

# MICHIGAN SCHOOL BAND AND ORCHESTRA ASSOCIATION

## CONSTITUTION AND BY-LAWS

### ARTICLE I - NAME

This organization shall be known as District 12 of the Michigan School Band and Orchestra Association.

### ARTICLE II - OBJECT

The object of this organization shall be to foster a spirit of friendliness and cooperation among members and teachers; to develop projects that would be of musical, educational, and professional benefit to students and teachers alike; and to serve as District 12 of the Michigan School Band and Orchestra Association.

### ARTICLE III - OFFICERS

The officers of this organization shall be a President, a Vice-President for Band and Orchestra Festival, a Vice-President for Solo and Ensemble Festival, a Vice-President for Marching Band Festival, Vice-President for Adjudication, a Secretary, and a Treasurer. The above named officers shall be elected at the last regular business meeting of each school year. The administration of this organization shall rest in an Executive Board.

### ARTICLE IV- EXECUTIVE BOARD

- (a) The Executive Board shall be composed of the present officers and the last presidents.
- (b) The Executive Board shall hold a meeting at least one week prior to the fall meeting for the purpose of orienting the new officers in their duties, and to aid the new officers in planning meetings.
- (c) The Executive Board shall aid, advise, and expedite business pertinent to the organization and administration of music festivals, educational meetings, workshops, and other activities not provided by the Constitution and By-Laws.
- (d) It shall be the duty of the Executive Board to require the officers who handle association funds to furnish adequate bond, the same to be paid from the treasury of the association.

## ARTICLE V - AMENDMENTS

This constitution can be amended at any regular business meeting by a two-thirds vote of members present, a quorum being those members present. Notice of the proposed amendment shall be given in writing with the call to meeting.

## ARTICLE VI - MEETINGS

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

## BY-LAWS

### ARTICLE I - MEMBERSHIP

- (a) Membership in this organization shall be through the individual or school Òpaid-upÓ membership in the Michigan School Band and Orchestra Association. Membership is extended to any teacher of an elementary and/or secondary school instrumental ensemble in District 12 in the counties of Monroe, Washtenaw and that portion of Wayne County west and south of the corporate limits of Detroit. (By instrumental ensemble is meant school band or orchestra instruments as specified under the approved instrumentations lists of the National School Band and Orchestra Association.)
- (b) Any person in elementary or secondary school music who, because of a change in duties is no longer qualified for active membership, and while in the district and desiring to maintain contact with this organization, may be granted an associate membership by a majority vote of the members present at any regular meeting and shall not be eligible to vote or hold office.
- (c) Upon joining the Association, it shall be the responsibility of the individual member to present his or her correct mailing address to the Association Secretary and to immediately notify the Secretary of any subsequent changes.
- (d) Any member who wishes to resign shall forfeit all rights to the title, funds, and property of the organization.

### ARTICLE II - DUTIES OF THE OFFICERS

#### Sec. 1 - Duties of the President:

- (a) Preside at all meetings

- (b) Preside as chairperson of the Executive Board
- (c) Appoint all committees
- (d) Serve as ex-officio member of all committees (attendance is optional)
- (e) Serve as representative of the Association to the Michigan School Band and Orchestra Association and attend its meetings
- (f) Call any extra necessary meetings of the Association
- (g) Be responsible for the coordination of the Solo and Ensemble, Band and Orchestra and Marching Band Festivals
- (h) Direct the Secretary of necessary correspondence
- (i) Authorize all expenditures and so direct the Treasurer
- (j) Appoint an auditing committee to audit the Treasurer's books at least two weeks prior to the last meeting
- (k) Appoint a nominating committee which shall submit a list of members qualified for the duties of officers in the Association; this list to be mailed along with the official notice of the general meeting ten (10) days prior to the date of the meeting

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

- (a) The Vice-President for Band and Orchestra shall act as chairman of the Band and Orchestra Festival Committee; responsibilities as follows:
  - (1) Explore facilities for sites of Festivals
  - (2) Responsible for the printing of rules and regulations and all other necessary forms
  - (3) Responsible for the printing of the programs
  - (4) Mail programs out one week in advance of the Festivals
  - (5) Provide adjudicator sheets for performance and sight-reading
  - (6) Order sight-reading music and place same in labeled envelopes for each classification
  - (7) Responsible for the order of events
  - (8) Assign adjudicators
  - (9) Record and post ratings the day of the Festival
  - (10) Submit comment sheets and a list of the 1st Division ratings to the State Association

(b) Preside as chairman of the Association in the absence of the President

(c) The Vice-President for Band and Orchestra shall cooperate with Host Festival Chairperson who shall be responsible for the following:

- (1) Clear local dates
- (2) Make room assignments
- (3) Move and tune pianos
- (4) Handle local publicity
- (5) Physical equipment: racks, chairs, and all other necessary items required for both performance and sight-reading facilities
- (6) Housing for the adjudicators
- (7) Noon luncheon for adjudicators and officers on the day of the Festival
- (8) Administration of students who assist in the various capacities essential to a smooth-running Festival

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

(a) The Vice-President for Solo and Ensemble shall act as Chairperson of the Solo and Ensemble Festival Committee; responsibilities as follows:

- (1) Explore facilities for sites of Festivals
- (2) Printing of rules and regulations and all necessary forms
- (3) Make out program and get to printer in time to mail out copies one week in advance of the Festival
- (4) Make out adjudicator sheets and sort into folders for respective adjudicators
- (5) Responsible for order of events
- (6) Assignment of adjudicators
- (7) Record and post ratings on the day of the Festival
- (8) Submit a list of 1st-Division ratings to the Festival
- (9) Mail comment sheets to teachers

(b) The Vice-President of Solo and Ensemble shall preside as chairperson of the Association in the event of the absence of both the President and the Vice-President for Band and Orchestra. Presi-

(c) The Vice-President for Solo and Ensemble shall cooperate with the Host Chairperson of the Festival who shall be responsible for the following:

- (1) Clear local dates
- (2) Make room assignments
- (3) Handle local publicity

- (4) Move and tune pianos
- (5) Physical equipment: racks, chairs, and all other necessary items needed for both performance and sight-reading facilities
- (6) Housing for adjudicators
- (7) Noon luncheon for adjudicators and officers on the day of the Festival
- (8) Administration of the students who assist in the various capacities essential to a smooth-running Festival

#### Sec. 4 - Duties of the Vice-President for Marching Band

- (a) The Vice-President for Marching Band shall act as chairperson of the Marching Band Festival Committee. The committee will be responsible for the planning, preparation, and execution for the Marching Band Festival. They shall:
  - (1) Establish sites
  - (2) Organize and disseminate rules, regulations and entries
  - (3) Program events and inform the membership
  - (4) Instruct and furnish judges with proper adjudicator forms
  - (5) Assign adjudicators
  - (6) Record and post ratings and return same to participating organizations
  - (7) Make a follow-up report of the Festival

#### Sec. 5 - Duties of the Vice-President for Adjudication

The Vice-President for Adjudication shall be the chairperson of the Adjudicator Selection Committee which shall be responsible for hiring all adjudicators.

#### Sec. 6 - Duties of the Secretary

- (a) Maintain an accurate list of all instrumental music teachers in District 12
- (b) Notify members of meetings
- (c) Send notice of first meeting to each principal and instrumental music teacher in District 12 by first-class mail
- (d) Keep an accurate record of minutes of meetings in a permanent ledger form
- (e) Keep an accurate record of the attendance of the members
- (f) Attend to the correspondence of the Association upon order of the Presidents

- (g) Keep the records, correspondence, and all other items which relate to the history and activities of the Association
- (h) Attend to all other duties required of the office of the Secretary

#### Sec. 7 - Duties of the Treasurer

- (a) Custodian of all monies received from all sources
- (b) Pay out money only upon order of the President and/or the unanimous consent of the Executive Board
- (c) Keep full and accurate books of account, containing a record of all monies received and disbursed, which books shall be the property of the Association and open to inspection of members at all reasonable times
- (d) Prepare a report of the Association funds which shall be audited by a recognized auditor, and present this report at the final business meeting of each school year

#### ARTICLE III- ELECTIONS

- (a) A nominating committee shall present a list of members from which nominations shall be made.
- (b) All nominations for officers shall be made from the floor and from the Nominating Committee list.
- (c) Elections shall be by written ballot.
- (d) Elections shall be held at the last regular meeting.

#### ARTICLE IV - AMENDMENTS

These By-Laws may be amended at any regular business meeting by a two-thirds vote of members present. Notice of the proposed amendment shall be given in writing with the call to the meeting.

#### ARTICLE V

A quorum for a general meeting shall consist of those members present at the meeting officially called ten days prior to the meeting date by email or first class mail.