

# CINCINNATI COUNTRY DAY SCHOOL ARTS ALLIANCE

## BYLAWS

APPROVED ON \_\_\_\_\_

### ARTICLE I: NAME

Section 1. Name. The name of the association shall be Cincinnati Country Day School Arts Alliance (hereafter referred to as "**Arts Alliance**").

### ARTICLE II: OBJECTIVES

Section 1. Objectives. The objectives of the Arts Alliance are as follows:

- (a) To support artistic programming and curriculum in accordance with the mission of Cincinnati Country Day School ("School"), to include but not limited to music, drama, and visual arts, by ensuring the viability and success of the students and programs.
- (b) To promote and maintain community engagement in the artistic activities of the School.
- (c) To promote awareness of the School's artistic programs, with a goal to attract future student artists.

Section 2. Policies.

- (a) The fiscal year of the Arts Alliance shall correspond to the fiscal year of the School.
- (b) The sources of income will include Arts Alliance membership dues, donations, concession income, spirit wear campaigns, and other fundraising approved by the Arts Alliance's Executive Board and the School's Administration.
- (c) The organization shall be noncommercial, nonsectarian, and nonpartisan.
- (d) No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, directors, trustees, officers, or other private persons except that the organization be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions to furtherance of the purposes set.

- (e) This organization shall be self-governing, self-supporting, noncommercial, nonsectarian, nonprofit, and nonpartisan, and shall seek neither to direct the administrative activities of the School nor to control its policies.

### ARTICLE III: MEMBERSHIP AND DUES

Section 1. Membership Qualifications. Membership in this organization is open to any person who is a parent/guardian, or grandparent, of a child or children who participate in music, theatre, visual arts, or other arts activities at CCDS, or are an Alumni, or the family of Alumni with a strong interest in the arts, and who will uphold the policies of this organization and agree to its Bylaws and Code of Ethics. A maximum of one membership shall be granted to each family unit.

Section 2. Rights and Responsibilities. The members shall have the right and responsibility to attend meetings and events sponsored by the organization, serve on committees, and be nominated and elected to office. Voting members shall have the right to vote for the officers, review and approve the annual budget and approve Amendments to the Bylaws Articles of Incorporation.

Section 2. Dues. Membership categories, rates, and privileges are to be determined and approved annually by the Arts Alliance. The main membership drive will take place at the beginning of the fall season of each school year. Membership dues will be payable online in a single payment.

Section 3. Voting. When the members of the Arts Alliance are asked to vote, each member shall be entitled to one vote regardless of the number of children currently attending the School. Each Member shall be entitled to one vote regardless of the number of Members representing a child.

### ARTICLE IV: ORGANIZATION AND MEETINGS

#### Section 1. Meetings

- (a) A minimum of five Member Meetings will be held in August, September, November, February, and May at a date and time designated by the Executive Board. Additional meetings may be called by the President with 14 days of notice.
- (b) Member meetings are open to all paid members.
- (c) Executive meetings are reserved for the Executive Board. Appointed officers may also be invited to an executive meeting.
- (d) A quorum must be present for official business to be conducted. A quorum

will consist of majority presence of the Executive Committee.

Section 2. Annual Meeting. The last Member Meeting of the school year shall be the Annual Arts Alliance Meeting. The purpose of the Annual Arts Alliance Meeting shall be to elect new Arts Alliance officers to any vacant positions and conduct any routine business.

Section 3. Special Meeting. A Special Members Meeting may be called to deal with urgent matter(s) of importance that cannot be postponed until the next Member Meeting. The President may call a special Member Meeting with a minimum of forty-eight (48) hour's notice to Members.

Section 4. Location. The President shall determine the time and place of meetings.

## ARTICLE V: OFFICERS AND THE EXECUTIVE BOARD

Section 1. The Executive Committee. The Executive Committee shall consist of the elected Officers, the Arts Department Chair, and an Arts Department faculty representative. It may also include three representatives from the Advancement, Enrollment, and Communications offices of the School. The elected officers shall consist of a President, Vice-President, Secretary, and Treasurer.

- (a) Elected officers will hold a two-year term, to be elected biannually at the Annual Arts Alliance Meeting in May.

Section 2. The Arts Alliance Board will consist of the Executive Committee and Appointed Officers.

- (a) Appointed officers will hold a one-year term and be elected annually by the Executive Committee at the Annual Arts Alliance Meeting in May.

Section 3. Eligibility and Vacancy

- (a) Nominations are presented to the Board and can be accepted from the floor. Candidates for the office of President must be active participants on the Board for at least one year.
- (b) No Member may hold more than one office at the same time.
- (c) The Elected Officers shall hold office for a two-year term commencing on the first day of summer vacation of the year elected and ending on the last day of School at the end of the term.
- (d) Any officer may resign by providing written notice to the President. A

resignation shall be deemed to take effect upon its receipt unless a later time is specified therein. Vacancies, other than the President, may be filled by the President, with the approval of the Executive Committee, for the remainder of the term. A vacancy occurring in the office of the President shall be filled by the Vice-President for the remainder of the term in office.

Section 4. Duties of the Elected Officers.

- (a) President  
The President shall serve as one of the primary spokespersons for the Arts Alliance, preside at all Member Meetings and Executive Committee Meetings, name all Appointed Officers with the approval of the Executive Board, coordinate all meetings in the School calendar, delegate responsibilities to other Officers or Members as needed, and shall coordinate the work of the officers and committees of the organization in order that the objectives may be promoted.
- (b) Vice-President  
The Vice-President shall serve as one of the primary spokespersons for the Arts Alliance, shall preside at meetings in absence of the President and assist the President on special assignments.
- (c) Secretary & Director of Membership  
The Secretary shall keep minutes of all Arts Alliance meetings, circulate attendance sheets at Members Meetings, record all votes when applicable, communicate with membership, and assume other duties normally associated with the office of the Secretary.
- (d) Treasurer  
The Treasurer shall work with the School's Business Office to present an annual budget to the Board at the August Meeting. The treasurer shall maintain documentation of expenditures and disbursements. The Treasurer shall be required to prepare periodic financial reports to the Board and assume other duties normally associated with the office of the Treasurer.

Section 5. Appointed Positions. The following appointed officers will begin serving their one-year term on the first day of summer vacation on the year appointed and ending on the last day of school:

- (a) Membership Representative  
The Membership Representative shall be appointed by the Executive Committee and be responsible for designing and administering the Arts Alliance Membership drive. This includes recommending a plan and budget to the Board and assisting with the approved plan. This

Chairperson shall also assemble a team of Members to help with the campaign.

- (c) Upper School (US) Theatre Representative  
The US Representative shall be appointed by the Executive Committee and shall serve as a liaison between the US Theatre Faculty and parents.
- (d) Upper School (US) Music Representative  
The US Representative shall be appointed by the Executive Committee and shall serve as a liaison between the US Music Faculty and parents.
- (e) Upper School (US) Visual Arts Representative  
The US Representative shall be appointed by the Executive Committee and shall serve as a liaison between the US Visual Arts Faculty and parents.
- (f) Middle School (MS) Representative  
The MS Representative shall be appointed by the Executive Committee and shall serve as a liaison between the MS Arts Faculty and parents.
- (g) Lower School (LS) Representative  
The Lower School Representative shall be appointed by the Executive Committee and shall serve as a liaison between the LS Arts Faculty and parents.
- (h) Publicity Representative  
The Publicity Representative shall be appointed by the Executive Committee and shall assist with community wide communication regarding artistic events, working closely with the Communications office of the School.
- (i) Volunteer Representative  
The Volunteer Representative shall be appointed by the Executive Committee and shall work with US, MS, and LS Representatives in the recruiting and coordination of volunteers for arts event.
- (j) Representatives-at-large  
The Executive Committee may appoint Representatives-at-large for special projects and other activity of the Arts Alliance.

Section 6. Removal. Whenever in its judgment the best interest of the Arts Alliance would be better served, an officer elected by the general membership may be removed from office by a majority vote of a quorum of the general membership; as well, an officer appointed by the board may be removed from office by a majority vote of the Executive Committee. Any member of the board that fails to attend three consecutive meetings is automatically removed from office and the board shall appoint their successor.

## ARTICLE VI: ARTS HALL OF FAME COMMITTEE

Section 1. Committee Membership. The Arts Alliance Executive Committee will be responsible for selecting members of the Arts Hall of Fame Committee. The committee will be comprised of eight members, including: the K-12 Chair, a member of the Advancement Office, two Faculty who have served for at least 10 years, one Representation from the Arts Alliance, three guest alumni currently working in the creative field (for example: Philanthropy, Administration, Creatives, Advertising Director, Graphic Design, or Game Design). The committee will always have a minimum of three alumni and the term of the office will be three years.

Section 2. Arts Hall of Fame Bylaws. The Arts Hall of Fame will operate according to the Arts Hall of Fame Bylaws.

## ARTICLE VII: FUNDRAISING

Any fundraising effort shall be coordinated with CCDS Advancement/Development Office.

## ARTICLE VIII: PARLIAMENTARY AUTHORITY

Robert's Rules of Order, revised, shall be the parliamentary authority for all matters of procedure not specifically covered by the bylaws.

## ARTICLE IX: AMENDMENTS

These bylaws may be amended at any meeting of the Arts Alliance, by vote of the Board (majority of all elected and appointed positions), the amendment having been submitted in writing to the members at least two weeks prior to the date of the meeting.

Signed by:

\_\_\_\_\_  
President

\_\_\_\_\_  
Date

Signed by:

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Arts Department Chair

\_\_\_\_\_  
Date