

Article I – Name

The name of this organization shall be The Society of the ISU Alumni Band.

Article II – Purposes

The Alumni Band is a project of the Band Alumni, the Department of Music, and the ISU Alumni Association. It is organized and operated for the benefit and enjoyment of its members and the benefit of the ISU Band Program.

Article III – Membership

Membership in the Alumni Band is open to all alumni of any Iowa State Band. Individuals do not need to have graduated from Iowa State to be eligible.

Article IV – Meetings

The Alumni Band will have an annual meeting in conjunction with Homecoming. It shall consist of a business meeting, elections, and any changes to the bylaws or the constitution. The board of directors shall have an annual meeting in the spring or summer. The President may call additional meetings as required.

Article V – Executive Board

The governing body of the Alumni Band will be the Executive Board. Board membership will consist of:

1. All elected officers
2. Appointed officers, ex officio
3. The ISU Band Directors (or designates), ex officio

All members of the Executive Board will have full rights to introduce motions. Voting shall be limited to elected officers.

Article VI – Elected Officers

President

President – Elect

Immediate Past President

Secretary

Newsletter Editor

Public Relations Chair

Directors-at-Large (six)

Treasurer

Duties of Officers:

President: The President shall be the executive director of the Alumni Band and the Executive Board and as such shall organize and chair all meetings, conduct the annual business meeting, sign for the organization, and appoint committees as needed. With concurrence of at least two other board members the president may allocate small amounts of funds for incidental and expedited needs with a full reporting to the board at the next regular meeting.

President-Elect: The President-Elect shall conduct all meetings in the absence of the President, chair the nominating committee, lead recruiting of new board members, and carry out other duties as assigned.

Immediate Past President: The Immediate Past president shall advise and consult with the President and other board members, serve on the nominating committee, and carry out other duties as promised.

Secretary: The Secretary shall keep minutes at all meetings, distribute them to all members of the Executive Board as soon as possible, carry out correspondence, and complete other duties as assigned. The Secretary shall maintain accurate contact information for board members.

Treasurer: The treasurer shall maintain financial records of all income and expenses, prepare reports annually and distribute reports in a timely manner to the Executive Board, and carry out other duties as assigned. They shall work with the music department on expenses and the ISU Foundation. They shall produce an annual budget estimate for the annual summer board meeting. Also smaller reports for any other formal board meetings.

Newsletter Editor: The Newsletter Editor shall chronicle the meetings and appearances of the Alumni Band so that members unable to attend may be apprised of events. The Editor shall coordinate with the Music Department and the Executive Board in publishing the annual newsletter, and carry out other duties as assigned. They shall work closely with the Public Relations Chair.

Public Relations Chair: The Chair shall be responsible for the Alumni Band's social media presence as well as any other duties as assigned. They will work closely with the Newsletter Editor. The Chair may suggest volunteers, and the President appoint, extra members to help with communications or specialize in different platforms.

Directors-at-Large: The six Directors-at-Large shall advise and consult as part of the Executive Board at all meetings and shall carry out other duties as assigned.

Article VII – Appointed Officers

Appointed Officers, such as Special Projects Coordinators, shall serve at the discretion of the President and shall carry out special projects as assigned.

Article VIII – Term of Office

The President-Elect shall serve two years in that office before becoming President during the third year and Immediate Past President during the fifth and sixth years.

Treasurer shall serve a two year term. Elections will be held the same year as for president elect.

Directors-at-Large shall serve a two-year term, three of the six being elected annually. In the event of a close result, an additional Director-at-Large may be appointed to a two-year term at the discretion of the President and the elections committee.

Unless otherwise noted all other officers shall serve a one-year term. Any officer except those in the presidential succession rotation may be re-elected.

Article IX – Election of Officers

All officers will be elected at the regular business meeting on Homecoming Day by a majority vote of those present and voting. Electronic voting may be used. Voting shall only be by members who register to attend the regular business meeting. President-Elect elections will be held on odd numbered years. All terms of office will commence at the end of the meeting on Election Day with the outgoing President presenting the gavel to the new President.

Article X – Committees

The following committees shall be considered Standing Committees of the organization: Nominating Committee – This committee shall consist of the President-Elect, the Immediate Past President, and a Director-at-Large not up for election to be appointed by the President. They will present a list of nominees for all open offices no later than the evening prior to the election, giving that list as much publicity as possible.

The Publications committee with consist of the Newsletter Editor, Public Relations Chair, and any DAL or volunteer. The PR Chair will head the committee.

The President may appoint such ad hoc committees as is felt necessary to complete the goals of the Alumni Band.

Article XI – Removal of Officers

In event of the need to remove an elected officer, a $\frac{3}{4}$ vote of the entire board is required, and the officer must be notified and acknowledge at least a week before the vote. In the event of a resignation or death of an officer, the president with agreement of the president elect shall appoint a volunteer to finish the term with preference to a DAL. The officer is required to notify the board in writing of their intent to resign. In the event of a major absence for health or personal reasons not requiring a resignation the president may appoint a temporary officer with preference to a DAL.

Article XII – Adoption and Amendment of Constitution

Adoption and/or amendment of the bylaws shall be by majority vote of those present and voting at the regular annual business. The subject matter for the vote must have been published previously in an official newsletter. Bylaws or Amendments approved shall become effective immediately. All changes to the terms or composition of the board will take effect at the next election.