

Policies of the Longhorn Alumni Band
(Updated August 2016)

1. Officers. The Longhorn Alumni Band shall have the following officers.

- A. President
- B. President-Elect
- C. Vice President
- D. Secretary
- E. Treasurer
- F. Assistant Treasurer
- G. Assistant Vice-President: Archivist
- H. Assistant Vice-President: Communications Officer
- I. Assistant Vice-President: Property Manager
- J. Assistant Vice-President: LHB Liaison
- K. Assistant Vice-President: KKY Liaison
- L. Assistant Vice-President: Music Librarian
- M. Assistant Vice-President: Registrar / TBS Liaison
- N. Assistant Vice-President: Technology Officer
- O. Assistant Technology Officer
- P. Assistant Vice-President: Local Area Representatives (1 each from Austin, Dallas, Houston, San Antonio)
- Q. Past President

2. Duties of Officers

A. President. The President shall be the principle executive officer of the LHAB, and in general, supervise and control all of the business and affairs of the LHAB. The President shall preside at all meetings of the officers and members. The President of the organization shall be an ex-officio member of all committees except the Nominating Committee. The President shall oversee the activities of all the officers.

It is preferred that the President live within one hour of Austin. The President shall

- 1. Attend as many LHAB playing events as possible
- 2. Create and/or maintain a document with all information pertaining to the Presidency for future Presidents
- 3. Keep the safety deposit box updated with all documents, e-copies of documents, and duplicates of keys to P.O. Box, storage, and display cases
- 4. Perform all duties incident to the office
- 5. Perform duties as may be prescribed by the Board of Directors
- 6. Provide leadership and vision, propose the direction, and ensure that the organization is working toward its stated goals
- 7. Review and update the Band Day 30-60-90 Day task document prior to implementing any tasks for Band Day, then share the document with all officers as well as LHB Director.

8. Sign, with the secretary or any other proper officer of the organization authorized by the Board of Directors, any deeds, mortgages, bonds, contracts or other instruments that the Board of Directors have authorized to be executed, except in cases where the signing and execution thereof shall be expressly delegated by the Board of Directors, by the bylaws, or by statute, to some other officer or agent of the organization.

B. President-Elect. The President-Elect shall be the principle planner of Band Day Weekend and coordinate closely with the President for approval of major decisions.

The President-Elect shall:

1. Have served as an officer before being elected as President-Elect.
2. Create and/or maintain a document with all information pertaining to the office of President-Elect for future President-Elects.
3. Automatically become President for a full term when served as President-Elect for a full term (or being appointed to the position by the Board of Directors).
4. Perform the duties of the President in the absence of the Vice-President serving as President and shall have all the powers of and be subject to all the restriction on the President when serving as President
5. Prepare for subsequent service as President
6. Be the main contact person for use of UT and LHB facilities for Band Day Weekend and copy the LHAB President on all electronic communications regarding Band Day Weekend.
7. Compile feedback from LHAB officers and develop and evaluate feedback from a post-Band Day online survey of members.
8. Compile, with the President, the information for the Band Day Weekend Hour by Hour.
9. Work with Technology Officer to create an app group (such as Slack) and/or a phone list for the BOD and Officers for Band Day Weekend.
10. Create the schedule for Band Day Weekend
11. Oversee the acquisition of guest tickets in a section of the stadium adjacent to the section of the LHAB seats and communicate with Athletics for final order.

C. Vice President. The Vice-President shall perform the duties of the President in the President's absence. The Vice-President shall have all the powers of and be subject to all restriction on the President when performing the President's duties. The Vice-President shall proceed to the Presidency if the Presidency is vacated. The Board of Directors, for the vacated portion of the term, shall fill the Vice President's office. The Vice President shall chair the LHAB Scholarship Committee and perform all of the duties required to identify the scholarship recipients. It is preferred that the Vice President live within one hour of Austin. The Vice President shall:

1. Chair the LHAB Scholarship Committee and perform all of the duties required to identify the scholarship recipients.
2. Create and/or maintain a document with all information pertaining to the Vice Presidency for future Vice Presidents.
3. Have served as an officer of LHAB before being selected as Vice President.

D. Secretary. The Secretary is the recording officer of the organization and the custodian of its records. It is preferred that the Secretary live within one hour of Austin and/or be able to attend all monthly meetings. The Secretary shall:

1. Be custodian of the logo, emblem, and seal of the LHAB.
2. Create and/or maintain a document with all information pertaining to the office of Secretary for future Secretaries.
3. Chair the Logo Committee.
4. File all notices in accordance with the bylaws or as required by law.
5. Have an assistant secretary, if required, identified by the President to perform such duties as assigned by the Secretary
6. Keep minutes of all meetings of the members and officers.
7. Create and send all necessary communications, including invitations to donors, vips, and guests for scholarship presentation event and Band Day weekend.
8. Oversee and work with the communications officer on the production of the Band Day Weekend program.
9. Perform any other duties as assigned by the President.

E. Treasurer. The Treasurer shall prepare the annual budget and financial reports for the organization. The Treasurer shall have a working knowledge of basic accounting practices, experience in using computer systems to support accounting functions including small business accounting software, and the commitment to meet deadlines. A degreed accountant or Certified Public Accountant is preferred. The Treasurer shall:

1. Be responsible for drafting an annual budget to be approved by the Board of Directors and the membership.
2. Create and/or maintain a document with all information pertaining to the office of Treasurer for future Treasurers.
3. Be responsible for maintaining all financial books and records of the organization.
4. Coordinate with the outside CPA firm engaged by LHAB to ensure that all appropriate tax filings are prepared on a timely basis.
5. Prepare and provide appropriate financial reports at each officer meeting and at the request of the Board of Directors that include details of the organization's financial operations and budget.
6. Sign the tax report.

F. Assistant Treasurer. The Assistant Treasurer shall be responsible for the funds of the organization. It is preferred that the Assistant Treasurer live within one hour of Austin. The Assistant Treasurer shall:

1. Create and/or maintain a document with all information pertaining to the office of Assistant Treasurer for future Assistant Treasurers.
2. Maintain a file including receipts for all deposits made and disbursements paid out.
3. Pay all bills, including expense reimbursement requests, received by the organization by check or debit from the organization's bank account. All disbursements should be approved by either the President or the Treasurer before payment. The Assistant Treasurer should report to the Treasurer all disbursements made on behalf of the organization.
4. Receive and give receipts for money paid to the organization and report such receipts to the Treasurer. The Assistant Treasurer shall deposit all money received for the organization into the organization's bank account in a timely manner.
5. Maintain the check book and bank check card for the organization.

G. Assistant Vice President: Archivist. The Archivist shall preserve information and items from LHB and LHAB for history. The Archivist shall:

1. Design and maintain the LHAB show cases in the Music Recital Hall Building
2. Create and/or maintain a document with all information pertaining to the office of Archivist for future Archivists.
3. Determine a central location in the City of Austin for storing archival material
4. Maintain an oral/written history of LHB and LHAB from older members and work toward publishing a LHB history book.
5. Solicit, collect, and archive LHB and LHAB objects and media (audio, video, photos, etc.)
6. Work with UT Archives to encourage them to preserve LHB-related items they possess.

H. Assistant Vice-President: Communications Officer. The Communications Officer serves as the coordinator of all communication necessary to inform the public at large of LHAB activities as well as communication from the officers to the LHAB members in the form of the printed/emailed newsletters and press releases to local news mediums. The Communications Officer shall:

1. Be the principle administrator of all social media used by LHAB.
2. create and/or maintain a document with all information pertaining to the Communications Office for future Communications Officers.
3. Coordinate the quarterly dates for distribution of the Blast and Band Day Edition of the Blast.

4. Coordinate with the Area Representatives on any upcoming events and publicize those through print or electronic means.
5. File press releases to local news media regarding upcoming LHAB performances and notable activities.
6. Format the Blast for electronic distribution.
7. Serve as the coordinator of all printed and emailed versions of the Blast newsletter.
8. Work with the Secretary and the vendor to format, edit, and approve the Band Day program.
9. Serve as contact between LHAB and schools requesting to receive support to encourage future musicians via the Adopt-A-School program, report needs at subsequent LHAB officer meeting for review and decision to assist, and deliver financial support to the chosen school

I. **Assistant Vice-President: Property Manager.** The Property Manager shall be responsible for all property belonging to LHAB. The Property Manager shall chair the Property Committee. The Property Manager shall have access to all property belonging to LHAB at all times. The Property Manager must be able to move heavy objects up to 50lbs, drive a U-Haul truck, and monitor and oversee musical instrument maintenance. It is preferred that the Property Manager live within one hour of Austin. The Property Manager shall:

1. Check in and check out instruments during Band Day Weekend.
2. Create and/or maintain a document with all information pertaining to the Property Manager for future Property Managers.
3. Coordinate with other schools and vendors to secure more equipment as needed for Band Day Weekend and other activities.
4. Determine and secure maintenance of LHAB instruments in storage as needed.
5. Follow up with individuals who did not return instruments and work with the Vice-President to secure the monies for lost or stolen equipment.
6. Maintain the cleanliness of the storage facility and keep an accurate inventory of instruments and repair records.
7. Make sure there is enough equipment in storage to accommodate the needs of the members attending Band Day.
8. Move sound equipment and garbage cans to appropriate locations and coordinate with the KKY Liaison for the activities of KKY volunteers to help with equipment and water during Band Day Weekend activities.
9. Secure truck and move instruments and other equipment to and from Band Day activities.

J. Assistant Vice-President: LHB Liaison. The LHB Liaison shall work closely with the LHBSA President to arrange for necessary coordination of all LHAB events. The LHB Liaison shall:

1. Create and/or maintain a document with all information pertaining to the office of LHB Liaison for future LHB Liaisons.
2. Have graduated from LHB no more than 5 years prior to being elected as LHB Liaison.
3. Work with LHAB officers and LHBSA officers to make connections between LHAB members and LHB members at every opportunity.
4. Work with the LHBSA during the LHB banquet to recruit graduates to LHAB and advertise events via the LHA program.

K. Assistant Vice-President: KKY Liaison. The KKY Liaison shall work closely with the KKY President and the LHAB Vice President to arrange for necessary coordination of all LHAB events. It is preferred that the KKY Liaison be a member of KKY. The KKY Liaison shall:

1. Contact the President of KKY to coordinate needs for KKY to provide for volunteers to help with various needs for Band Day Weekend.
2. Create and/or maintain a document with all information pertaining to the office of KKY Liaison for future KKY Liaisons.
3. Create and send the Band Day Weekend sign-up sheets to KKY to secure volunteers.
4. Make sure LHAB has water, apples, tables, and any other equipment needed for Band Day and oversee the meal for Band Day.
5. Work closely with KKY and the LHB administrative assistants to ensure enough BBQ is ordered and the bill is submitted for payment.

L. Assistant Vice-President: Music Librarian. The Music Librarian shall organize the music for distribution during Alumni Band Weekend. The Music Librarian shall:

1. Coordinate with the KKY Liaison to make sure the music is transported from the Longhorn Band Music Library to all appropriate locations throughout Band Day Weekend.
2. Create and/or maintain a document with all information pertaining to the office of Music Librarian for future Music Librarians.
3. Coordinate with the President-Elect about what music is needed for the show and make sure it is copied and in the music folders.
4. Make sure all parts for all traditionals and any other appropriate pieces are posted online for members to download and print on their own.
5. Verify copyright permission to upload any new music to the website, then request Assistant Technology officer perform the uploads.

M. Assistant Vice-President: Registrar / TBS Liaison. The Registrar / TBS Liaison shall be responsible for overseeing registration and organizing check-in for Band Day Weekend and coordinating with the TBS President to secure volunteers. The Registrar shall:

1. Coordinate the vendor to print name tabs and arrange for pickup or delivery of name tags prior to check-in.
2. Create and/or maintain a document with all information pertaining to the office of registrar for future registrars.
3. Create and send the band day weekend sign-up sheets to TBS to secure volunteers.
4. Receive, process, and manually enter into the database any registrations received by mail.
5. Organize and set up on-site check-in and late registration for Band Day Weekend.
6. Review and update the registration form to be posted online and coordinate with the Technology Officer.

N. Assistant Vice-President: Technology Officer. The Technology Officer is responsible for the development and maintenance of the LHAB website, management of online registration for Band Day, and overseeing all reports generated by the database(s). Knowledge of HTML programming, ftp, php, file conversion, database programming, and other website functions is preferred. The Technology Officer shall:

1. Assist current and prospective members with LHAB membership issues.
2. Create and/or maintain a document with all information pertaining to the office of Technology for future Technology Officers.
3. Be in charge of online registration and support on-site walk up and late registration for Band Day.
4. Produce or pull reports from the administrative portion of the website for the Treasurer within 5 calendar days of the request for accounting purposes.
5. Solve website problems as needed.
6. Update the website with announcements and information as requested by the communications officer or the president and ensure that communications with the LHAB membership are always available.

O. Assistant Technology Officer. The Assistant Technology Officer works closely with the Technology Officer to assist in administration of the website while also managing fulfillment of orders for merchandise placed through the website. Knowledge of HTML programming, ftp, php, file conversion, database programming, and other website functions is preferred. The Assistant Technology Officer shall:

1. assist the Technology Officer as needed with any duties concerning the management of the website.

2. create and/or maintain a document with all information pertaining to the office of Assistant Technology Officer for future Assistant Technology Officers.
3. be responsible for managing the online store.
4. check the LHAB website comments as they come in and assign them to the appropriate officer.
5. fulfill orders for merchandise received through Band Day registration and have all merchandise available for purchase for Band Day Weekend.
6. fulfill orders for merchandise received via the website throughout the year.
7. maintain current inventory records of merchandise on hand and propose ordering more items to the officers, as needed.

P. Assistant Vice-President: Local Area Representatives. The Local Area Representatives shall manage the activities of their respective local members and shall:

1. Contact the organizer requesting an event within 5 calendar days of receiving the request.
2. Create and/or maintain a document with all information pertaining to the local area for future local area representatives.
3. Maintain an email list of local members interested in participating in each representative's area.
4. Manage all logistics of performances and receive donations from events to forward to the Board of Trustees with name and address of contact person for tax notifications.
5. Promote performances by local members to raise money for the scholarship program.
6. Solicit members to perform at various events and make sure there is proper instrumentation for each performance.
7. Work with the Communications Officer to publicize events in a timely manner.

Q. Past President. The immediate past president acts as support and advisor to the president, president-elect, and vice president as well as assisting all officers with duties, as needed. The Past President shall:

1. Chair the nominating committee.

3. Qualifications

- A. Must adhere to the Oath of Office of LHAB.
- B. Must be a member in good standing of LHAB.
- C. Must have a fundamental competency in utilizing the internet to send and receive email and respond professionally within 24 hours, if needed.
- D. Must attend monthly meetings of the officers and any other meetings called by the President.
- E. Must be available all three days of Band Day Weekend to help as needed.

- F. Must attend at least three playing events each year.
- G. Must vote or abstain at meetings.
- H. Shall be elected to only one position.

4. Term of Office

A. Election

1. Shall be nominated by the nominating committee and elected by the membership at the regular annual meeting
2. Each officer shall hold office until his or her successor has been elected and qualified.

B. Removal

1. Any officer, including the President, may be removed or suspended from office by a vote of two-thirds of the members present at a meeting or by the Board of Directors whenever it is in the best interest of the LHAB
2. The person under consideration shall be given an opportunity to be heard at the meeting with sufficient written notice within five calendar days of the proposed removal or suspension, the person under consideration shall not be counted in determining the presence of a quorum or whether the required two-thirds vote has been obtained.
3. Upon a vote of removal or suspension of the President, the Vice-President shall preside at the meeting.

C. Vacancies

1. A vacancy in any office shall be filled by the Board of Directors for the unexpired portion of the term within 30 calendar days after the vacancy occurs.
2. If the Board of Directors fail to fill the vacancy, the Officers reserve the right to fill the vacancy.