

# ARMBAA By-Laws Quick Reference Guide

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# **THE ARCHBISHOP RYAN MARCHING BAND ALUMNI ASSOCIATION BY-LAWS**

## **ARTICLE 1 - NAME**

The Archbishop Ryan Marching Band Alumni Association

## **ARTICLE 2 - OBJECT**

The association strives to support the current marching band program while providing a venue for all marching band alumni to maintain friendships through performance and social events.

## **ARTICLE 3 - MEMBERSHIP**

**Section 1** - Membership shall be granted to any person over the age of 18 who was at one time a participating, uniformed member of the Archbishop Ryan High School Marching Band. Students currently enrolled in high school are not eligible for membership. Members may vote on all motions and elections brought before the association.

**Section 2** - Honorary membership may be granted to a staff member or administrator who has made significant contributions to the Archbishop Ryan High School Marching Band. Any member may nominate an individual for honorary membership at any time. Nominations must be submitted in writing during New Business with a list of appropriate qualifications. A majority vote of the membership (50% +1) shall determine the membership of the nominee. Honorary members are non-voting members.

## **ARTICLE 4 - OFFICERS**

**Section 1** - The officers of the association shall be president, vice president, secretary, and treasurer.

**Section 2** - The officers shall perform the duties described in the parliamentary authority and these by-laws.

**Section 3** - The officers shall be elected by secret ballot at the annual meeting to serve a term of one year and until their successors are elected. Their term of office shall begin upon the adjournment of the annual meeting in which they are elected.

**Section 4** - No person shall hold office if he is not a member (see article 3, section 1), and no member shall hold more than one office at a time with the exception of the vice president (see article 5, section 2). Honorary members are ineligible for an officer position. The current marching band director is also ineligible for an officer position.

**Section 5** - Vacancies caused by resignation, transfer, or lack of active involvement shall be filled by a vote of the active membership as long as more than 50% of the association year is remaining, or shall be appointed by a vote of the executive committee if less than 50% of the association year remains.

**Section 6** - An officer may be removed from office upon charges of disloyalty to the ARMBAA, or other cause, proven before a regular or special meeting, provided they have the opportunity to defend themselves if they so desire. Officers may be removed only by a unanimous vote of the executive board. A majority vote of the membership may petition the executive board for the removal of an officer, but is not necessary.

## **ARTICLE 5 - DUTIES OF THE OFFICERS**

**Section 1** - The president shall be the Chief Executive Officer of the organization and shall preside over all of the membership meetings. They shall actively promote and direct the affairs of the organization while impartially enforcing the by-laws and ensure that all officers and committees perform their duties. The president shall be required to sign all checks, along with the treasurer. The president shall appoint and remove all standing committee chairpersons as well as create any committees deemed necessary.

**Section 2** - The vice president shall execute all of the duties and responsibilities in section one of this article, in the absence of the president. They shall serve as an ex-officio member of all committees and ensure that all committees are organized with an adequate number of members and ensure that each member of the organization has an opportunity to serve on a committee. In addition the vice president shall coordinate, as necessary the activities of the various committees. In the event of an officer vacancy, the vice president shall serve as an interim officer until an appointment or an election can be held.

**Section 3** - The secretary shall keep a full and accurate account of the proceedings of all general meetings and officer meetings while making them available to the members. They shall be responsible for the gathering and storing of all correspondence for the organization and shall serve as a repository for various committee reports and other documentation to be maintained on file. The secretary shall be responsible for the smooth transition of all correspondence and documentation to the incoming officers. The secretary is an ex-officio member of the "Membership Committee" (article 7, section 5).

**Section 4** - The treasurer, who is an ex-officio member of the Activities Committee, shall keep a full and accurate account of the receipts and disbursements of the organization and shall ensure the deposit of all monies into the official depository. They will be responsible for providing an accurate report of the organizations financial status at all member and executive board meetings (as needed) or when requested by the president. In addition the treasurer shall be responsible for the organization's checkbook including providing the second signature on all checks and maintaining the account. The treasurer shall submit the financial records of the organization to the Office of the President of Archbishop Ryan High School once per quarter.

**Section 5** - The officers, as a body, are responsible for drafting the budget for the association year, and for making recommendations to the organization regarding changes to the budget during the year. (See Article 8)

## **ARTICLE 6 - THE EXECUTIVE BOARD**

**Section 1** - The executive board shall have general supervision of the affairs of the organization will be responsible for making recommendations to it.

**Section 2** - The executive board shall be subject to abide by the articles in the by-laws and shall meet when the board or members deem necessary.

**Section 3** - Selection to the executive board will be made, when necessary, by the current board.

**Section 4** - The executive board may block nominations for officer positions through a unanimous vote.

**Section 5** - The executive board may remove an officer through a unanimous vote. (See article 4, section 6).

## **ARTICLE 7 - COMMITTEES**

**Section 1** - For formation of committees and appointment of chairpersons, see Article 5, Section 1.

**Section 2** - The vice president shall be an ex-officio member of all committees, as per Article 5, Section 2.

**Section 3** - The current marching band director may serve as a committee member, but may not serve as a chairperson of any committee.

**Section 4** - Activities Committee - shall plan, organize, conduct, and supervise all fund raising and social activities. The chairperson shall appoint coordinators for major activities if necessary and ensure that sufficient members have been assigned to those activities. This is a REQUIRED committee.

**Section 5** - The Membership Committee shall be responsible for contacting the members in advance of meetings to invite them to attend. In addition they are responsible for planning, organizing, and conducting a campaign to illicit member participation at meetings and events. Furthermore, the membership committee will oversee all PR efforts for the ARMBAA. This is a RECOMMENDED committee.

**Section 6** - The Public Relations Committee shall provide information about the current marching band program to the members and public on a consistent basis. The committee shall work in conjunction with the current marching band director (an ex-officio member of the PR Committee) to develop and carry out recruitment campaigns and initiatives. This information should be provided both internally and externally through the use of newsletters, flyers, and other appropriate means. This is a RECOMMENDED committee.

**Section 7** - The Constitution Committee shall review all proposed amendments, and recommend them to the membership for a vote. This is a RECOMMENDED committee and shall be formed at the president's discretion. (see Appendix 1).

**7a)** In the event a Constitution Committee is formed by the president, see Appendix 1 for procedure.

**Section 8** - The Scholarship Committee shall oversee the application process and the awarding of scholarships. (see Appendix 2). This is a REQUIRED committee.

**Section 9** - The Hall of Fame Committee shall oversee the nomination and election process for the Archbishop Ryan Marching Band Hall of Fame (see Appendix 3). This is a REQUIRED committee.

## **ARTICLE 8 - FINANCES**

**Section 1** - Once prepared, the budget shall be presented to the members for approval at the January meeting. (See Article 5, Section 5 for information on how the budget is prepared).

**Section 2** - The fiscal year of the organization shall begin at the first business meeting in January.

**Section 3** - Any obligation or expenditure of the organizations assets, with the exception of budget items, in excess of one hundred dollars (<sup>\$</sup>100.00) requires the prior approval of the officers.

**Section 4** - All funds of the organization shall be deposited in a local banking institution designated by Archbishop Ryan High School.

**Section 5** - Upon dissolution of the organization all assets shall be turned over to the marching band director to become property of the Archbishop Ryan High School marching band program.

## **ARTICLE 9 - ELECTIONS**

**Section 1** - Nominations shall be made by any member of the organization at the August meeting.

**Section 2** - Officers will be elected by a majority vote of the members present at the September meeting provided that there is a quorum.

**Section 3** - Anyone nominated from the floor must be present at the September meeting in order to be considered for office.

**Section 4** - Election of officers shall be by secret ballot in every case. The ballots will be counted by the secretary and by a representative appointed by the president.

## **ARTICLE 10 - VOTING**

**Section 1** - Each member shall be entitled to one vote if present on all questions and elections brought before any meeting.

**Section 2** - A majority vote of all members present shall determine any matter brought before it.

## **ARTICLE 11 - MEETINGS**

**Section 1** - The ARMBAA shall meet once a month on a date and a time specified and approved by the membership; in the case of holiday or inclement weather, than on the same day and time in the following week.

**Section 2** - Special meetings of the membership may be called by the executive board at any time, provided a 24 hour notice is given to the members.

**Section 3** - A quorum shall be considered to be five (5) present members, three (3) of whom must be officers.

## **ARTICLE 12 - ORDER OF BUSINESS**

**Section 1** - The order of business at meetings shall be as follows:

1. Opening.
2. Roll call of officers and member sign in.
3. Election of officers (as needed).
4. Presentation of minutes of previous meeting.
5. Reports of officers (excepting treasurer) and committees.
6. Financial reports.
7. Unfinished business.
8. New business.
9. Nominations (as needed).
10. Adjournment.

**Section 2** - Special presentations (e.g. guest speakers, etc) must be approved by the president prior to the meeting date.

## **ARTICLE 13 - AMMENDMENTS TO THE BY-LAWS**

**Section 1** - These by-laws can be amended at any regular membership meeting so long as the following applies; a quorum is present at the meeting, the amendment passes by a two-thirds majority, and the proposed amendment has been submitted in writing at the previous regular membership meeting.

**1a)** In the event a Constitution Committee is formed by the president, see Appendix 1 for procedure and Article 7, Section 7 for a description of the committee.

## **ARTICLE 14 - PARLIMENTARY AUTHORITY**

**Section 1** - "Robert's Rules of Order" shall be the parliamentary authority for all matters of procedure not specifically covered by these by-laws.

# APPENDIX

## Appendix 1 - Constitution Committee

In the event the Constitution Committee is formed by the president, the following procedure will replace Article 12, Section 1:

1. Any member may propose an amendment at any general meeting to the Constitution Committee.
2. The committee will meet between general meetings to discuss the amendment and decide whether or not to recommend or reject the proposal. The proposal will pass with a two-thirds majority.
3. The committee will present the amendment at the next general meeting and will either reject the amendment and provide justification, or recommend it for passage.
4. If the Constitution Committee recommends the proposal for passage, and quorum is present, the membership will vote. The proposal will pass with a two-thirds majority.

## Appendix 2 - Scholarship Committee

The purpose of this committee is to provide scholarships to members of the Archbishop Ryan Marching Band.

A scholarship is created when an individual or an organization donates money to the ARMBAA for the expressed purpose of being used for scholarships. These scholarships may be named in any way deemed appropriate by the donor and/or the Scholarship Committee. The executive board has the right to create a scholarship at any time, so long as the funds are available and/or a fundraising plan is in place to fund the scholarship.

### PROCEDURE

1. The donor and/or executive board may determine who is eligible for a scholarship. All scholarships will be awarded using the following procedure:
  - a. The parameters for eligibility will be established by the donor and/or executive board at the time the scholarship is created. The Scholarship Committee may make recommendations for eligibility and requirements to the executive board. These parameters and all procedures and rules must be provided in writing, in the form of an official application, to all potential applicants.
  - b. The applicants will be required to fill out an official application, which will be made available on both the alumni and marching band websites. These applications will be due on or before a date established by the scholarship committee.
  - c. All applicants will be required to write an essay on a topic established by the Scholarship Committee. This topic should be consistent with the particular mission of the scholarship and may be changed by the committee at any time, so long as ample notice (60 days) is given to the applicants.
  - d. Some scholarships may require that the applicant provides letters of recommendation along with the application and essay. This is not required.
  - e. The Scholarship Committee will interview all candidates for scholarships on a date established by the committee. This date must be published on the official application. An applicant may not interview without a completed application, and having successfully completed and/or provided all other requirements and/or pre-requisites.
  - f. Scholarships will be awarded at a date set by the Scholarship Committee and/or executive board. A certificate for the scholarship will be provided to the winner, along with a check for the appropriate amount.

2. The Scholarship Committee may recommend the creation of a new scholarship to the executive board at any time.

## GRANTS

Grants are monetary donations that can be awarded to students based solely on the recommendations of the staff of the marching band or by the executive board of **ARMBAA**. There is no set procedure for the awarding of grants, or the establishment of them. The executive committee will be charged with the creation of grants, and will make all decisions on eligibility and process.

## Appendix 3 - The Hall of Fame Committee

*"The Archbishop Ryan Marching Band Hall of Fame"* (hereinafter referred to as "HOF") shall be the official name of this elite organization. The HOF was created by the **ARMBAA** to honor those who have made a significant impact on the marching band as a member, staff member, or supporter of the program. These honorees have continually gone above and beyond the call of duty to help advance the *Marching Raider Band* both competitively and educationally throughout the years. The Hall of Fame Committee shall govern election to the hall of fame in the following manner:

1. There will be a maximum of two (2) inductees to the HOF per year.
2. Who can be nominated for election to the HOF?
  - a. All nominees must have served as a student member, a staff member, or a school administrator of the Archbishop Ryan High School Marching Band.
  - b. Nominees must have participated in the program for a minimum of two (2) total years.
  - c. Nominees may not be current band members.
  - d. As students or supporters (staff/administration), a nominee to the HOF must have inspired students' lives through teaching, leadership, discipline, guidance, community involvement, etc.
  - e. One may not nominate oneself to the HOF.
  - f. An individual may be nominated and elected to the HOF multiple times, once for each capacity in which they served the Archbishop Ryan Marching Band program (members, staff, and administration).
  - g. One may be nominated for election to the HOF an unlimited amount of times.
  - h. Individuals may be inducted posthumously to the HOF.
3. How is one nominated for election to the HOF?
  - a. An official nomination form must be completed and submitted to the Hall of Fame Committee. This form will include the nominee's name, year of graduation, and a short description as to why it is felt that the individual should be inducted into the HOF.
  - b. All nomination forms must be submitted no later than **December 31<sup>st</sup>**.
4. How is one elected to the HOF?
  - a. After the December 31<sup>st</sup> due date for all nomination forms, the Hall of Fame Committee will convene and review the nominations at a special meeting.
    - i. The review committee will include the Hall of Fame Committee, HOF members, and the ARMBAA executive board. The chairperson of the Hall of Fame Committee will run the meeting.
  - b. Once the review committee has been given ample time to review the nominations, the group will reconvene and vote to determine the top five (5) finalists. A member of the review committee may vote for as many nominees as they see fit, however only the top five (5) receivers of votes will move on.

- c. Once the five finalists have been established, the review committee will each cast a vote for a maximum of two (nominees). A committee member may abstain from the vote if they see fit, however the maximum number of nominees they may vote for is two (2).
  - d. The top two vote receiving nominees will be presented to the general membership as the inductees for the HOF. This entire voting process must be completed no later than **January 31<sup>st</sup>**.
5. The inductees will be honored at an event established beforehand by the **ARMBAA**.
  - a. The Hall of Fame Committee will contact the inductee(s) (or families, if deceased) and inform them of their election. The inductee(s) will be invited to attend the induction ceremony, and will be given complimentary tickets to the event (the number of tickets will be established beforehand by the **ARMBAA**).
  - b. The Activities Committee will promote the event and will use the names of the inductee(s) in promotional materials, advertisements, articles, etc.
  - c. The Hall of Fame Committee will find an individual to give a testimonial speech for each inductee at the event, and will compile photos, videos, or any other materials that can be used to honor the inductee. The committee will also compile a biography on each inductee.
6. The names and biographies on all inductees of the HOF will be recorded by the Secretary, and will be published on the official **ARMBAA** website.
7. The names of all inductees of the HOF will be engraved on a plaque to be kept in the band room at Archbishop Ryan High School. **ARMBAA** will also award a personal plaque to each inductee.