Band Announcer, and steadfast alumnus. A recipient of this award exemplifies the continued service and dedication that Randy has shown to benefit the Bearcat Bands program, the alumni band, and the university.

Process

The recipient of the Randall E. Smith Distinguished Band Alumni Award shall be selected through a process of nominations and voting conducted by the UCBAA Historian and Archivist. The Historian shall open nominations June 15th and collect nominations from members of the Association until July 31st. The Historian shall chair a committee consisting of four other active members of the UCBAA that shall discuss all nominations for the given year and decide which nominees shall be presented to the UCBAA Board of Governors for final vote at the September Board of Governors meeting. The UCBAA Board of Governors shall discuss the presented nominees and vote using ranked choice voting, including the option of “no vote.” Upon final tally of the ranked choice votes, the outcome shall be made known to the Board of Governors and kept confidential until the award is presented at the Homecoming Reunion event. If a member of the Board of Governors is one of the presented nominees from the committee, that member shall not participate in the discussion, voting, or tally of the award. All nominations shall be kept on file and be automatically reconsidered each year for up to three years.

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.