# Operations Committee

## Constitution/Bylaws/Resolutions

Objective: Study, formulate, and prepare amendments to the constitution and bylaws. Maintain current copies of same.

Membership: No formal specification

Methods:

* Review current constitution/bylaws for accuracy and relevance to current society needs and operating practices.
* Propose resolutions as needs arise. Assist in preparation of resolutions required/requested by other committees.
* Prepare required changes for recommendation to the BAS board. Changes should be presented to the board in writing, preferably in advance of the meeting where the issue is to be discussed.
* Distribute proposed changes for approval by general membership if required.
* Ensure a current approved copy of the constitution, bylaws and all resolutions is maintained in an appropriate location (probably on the web site, with the secretary, and the historian).
* Make revisions (or current constitution) available as needed or required. Possibly summarize revisions in the next Quarternote.
* Assist in explaining constitution structure to new members as needed.
* Should meet at least every other year.

## Audit

Objective: Ensure society’s finances are in order and accounted for.

Membership: Chair of Finance committee, Treasurer Elect, 1 at-large society member. Committee MUST NOT include the current Treasurer or President.

Methods:

* Must happen annually.
* In December or early January, get the books from the outgoing Treasurer (and any other source required). Compare deposits/expenditures to budget, meeting minutes, and balance report.
* Prepare an audit report to be presented to the board no later than the February meeting.

## Nominations

Objective: prepare a slate of qualified and diverse candidates for the society’s elective board positions. Ensure that the elections take place in a proper manner.

Membership: President elect (chair) and 2 at large (non-board) society members.

Methods:

* Must happen annually.
* Prepare a brief biography on each candidate to present to the general membership.
* Attempt to include members from different decades, instruments.
* Recruit new members, people who have not served before.
* Prepare candidate list before annual meeting, present slate at annual meeting.
* Ask for/accept nominations from the floor at annual meeting.
* Ensure candidates meet requirements (UMAA and band membership, previous service).
* Try to secure multiple candidates for offices – especially council positions.
* Ensure ballots are distributed in a timely manner to general membership (and that EACH MEMBER gets a ballot – watch out for married members with only one mailing label)
* Count the ballots and publish results. Note, you don’t need to include the actual vote counts, but you must provide the order (this piece is important for alternates).

## Historical Activities

Objective: Preserve society and band artifacts of historical interest.

Membership: No formal specification

Methods:

* Maintain historical data on society activities, including events and council actions.
* Provide historical perspective on actions being considered by the society.
* House (or obtain lodging for) society’s awards and mementos.
* Assemble displays of historical information and items as required (e.g. for events, rotunda display cabinets)
* Provide input for marching band’s BE History Night.

## Music Department Liaison

Objective: coordinate BAS, band department, and School of Music efforts. Report band department and SOM activities to council.

Membership: This isn’t so much a committee as a single alumnus who agrees to be an interface between UMBAS and the band department and SOM. This work is often done by the president, but it is occasionally a good idea to have a continuing contact (perhaps the Operations Advisor).

Methods:

* Contact the band office for concert schedule to be shared with membership (Quarternote, social media) and social committee (for concert reception planning).
* Be available to answer questions on BAS activities from the band department.
* Coordinate BAS assistance in band department events such as High School Band Day.

## UMAA/CLA Liaison

Objective: Coordinate UMBAS and CLA actions. Report on CLA actions affecting BAS.

Membership: This is typically a single alumnus who agrees to be an interface between UMBAS and CLA, UMAA, CLA Alumni. Often these tasks are performed by the president or president elect, but it is sometimes good to have a person assume this role for a longer timeframe.

Methods:

* Handle communication between the CLA and band alumni societies. Include budget, expenditure, and membership information.
* Present current information to board.
* Distribute copies of the current council roster to appropriate UMAA offices.

## Student Representative (not a formal committee)

Objective: Act as liaison between UMBAS and current band students.

Membership: This isn’t so much a committee as a single student who agrees to be involved in the UMBAS meetings and events. It is not listed as a subcommittee in the constitution, but is still an important position.

Methods:

* Report student activities to board and UMBAS activities to students.
* Help coordinate joint events.