The Cornell University Big Red Bands Alumni Association BYLAWS

Revised: Summer 2021

Ratified: 9/18/21

Article I. Name

The name of this organization shall be the Cornell University Big Red Bands Alumni Association (the BRBAA).

Article II. Purposes

The purposes of the BRBAA are to ensure the financial stability of the Big Red Bands both in the present and in the future, to preserve the student-run nature of the Bands, to promote interaction among Band alumni and between Band members past and present, to aid the Bands in fostering and maintaining a diverse and inclusive organization, and to assist the Bands in the achievement of their goals. To achieve these purposes, the BRBAA provides mentorship, advice, and guidance to students in the Big Red Bands as well as exercises authority over the Big Red Bands Endowment funds.

Article III. Membership

The General Membership of the BRBAA shall include all alumni of the Big Red Bands and friends who have demonstrated commitment to the Big Red Bands as determined by the Big Red Bands Advisory Council. Any Member shall have the right to vote on any matter presented to General Membership for a vote. The General Membership of the BRBAA, at meetings, has the authority to receive the budget of the Big Red Bands and to authorize the BRBAA funding for the Big Red Bands.

Article IV. General Membership Meetings

Section 1 Schedule

The General Membership of the BRBAA shall meet at least once a year, with one meeting occurring within two (2) weeks of Homecoming Weekend. Other regular meetings of the General Membership shall be held as determined by resolution of the Advisory Council or by the Chair. Special meetings of the General Membership may be called by the Chair or at the written request of (a) three (3) officers of the BRBAA or (b) twenty (20) Members of the General Membership. Meetings will be held to ensure reasonable accessibility, including but not limited to virtual and in-person options.

Section 2 Notice

Reasonable written notice, as determined by the Advisory Council, of the time and place of all General Membership meetings as well as a general description of the intended topics shall be distributed to each member of the Advisory Council and the General Membership (ex. emailed to the BRBAA listserv, posted on the official BRBAA website) at least seven (7) days before the meeting.

Section 3 Quorum

A quorum for the General Membership shall consist of twenty-five (25) Members and shall include a majority of the officers of the BRBAA. If a quorum is not met, the meeting must be rescheduled to occur within two weeks to resolve any matters requiring a vote. Individuals may not delegate their vote to a proxy.

Article V. Officers

Section 1 Composition:

The officers of the BRBAA shall be a Chair, a Vice Chair, a Treasurer, a Resource Chair, one (1) or two (2) Events Chairs, a Communications Chair, a Secretary and four (4) at-large officers.

Section 2 Elections:

(a) The General Membership of the BRBAA shall elect all officers, other than the at-large officers, at the General Membership meeting surrounding Homecoming. The at-large officers shall be appointed by the Chair.

(b) All the Officers shall be elected by the General Membership for a term of two (2) years. Terms shall start in January of the calendar year following their election and conclude at the end of December of the second year. The terms of at-large officers shall coincide with the term of the appointing Chair.

(c) The process of the BRBAA Officer elections shall follow the BRBAA Election Procedures Document (EPD). The EPD, and any amendments to the EPD, will be presented to the BRBAA General Membership in writing and must be approved by a two-thirds (2/3) vote of Members in attendance at a General Membership meeting at least six months prior to a BRBAA Officer election.

Section 3 Removals, Resignations and Vacancies

(a) Any officer of the BRBAA may resign at any time by giving written notice thereof to the Chair or the Secretary.

(b) Any officer of the BRBAA may be removed from office following either (a) a vote of two-thirds (2/3) of the total Advisory Council Members or (b) a two-thirds (2/3) vote of Members in attendance at a special General Membership meeting called following submission of a petition signed by at least 100 Members of the General Membership.

(c) In the event that an officer is unable to complete a term in office, the Council via a two-thirds (2/3) vote shall appoint a new officer until the next General Membership meeting. Following the vacancy of an officer, a replacement shall be confirmed by a vote of the General Membership by

the next General Membership meeting, as outlined in the Elections Procedure Document.

Section 4 Compensation

All officers of the BRBAA shall serve without compensation.

Section 5 Training

All officers must complete diversity, equity, and inclusion training within the first 6 months of their term.

Section 6 Chair duties:

(a) Administer the affairs of the BRBAA;

(b) Preside at all meetings of the General Membership and the Big Red Bands Advisory Council;

(c) Coordinate interaction with and provide any necessary assistance for the student leadership of the Big Red Bands; and

(d) Appoint four (4) at-large members from the General Membership, subject to the approval of the Advisory Council, by the Advisory Council meeting following the election of officers in accordance with the BRBAA election procedures.

Section 7 Vice Chair duties:

(a) Assume the Chair duties as identified in these Bylaws in the absence of the Chair;

(b) Serve as a member of all the BRBAA Committees;

(c) Ensure the orderly and expeditious conduct of all the BRBAA activities by coordinating the scheduling of all the BRBAA events and ensuring full cooperation and coordination among the appropriate officers in all the BRBAA activities.

Section 8 Treasurer duties:

(a) Adhere to Cornell University regulations governing the position of Treasurer;

(b) Oversee the financial accounts of the Big Red Bands and the BRBAA;

(c) Work closely with the Treasurers of the Big Red Bands and the Department of Athletics to oversee the distribution and disbursement of the Big Red Bands and the BRBAA funds; and

(d) Prepare the budget for the BRBAA and present it to the General Membership.

Section 9 Resource Chair duties:

(a) Develop and execute the overall fundraising strategy for the Big Red Bands;

(b) Work closely with the Fundraising Chairs of the Big Red Bands and the Cornell University Development Office and Department of Athletics Public Affairs to consider sources of funding for both annual needs and special projects; and

(c) Develop and oversee the long-term endowment strategy.

Section 10 Events Chair(s) duties:

(a) Work closely with the Alumni Relations Chair(s) of the Big Red Bands in the coordination of Homecoming Weekend;

(b) Coordinate alumni interactions with the Big Red Bands including housing, meals, and social events;

(c) Coordinate alumni activities such as Reunion Weekend and other Department of Athletics events; and

(d) Coordinate a committee to oversee local, non-local, and virtual events.

Section 11 Communications Chair duties:

(a) Develop and execute the BRBAA's overall communications strategy;

(b) Manage the BRBAA website.

(c) Moderate BRBAA forums (i.e. email list, Facebook group, etc.); and

(d) Oversee and facilitate communication with individual or groups of class years (such as, assigning class representatives).

Section 12 Secretary duties:

(a) Record the minutes of the meetings of the General Membership and Advisory Council;

(b) Oversee the distribution of the minutes of the meetings of the General Membership and the meetings of the Big Red Bands Advisory Council in a timely manner; and

(c) Keep copies, maintain records, and provide access of all official documents of the BRBAA.

Article VI. Big Red Bands Advisory Council

Section 1 Role

The Big Red Bands Advisory Council shall attend to the business of the BRBAA between General Membership Meetings and shall report to the BRBAA at General Membership Meetings.

Section 2 Membership

The membership of the Advisory Council shall consist of the BRBAA Officers, and from the Big Red Marching Band the Head Manager, Drum Major, and Treasurer; from the Big Red Pep Band the Pep Band Manager and Treasurer; the Bands University Staff Advisor, and the Music Advisor.

Section 3 Meetings.

The Advisory Council shall meet when necessary with reasonable notice to all Members, at least two (2) times each calendar year. Advisory Council resolutions shall be passed if agreed upon by a majority of the Members present. The Advisory Council may vote by methods deemed appropriate and accessible by two-thirds (⅔) of the Advisory Council, during or outside of a scheduled meeting, on specific questions provided. Individuals may not delegate their vote to a proxy.

Section 4 Quorum

A quorum for the Advisory Council shall consist of at least half (½) of the Advisory Council and shall include at least four (4) Officers and two (2) student Members. If a quorum is not met, the meeting must be rescheduled to occur within two (2) weeks to resolve any matters requiring a vote.

Article VII. The BRBAA Committees

The Advisory Council may, by majority vote at any meeting at which a quorum is present, create any special committees it deems desirable. The members of each special committee, excluding the chair, shall be designated in the resolution creating such special committee or, if authorized by such resolution, shall be appointed by the Chair with the consent of the Advisory Council. The BRBAA Chair shall designate the chair of each special committee. Special committees shall have only the power specifically delegated to them by the Advisory Council. The General Membership may suggest the creation of special committees to the Advisory Council.

Article VIII. Parliamentary Authority

The rules contained in the most current edition of *Robert's Rules of Order Newly Revised* shall govern the meetings of the General Membership and Advisory Council in all cases to which they are applicable and in which they are not inconsistent with these Bylaws or any special rules of order the General Membership or Advisory Council may adopt.

Article IX. Amendments

Any provision of these Bylaws may be amended or deleted upon a two-thirds (2/3) vote of Members present at a meeting of the General Membership, provided that notice of both (a) the specific Bylaw amendment language and (b) the date of the meeting, have been provided to the General Membership at least thirty (30) days in advance of the vote.