Band Board Constitution

**Article 1: Purpose**

The Student Band Board’s primary purpose is to help the band program run smoothly, as well as continue to grow. Other purposes include:

1. Carry out the mission of the current band board president
2. Be representatives for the students in the program
3. Help manage concerts and events
4. Support the band program and band boosters in all activities

**Article 2: Eligibility**

1. Actively part of the RHS band program
2. Does not serve on another RHS performing arts student board
3. Band Presidents must be a current Junior and will serve their term in their senior year.
4. All student positions are eligible to termination if not meeting their obligation as laid out in this document. Such terminations are to be made by a unanimous decision of the executive board and band director.

**Article 3: Board Member Terms**

All board members will be selected in the spring of the year before their term of service\*\*. All positions will be held for one year and cannot be held more than once by any member. Students may be on the band board for multiple years assuming they reapply for board membership. No student may hold a consecutive term in the same executive board position.

\*\* The following exceptions are case-by-case scenarios and should be reviewed by the executive board and/or band director when they appear:

1. The selection of freshmen-reserved roles can take place at any time the director sees fit, likely in the fall once they start attending high school.
2. If a board member is unable to serve for any other reason, a temporary replacement member or a board member at large may assume their role mid-year if the executive board and the band director see it fit (See article 10).
3. If a certain board member’s workload starts suddenly increasing at such unreasonable rates that the current board cannot assist them, they may request another co-member to split their workload with. For example, if our library is suddenly damaged and all the board members at large also have full workloads, the Historian may request to have a co-Historian be selected.

**Article 4: Meetings**

Meetings are to be scheduled as soon as possible after the new board is established at the end of the school year that proceeds the term year. Meeting frequency is suggested below:

1. Board Meeting once a month on a day in proximity proceeding Band Booster meetings. All members are required to attend. These meetings are open for all band students to attend. These meetings are meant to provide updates from committees and vote on all-board items.
2. Committee meetings once a month. Only committee members attend. Meetings are intended to assign tasks and check ongoing progress. Meeting frequency may alter throughout the year to match the group's need and may be conducted online.
3. Executive Board Meeting (President, Vice President, Secretary, Treasurer) meet as needed (minimum of once a month) to address happenings of the board, amend this constitution, and set actions and priorities for the coming month.

**Article 5: Roles**

The members of the board are as follows: President, Vice President, Secretary, Treasurer, Public Relations Officer, Equipment Manager, Historian/Librarian, Band Representatives, Drum Majors\* (\*See 5B).

In all instances, the executive board shall be in reference to: President, Vice President, Secretary, Treasurer.

President: The President’s role is to be the direct link between the Board and the Band Director. The President creates the driving vision for the year of leadership and is expected to generate plans and goals around which the rest of the board operates and works toward. They are expected to serve as the main delegator of tasks to the rest of the board. The Duties also include:

1. Participating in at least one on-going committee.
2. Communicate consistently with the board about ongoing tasks, upcoming dates and events, in-class announcements, and other reminders. Each President can decide the format and platform to deliver communication that suits their board best.
3. Enact policy and changes that align with and uphold goals set forth in the President’s own leadership platform, as created drafted and proposed during the president’s application.
4. Set council meeting dates, agendas, and run all board meetings.
5. Deliver the student report at the booster meetings.
6. Work with other school leadership teams when needed.
7. Manage and delegate all Committees.
8. General responsibility to oversee all decisions made by the board, in cooperation with the band director.

Vice President: The Vice President serves as the second-in-command, as well as the substitute. Duties include:

1. Chairing at least one on-going committee.
2. Serving as the substitute when another role is not able to attend meetings. Other members are expected to contact the VP when they are unable to have a meeting to inform them of anything that needs to be disclosed.
3. Assisting the President in managing committees.

Secretary: The Secretary serves as the main record keeper of the Board. Duties include:

1. Participating in at least one ongoing committee.
2. Keeping and updating the calendar of band events. This can be done in a format that best fits the need of the band and the board at the time (ex: white board, digital calendars, etc)
3. Writing meeting agendas.
4. Taking notes during both booster and council meetings.
5. Posting all notes taken to the band council OneNote/Teams channel/shared archive
6. Updating and maintaining other record keeping necessary for the ongoing function of the board.
7. Assisting the President in managing committees.

Treasurer: The Treasurer serves as the manager of ASB funds and is also the chief officer and point of communication for booster fundraising that requires student coordination and planning. Duties include:

1. Chairing the Fundraising committee.
2. Oversees expenses and fundraising for the Redmond High School Band ASB account, in cooperation with the band director.
3. Communicating with Band Boosters about fundraising needs and goals.
4. Managing allotted budgets, including ASB and Booster.
5. Brainstorming fundraising ideas for the Band ASB account.
6. Being the face of any fundraiser.

Public Relations Officer(s): The Public Relations Officer serves as the manager of all Band social media platforms. Duties include:

1. Chairing the Public Relations and Communications Committee.
   1. In the case of multiple officers, co-chair or a single chair may be selected, at the discretion of the officers.
2. Designing materials suitable for distribution to publicize and advertise events, concerts, timelines, and more as determined necessary by the board and band director.
3. Developing a positive and inclusive online representation of the band, including posting news and updates on social media.
4. Have familiarity with digital design platforms of their choice.
5. Have some experience and comfort with videography/photography.
6. Follow all guidelines as set forth by the band director and board on posting content.
7. External platform content (Instagram, social media)
   1. Fundraiser
   2. Photographs
   3. Videos
   4. Public Thank You’s
   5. Important Announcements
   6. Concert & Performances
   7. No exact dates and places for students to be
8. Internal content (teams, emails, in-school platforms)
   1. Curate advertisements for social events, fundraisers, etc.
   2. Share band-only information and reminders
   3. Publicize and communicate internally about band events to the school community

Equipment Manager(s): The Equipment Manager serves as a manager of instruments, equipment, stands, chairs, and the band room. Duties include:

1. Chairing the Equipment and Logistics Committee
   1. In the case of multiple officers, co-chair or a single chair may be selected, at the discretion of the officers.
2. Knowing general inventory of the instruments in the room.
3. Keeping needed supplies for their instruments in stock.
4. Working with treasurer and band director to secure necessary funding for the upkeep of instruments and general needs.
5. Poll/survey students about needs at intervals as determined by the board.
6. Giving basic upkeep advice to band members.

Historian(s)/Librarian(s): The Historian/Librarian position is responsible for the archiving and record keeping for the band. They are responsible for maintaining a well-kept band library and maintaining a record of all events, concerts, and awards during their term. Duties include:

1. Participating in at least one committee.
2. Attend concerts and events regularly to take photos.
3. Acquire photos, links for videos, and more to create a repository of media for the year concurrent with their term.
4. Maintain a database of awards, achievements, and other big moments from the year concurrent with their term.
5. Help maintain and file music in the band library.
6. Continue ongoing efforts to accurately database library assets.

Band Representatives: The Band Reps serve as the first line of communication from board to band and band to board. They are “of the people” and are the first person someone would go to for band related measures. Duties include:

1. Participating in at least one committee.
2. Making classroom announcements provided by the President or other council members.
3. Listening to comments, complaints, or general ideas from the students, and bringing them to the board’s attention.
4. Being available when needed to help with any extra work during events.
5. Advertising band events.

Board Members at Large: All Board Members at large are expected to complete the following:

1. Participating in at least one committee.
2. Attend All Board Meetings and exercise voting rights.
3. Assist in the execution of board tasks at large.

**Article 5B: Drum Majors**

Drum Majors are voting members of the board whose main responsibilities involve pep and marching band. While they do not have to chair a committee, decisions which may affect them should be made with their consideration. Duties include:

1. Directing pep and marching band practices.
2. Planning events in which pep songs will be played (including assemblies, after-school rallies, send-offs, etc.)
3. Communicating their needs and requests to the board.
4. Working directly with section leaders for marching band.
5. Attending all board meetings.

In the event in which drum majors are on their “off season,” (Ex: After basketball, where there are no major pep events) they are not required to come to board meetings, although they are highly encouraged.

Unlike other non-executive board members, drum majors can request to vote on large changes (only within their jurisdiction) to the Vice President or President, who will work with them to present it to the rest of the executive or complete board.

The selection, termination, and replacement of Drum Majors is made solely by the band director. The band director does not have to follow rules created for the rest of the board when selecting drum majors (like at which time they are selected.)

**Article 6: Voting**

Members of the Executive Board, as outlined in Article 6, will meet with the intention of decision making. Members of the executive board have voting rights to decide the direction that the council takes. The band director reserves veto power and may also serve as a tie breaker in the case a decision cannot be reached.

Examples of such votes taken by the Executive Board may be:

1. Ratifying amendments and changes to the band board constitution
2. Adoption of a calendar or proposal for event
3. Accepting a plan of action that requires board deliberation and discussion
4. All actions of the board deemed worth such demarcation as decided by the Band President, Vice President, or director.

All decisions approved by the executive board can also be made as motions to be proposed to the board at large. Such motions requiring voting by the whole group include:

1. Amendments to the constitution
2. Event adoption and plans, including task assignments etc
3. Anything as deemed appropriate by the Executive Board

Executive Board decisions may be proposed and voted on during a meeting and require no previous notification. Board voted motions requiring a vote must have previous notification to the members, to be posted and communicated at a minimum of seven (7) days prior to the meeting in which the vote will be held.

Non-executive members have voting rights within their respective committees.

Committees may find the need to utilize voting protocols in certain circumstances, though generally this is not necessary for the task-completion committees are designed to do. In no way can decisions made in committees supersede decisions made by the board.

**Article 7: Committees**

Committees are expected to meet at least once per month outside of the board meeting dates. Committees may, at the discretion of the committee chair, meet more or less frequently. All members of committees are expected to attend all committee meetings.

Members not found meeting reasonable expectations may be removed from the committee at the discretion of the committee chair and a majority vote of active members at any committee meeting.

New committees can be proposed by a vote of the Executive Board, then requiring proposal and adoption by vote at the next board meeting. A committee must have an identified chairperson, a stated goal, and may also suggest a timeline for termination (ongoing vs. temporary). Ongoing committees also require ratification into the band board constitution by a vote of the board. Such temporary committees need not be ratified or amended into this constitution but will be held to account for their responsibilities and actions by the current term Band President.

Committees are expected to:

1. Provide committee reports and updates at board meetings.
2. Equitably and professionally work towards the goals established by the committee and, in the case of on-going committees, as outlined in this constitution.
3. Maintain an open membership process that allows band students not serving on the board the opportunity to join. This process of adding members must be done in a method consistent with other committees and is in a manner set by the executive board. The period of time recruitment is open is determined by the committee chair.

**Article 8: Established On-going Committees**

All committees herein committed by this constitution are required to be chaired and must have membership fulfilling their designated tasks throughout the year. It is the responsibility of the chair

Fundraising Committee: This committee is chaired by the Treasurer. The primary function is to generate ideas for raising funds and executing fundraisers. Student-led fundraisers should be considered ASB, and those in collaboration/leaning heavily on parents should be considered Booster. The committee will meet to identify areas of need, strategize events to raise money, advertise and plan, survey the student population for ideas, and recruit student and parent volunteers as needed in the execution of these plans.

Events Committee: This committee is chaired by a member of the board as determined by the board during a meeting. This committee meets to plan and execute social events throughout the school year on behalf of the band community.

Public Relation and Communications Committee: This committee is chaired by Public Relations Officer(s). This committee meets to organize and plan communications, utilizing social media, posters, flyers, teams, and any other platforms. This committee will work in service to the other committees

and the band boosters to support the ongoing work of the program and raise awareness of it.

Equipment and Logistics Committee: This committee is chaired by the Equipment Management Officer(s). This committee is tasked with maintaining a clean band room, setting a culture that encourages good instrumental maintenance and care, and is the primary group responsible for stage management for concerts and performances. Students on the committee must attend concerts (including those they do not perform on) and assist with stage setup and teardown. The chairperson will work to establish work tasks for the committee to be working on throughout the year.

**Article 9: Professional Expectations**

It is expected that all members:

1. Demonstrate positivity and optimism about the Redmond Band and its members in all settings.
2. Communicate regularly and openly with members of the Band Board team.
3. Work to be approachable and available to all students as a point of contact and a resource.
4. Listen and contribute when appropriate in board meetings.
5. Uphold the expectations and duties laid forth in this constitution.

**Article 10: Upholding of Board Members**

In the rare scenario in which after multiple interventions and conversations a board member fails to follow Article 9, they may be removed from the board via a unanimous decision of the executive board and band director.  If the person is on the executive board, the decision would be made without them. It is up to the executive board and the band director if they wish to refill the position or leave it empty until the next scheduled round of selection. The same applies if any board member is unable to serve for any other reason.

**Article 11: Board Meeting Procedure and Structure**

Executive Board Meetings can be held in whichever way the band president and director see fit. They do not need to have any formal procedure, although all decision-making should be understood by all present before any voting occurs. Non-executive members of the board and the band may be invited as the executive board sees fit. In general, only executive board members should be in the room where the meeting is taking place.

General Board Meetings

* Need to have a formal agenda made by the band president and director.
* All members who wish to discuss a certain topic should let the executive board know at least 3 days prior to the meeting so that it can be added to the agenda and have time allocated for discussion.
* Start and end times should be made available to the entire board as soon as they are determined, and the executive board should run the meetings to end at the shared end time to the best of their abilities.
* Board members should give their absolute attention to whoever is presenting at the meeting.
* Electronic devices should only be used as notetaking or resource-sharing tools.
* Board members should not create disturbances or side tangents that are not on the agenda.
  + If a board member wishes to bring something up that is not on the agenda and did not discuss it with the executive board beforehand, they may wait until the end of the meeting and ask if the president is okay with discussing it. This should only be done for urgent matters that cannot wait until the next meeting.
* If a board member is distracting or disturbing the flow of the meeting, they should be kindly asked to pay attention. If they continue to disturb after two or more warnings, the band director or president may ask them to leave.

**Article 12: Privacy and Sensitive information**

The executive and general board may hold data which is not meant to be shared with the public. This includes, but is not limited to photos, band account passwords, and financial information. This data should not be shared with anyone but on a need-to-know basis as approved by the director. All data should be stored on a password-protected, secure device.

Public Relations Officers and other members who may post photos should make sure to inform those in them that they may be posted, if they are in private settings. Formal written consent is not required, although they should put full effort into informing people that photos may be shared or posted. Anyone may request to not have their photos posted or shared, although any photos taken in public, including public school grounds, can be posted freely.

The board should refrain from engaging in any gossip or rumor-sharing while assembled, both in and out of meetings. If the executive or general board must discuss an event that occurred in or out of school, anonymous names should be used as seen fit.

**Article 13: Fundraising and Band Boosters**

The executive board and band director have access to an ASB account where they can fundraise anywhere less than $8,000 (As of June 14, 2024) to be used as they see fit. Bigger purchases should be made in accordance with the band director and the Band Boosters.

Big decisions which require heavy parental volunteering should be made via the Band Boosters and not via the band board. For example, while the band board may help plan a bar-based fundraiser like Swing Night, the main responsibilities should be organized by adults in the Band Booster Board.

**Article 14: Constitutional Changes and Amendments**

For as long as this constitution is in use, the last date changes were made shall always be present within this article.

Version 1 of the Band Board Constitution was voted into use on \_\_\_\_\_\_\_\_\_\_.

*Example: Changes last made and ratified on January 25, 2000, via voting of the general/executive board. Changes were made to Articles X, Y, and Z.*