

CONSTITUTION AND BY-LAWS

MICHIGAN SCHOOL BAND AND ORCHESTRA ASSOCIATION

DISTRICT 4

Constitution and By-Laws last amended May 11, 2011.

CONSTITUTION for MSBOA DISTRICT 4

ARTICLE 1 - Name

This organization shall be known as District 4 of the Michigan School Band and Orchestra Association. The boundaries of District 4 are determined and approved by the MSBOA State Executive Board; this information can be obtained by the MSBOA state office and on the state MSBOA web site (www.msboa.org).

ARTICLES 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 musical, educational and of professional benefit to students and teachers alike;
3. to serve as District 4 of the Michigan School Band and Orchestra Association.

ARTICLE III - Officers

1. The officers of this organization shall be President, Vice President for Band and Orchestra, 1st Assistant Vice President and 2nd Assistant Vice President for Band and Orchestra, Vice President for Solo & Ensemble, 1st Assistant Vice President and 2nd Assistant Vice President for Solo and Ensemble, Vice President for Marching Band, Vice President for Adjudication, Vice President for Festival Workers, Secretary, and Treasurer.
2. The above named officers, with exception of the Vice President for Adjudication, shall be elected at the last regular business meeting of each school year and shall assume their duties at the beginning of the fiscal year. The Vice President for Adjudication will be elected at the winter general membership meeting and assume duties immediately.
3. The administration of this organization shall rest in the Executive Board.

ARTICLE IV - Executive Board

1. The Executive Board shall be comprised of the present officers and two past presidents. In the event that there are less than two past presidents available to serve, trustees will be appointed by the 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. furnish adequate bond, the same to be paid from the treasury of the Association. Any other committee chair who deals directly with money handling shall also be required to be bonded;
 - d. maintain an operational manual for each office which details the duties and responsibilities required of the office. This will be passed on to subsequent officers to preserve the tradition, practice, and protocol of District 4;
 - e. have read the Constitution & By-Laws of District 4, to maintain a copy of them, and to be familiar with their contents.

ARTICLE V - Amendments

This Constitution may be amended at any regular business meeting of the general membership 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 annual regular business meetings of the general membership. Special meetings may be called at the discretion of the President.

ARTICLE VII - Fiscal Year

The fiscal year shall be defined as July 1st through June 30th.

BY-LAWS for MSBOA DISTRICT 4

ARTICLE I - Membership

1. Active Membership – Membership in the organization shall be recognized upon certification through the state organization of MSBOA and subject to classification and limitations specified by the MSBOA State Constitution and By-Laws.
2. Membership Responsibilities – It shall be the responsibility of each member to comply with all 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.
3. 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 Chairperson of the Executive Board;
 - c. appoint all committees;
 - d. serve as an ex-officio member of all committees;
 - e. serve as the District 4 representative to the Michigan School Band and Orchestra Association at its meetings;
 - f. call any 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. secure a financial compilation and review at the close of the fiscal year. This compilation and review will be done by someone outside of the Association;
 - k. in an emergency situation the President shall have additional powers as elsewhere stated herein to act in the best interest of the organization.
 1. assign the duties of Secretary in the absence of the Secretary in a meeting.
2. Duties of the Vice President for Band and Orchestra:
 - a. act as Chairperson of the Band and Orchestra Festival Committee with responsibilities as follows:
 - i. solicit and explore facilities for festival sites;
 - ii. be responsible for updating the rules and regulations of the festival on the District 4 web site;
 - iii. make available all other necessary forms and guidelines for the festival by mail or e mail;
 - iv. produce the schedule of events and make this available at least one week prior to the festival;
 - v. produce adjudicator sheets and place them in folders or envelopes for the respective adjudicators;
 - vi. provide for recording and posting of ratings the day of the festival;

- vii. submit a list of participant ratings to the MSBOA state office;
 - viii. be responsible for the total operation of the festival; and
 - ix. coordinate with the festival host chairperson to assure smooth operation of the festival.
 - b. preside as Chairperson of the Association in the absence of the President.
- 3. Duties of the 1st and 2nd Vice Presidents for Band and Orchestra:
 - a. assist the Vice President for Band and Orchestra in all duties of the band and orchestra festivals;
 - b. the 1st Assistant Vice President for Band and Orchestra shall assume the office of Vice President for Band and Orchestra once the office has been vacated by the current Vice President. The 1st Assistant Vice President will also assume the duties of Vice President for Band and Orchestra in the absence of the Vice President for Band and Orchestra.
 - c. the 2nd Assistant Vice President will assist the Vice President and the 1st Assistant Vice President in all band and orchestra festival responsibilities as needed. Persons holding this office will be mentored by the Vice President and 1st Assistant Vice President toward the potential goal of eventually assuming the office of Vice President.
- 4. Duties of the Vice President for Solo and Ensemble:
 - a. act as Chairperson of the Solo and Ensemble Festival Committee with responsibilities as follows:
 - i. solicit and explore facilities for the festival sites;
 - ii. be responsible for updating the rules and regulations of the festival and all other necessary forms on the District 4 website;
 - iii. make available all other necessary forms and guidelines for the festival by mail or e mail;
 - iv. produce the schedule of events and make this available at least one week prior to the festival;
 - v. produce adjudicator sheets and place them in folders or envelopes for the respective adjudicators;
 - vi. provide for recording and posting of ratings the day of Festival;
 - vii. submit a list of high school ratings to the MSBOA state office;
 - viii. be responsible for the total operation of the festival;
 - ix. coordinate with the festival host chairperson for the smooth operation of the festival.
 - b. preside as Chairperson of the Association in the absence of the President and Vice President for Band and Orchestra.
- 5. Duties of the 1st and 2nd Assistant Vice President for Band and Orchestra:
 - a. assist the Vice President for Band and Orchestra in all duties of the Band and Orchestra Festivals;
 - b. The 1st Assistant Vice President for Solo and Ensemble shall assume the office of Vice President for Solo and Ensemble once the office has been vacated by the current Vice President. The 1st Assistant Vice President will also

- assume the duties of Vice President for Solo and Ensemble in the absence of the Vice President for Solo and Ensemble.
- c. The 2nd Assistant Vice President will assist the Vice President and 1st Assistant Vice President in all Solo and Ensemble responsibilities as needed. Persons holding this office will be mentored by the Vice President and 1st Assistant Vice President toward the potential goal of eventually assuming the office of Vice President.
6. Duties of the Vice President for Festival Workers:
 - a. cooperate with all Vice Presidents in carrying out responsibilities as follows:
 - i. assign festival workers;
 - ii. make available festival work assignments by mail or e mail;
 - iii. keep detailed attendance records of assigned festival workers;
 - iv. be responsible for the administration of festival worker policy;
 - v. submit a report to the general membership regarding the participation of workers;
 - vi. maintain an ongoing record of festival workers.
 - b. preside as Chairperson of the Association in the absence of the President, Vice President for Band and Orchestra and Vice President for Solo and Ensemble.
 7. Duties of the Vice President for Marching Band:
 - a. act as Chairperson of the Marching Band Festival Committee with responsibilities as follows:
 - i. solicit and explore facilities for the festival site;
 - ii. be responsible for updating the rules and regulations of the festival on the District 4 web site;
 - iii. make available all other necessary forms and guidelines for the festival by mail or e mail;
 - iv. produce the schedule of events and make this available at least one week prior to the festival;
 - v. produce adjudicator sheets and place them in folders or envelopes for the respective adjudicators;
 - vi. provide the necessary recording devices;
 - vii. record ratings on the day of the festival and making these results available to the membership;
 - viii. be responsible for the total operation of the festival;
 - ix. coordinate responsibilities with the host chairperson(s) for the smooth operation of the festival.
 8. Duties of the Vice President for Adjudication:
 - a. be responsible for the administration of all adjudication requirements of the Association.
 - i. be responsible for the hiring and assigning of all adjudicators;
 - ii. compile and maintain evaluations of all adjudicators and report this information to the general membership at the annual spring meeting;
 - iii. coordinate adjudicator housing and expense requirements with the Festival Chairperson and Treasurer;
 - iv. administer all correspondence regarding adjudicators and adjudication;

- v. preside or designate representatives at all festival adjudicator meetings;
 - vi. evaluate or designate representatives of the District to evaluate probationary adjudicators hired; these probationary adjudicator evaluations should be forwarded to the state MSBOA office.
9. Duties of the Secretary:
- a. keep an accurate record of minutes of executive board and general membership meetings in a permanent record;
 - b. keep a record of attendance of members at executive board and general membership meetings;
 - c. be responsible for updating and maintaining information on the District 4 web site, coordinated with the District 4 webmaster;
 - d. keep the records, mass mailings and all other items, which relate to the history and activities of the Association;
 - e. keep an accurate list of all members of District 4;
 - f. notify the Executive Board of meetings;
 - g. send notices of all general meetings to each member school of District 4 via electronic mail.
 - h. attend to the correspondence of the Association upon request of the President;
10. Duties of the Treasurer:
- a. be the custodian of all monies received from whatever sources;
 - 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, containing a record of all monies received and disbursed; the financial 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 general membership meetings;
 - e. to present the Treasurer's records for the purpose of compilation and review at the end of the fiscal year;
 - f. secure bonding for the association.

ARTICLE III - Elections

1. A Nominating Committee of three members, appointed by the President with the approval of the membership at least one month prior to an election, shall make nominations for officers.
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. The Committee will recommend a candidate for Vice President of Adjudication at the Winter General Membership meeting to meet the timeline requirements of the District 4 Constitution and By-Laws.
3. Additional nominations may be made from the floor at the meeting when elections are held.
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 - Festivals

All festivals will be run in accordance with rules and regulations posted on the District 4 web site.

ARTICLE V - Committees and Representatives

The district will maintain the following committees or representatives to the state office:

1. Standing Committees - ongoing committees
 - a. High School Honor Band
 - b. Middle School Honor Band
 - c. Technology
 - d. Festival Improvements Committee Representative
 - e. Music Education Committee Representative
 - f. Elementary Music Committee Representative
 - g. String Representative
 - h. MYAF Committee Representative
 - i. Music Technology Committee Representative/Webmaster
 - j. Member Emeritus Committee Representative
2. Ad Hoc Committees - Temporary committees may be formed on an as-needed basis with appointments and duties as prescribed by the President.

ARTICLE VI - Amendments

These By-Laws may be amended at any regular business meeting of the general membership by a two-thirds vote of the members present. Notice of the proposed amendment shall be given in writing to the membership at least one week prior to the meeting.

ARTICLE VII- State Affiliation

This organization shall serve as District 4 of the Michigan School Band and Orchestra Association.

ARTICLE VIII - Quorum

A quorum for a general membership meeting shall consist of those members present at the meeting as officially called by a written or emailed notice one week or more in advance.

ARTICLE IX - Parliamentary Procedure

Roberts Rules of Order: Newly Revised in Brief, 2004 shall govern all meetings.