

# CONSTITUTION AND BY-LAWS

## MICHIGAN SCHOOL BAND AND ORCHESTRA ASSOCIATION

### DISTRICT I

#### CONSTITUTION

##### ARTICLE I - Name

This organization shall be known as District I of the Michigan School Band and Orchestra Association.

##### ARTICLE II - Objectives

The objectives of this Association shall be:

1. to promote and encourage the establishment and maintenance of a quality instrumental music education program.
2. to develop projects that are of musical, educational and professional benefit to students and teachers alike.
3. to serve as District I of the Michigan School Band and Orchestra Association.

##### ARTICLE III – Officers

1. The officers of this organization shall be a President, a First Vice-President for Band and Orchestra, a Second Vice-President for Solo and Ensemble, a Third Vice-President for Marching Band, a Secretary, a Treasurer, and an Adjudicator Chair.
2. The President, Second Vice-President, Secretary and Adjudicator Chair shall be elected at the last regular business meeting of each odd numbered school year. The First Vice-President, Third Vice-President and Treasurer shall be elected at the last regular business meeting of each even numbered school year. The term of office shall be two years.
3. A member may not be elected to the office of President, First Vice-President, Second Vice-President, Third Vice-President, or Secretary for more than two successive terms. A member may be elected to the office of Treasurer for more than two successive terms.

##### ARTICLE IV – Executive Board

1. The Executive Board shall be composed of the present officers and the Past President.
2. The Executive Board shall aid, advise and expedite business pertinent to the organization.
3. The Executive Board shall administer Music Festivals, educational meetings, workshops and other activities not provided for by the Constitution and By-Laws.
4. It shall be the duty of the Executive Board to:
  - a. Enforce all rules and regulations of the association.
  - b. Provide for the annual compilation and review of the financial accounts.
  - c. Require the officers to furnish adequate bond, the same to be paid from the treasury of the Association.

#### ARTICLE V - Amendments

This Constitution may be amended at any regular business meeting by a two-thirds vote of the members present.

Notice of the proposed amendment shall be given in writing to the membership no less than one week prior to the meeting.

#### ARTICLE VI – Meetings

There shall be a minimum of three meetings annually. Special meetings may be called at the discretion of the President.

#### ARTICLE VII - Fiscal Year

The fiscal year shall be defined as July 1<sup>st</sup> through June 30.

#### BY – LAWS

##### ARTICLE I – Membership

1. Active Membership

Membership in this organization shall be through the paid membership by a member school in the Michigan School Band and Orchestra Association.
2. Membership Responsibilities

- A. It shall be the responsibility of each member to comply with all of the rules and regulations governing the actions and activities of this Association.

Above all, membership in this Association requires integrity and honesty, as well as an understanding of the responsibilities inherent to the position.

- B. *It shall be the responsibility of each member to comply with the District I meeting attendance policy.*
- C. *It shall be the responsibility of each member to comply with the state festival worker policy.*
- D. Any member who wishes to resign shall forfeit all rights to the title, funds and property of the Association.

## ARTICLE II – Duties of the Officers

### 1. Duties of the President

- A. Preside at all meetings.
- B. Preside as Chairman of the Executive Board.
- C. Appoint all committees.
- D. Serve as an ex-officio member of all committees.
- E. Serve as the District I representative to the Michigan School Band and Orchestra Association and attend its meetings.
- F. Call any necessary extra meetings of the Association.
- G. Be responsible for the coordination of any and all Festivals and activities.
- H. Inform the Secretary of necessary correspondence.
- I. Authorize all expenditures and so direct the Treasurer.
- J. Assume all other duties required for the effective administration of the Association

### 2. Duties of the First Vice-President for Band and Orchestra

- A. Act as chairman of the Band and Orchestra Festival Committee with responsibilities as follows:
  - i. Solicit and explore facilities for Festival sites.
  - ii. Be responsible for the printing of Rules and Regulations and all other necessary forms.
  - iii. Be responsible for the scheduling of events
  - iv. Mail/*Email* schedule of events out at least two weeks in advance of Festival date.
  - v. Provide adjudicators with sheets for performance and sight-reading.

- vi. Order sight-reading music and place same in labeled envelopes for each classification.
- vii. Be responsible for the total operation of the Festival.
- viii. Provide for posting and recording of ratings on the day of the Festival.
- ix. Submit a list of First Division ratings to the State.
- x. Coordinate responsibilities with the Host Chairman for the smooth operation of the Festival.
- xi. Assign Festival workers.
- xii. Mail/*Email* Festival work assignments
- xiii. Keep detailed attendance records of assigned Festival workers.
- xiv. Be responsible for the administration of the Festival worker policy
- xv. Submit a report to the general membership regarding the participation of workers.
- xvi. Maintain a permanent log of Festival workers.
- xvii. *Submit a financial report to the general membership regarding the profit/loss of the Festivals at the Spring District Meeting.*

B. Assume duties of the President in the absence of the President.

### 3. Duties of the Second Vice-President for Solo and Ensemble

A. Act as Chairman of the Solo and Ensemble Festival Committee with responsibilities as follows:

- i. Solicit and explore facilities for Festival sites.
- ii. Printing of all Rules and Regulations and all necessary forms.
- iii. Make out schedule of events and mail out copy at least two weeks prior to the Festival. *Provide a copy of school registrations to the state office for scheduling by the deadline.*
- iv. *Notify the district via email when schedules are posted online.*
- v. Make out adjudicator's sheets and place them in folders for the respective adjudicators.
- vi. Provide for recording and posting of ratings the day of the Festival.
- vii. Submit a list of 1<sup>st</sup> Division ratings to the State (3 copies).
- viii. Be responsible for the total operation of the Festival.
- ix. Coordinate with the Festival Host Chairman for the smooth operation of the Festival.
- x. Assign Festival workers.
- xi. Mail *Email* Festival work assignments.
- xii. Keep detailed attendance records of assigned Festival workers.
- xiii. Be responsible for the administration of the Festival worker policy.
- xiv. Submit a report to the general membership regarding the *participation* of workers.
- xv. Maintain a permanent log of Festival workers.

xvi. *Submit a financial report to the general membership regarding the profit/loss of the Festivals at the Spring District Meeting.*

B. Preside as Chairman of the Association in the absence of the President and First Vice-President for Band and Orchestra.

4. Duties of the Vice-President for Marching Band

A. Act as chairman of the Marching Band Festival Committee with responsibilities as follows:

- i. Solicit and explore facilities for the Festival site.
- ii. Printing of all Rules and Regulations and all other necessary forms.
- iii. Make out a schedule of events and mail/*email* at least one week prior to the Festival
- iv. Make out adjudicator sheets and labels for cassette tapes.
- v. Provide the necessary tape recorders.
- vi. Provide for recording and posting of ratings on the day of the Festival.
- vii. Provide the participating schools *and the State Marching Band Committee Chair* with the numerical scores by mail *email* after the Festival.
- viii. Be responsible for the total operation of the Festival.
- ix. Coordinate responsibilities with the Host Chairman for the smoother operation of the Festival.
- x. Will serve on State Marching Band Committee.
- xi. *Submit a financial report to the general membership regarding the profit/loss of the Festivals at the Spring District Meeting.*

B. Preside as Chairman of the Association in the absence of the President, First Vice-President for Band and Orchestra and Second Vice-President for Solo and Ensemble.

5. Duties of the Secretary

- A. Keep an accurate record of minutes of meeting in a permanent ledger.
- B. Keep a record of attendance of members.
- C. Be responsible for the printing and distribution of the District I Constitution/By-Laws and yearly calendar prior to the fall meeting.
- D. Keep the records, correspondence and all other items which relate to the history and activities of the Association.
- E. Keep an accurate list of all members of District I.
- F. Notify the Executive Board of meetings.
- G. Send notice of all general *district* meetings to each member school of District I via first class mail *by September 1<sup>st</sup>*.

- H. *Send reminders of the winter and spring district business meetings via email.*
  - I. Attend to the correspondence of the Association upon request of the President.
6. Duties of the Treasurer
- A. Be the custodian of all moneys received from whatever source.
  - B. Pay out money only upon receipt of a detailed and confirmed expense voucher and appropriate receipts.
  - C. Keep full and accurate books of account, which books shall be the property of the Association and open to inspection by the membership.
  - D. Prepare a report of the Association funds for each of the membership meetings.
  - E. To present the Treasurers books for the purpose of compilation and review *for the state office* at the end of the fiscal year.
  - F. Secure bonding for the Association.
7. Duties of the Adjudicator Chair
- A. Be responsible for the hiring and assigning of all adjudicators.
  - B. *Be responsible for all correspondence with adjudicators.*
  - C. *Provide an adjudicator update at every district business meeting.*

### ARTICLE III – Elections

- 1. Nominations for officers shall be made by a Nominating Committee of two members, appointed by the President at least on month prior to the election.
- 2. The Nominating Committee shall report at the last regular business meeting the name of at least one candidate for each office to be filled.
- 3. Additional nominations may be made from the floor.
- 4. The consent of each nominee must be obtained before his/her name is placed in nomination.
- 5. Vacancies of current offices shall be filled by appointment by the acting President with the approval of the Executive Board.

### ARTICLE IV – Amendments

These By-Laws may be amended at any regular business meeting by a two-thirds vote of the members present. Notice of the proposed amendment shall be given in writing to the membership no less than one week prior to the meeting.

## ARTICLE V - State Affiliation

This organization shall serve as District I of the Michigan School Band and Orchestra Association.

## ARTICLE VI – Quorum

A quorum for a general meeting shall consist of those members present at the meeting, officially called by a written notice postmarked at least one week prior to the meeting.

## ARTICLE VII – Parliamentary Procedure

Robert's Rules of Order Revised shall govern all meetings.