

CONSTITUTION AND BY LAWS
OF
DISTRICT VIII OF THE MICHIGAN SCHOOL BAND AND ORCHESTRA
ASSOCIATION

CONSTITUTION:

ARTICLE I: NAME

This organization shall be known as DISTRICT VIII of the Michigan School Band and Orchestra Association.

ARTICLE II: OBJECTIVES

The objectives of this association shall be:

1. To promote and encourage quality instrumental music education programs and activities beneficial to the teachers and students of member schools.
2. To foster a spirit of friendliness and cooperation among member teachers.
3. To assist member schools and teachers in the facilitation of his/her own individual programs.

**ARTICLE III: OFFICERS AND STANDING
COMMITTEES**

The officers and standing committees shall be:

1. The President, Secretary, Vice President of Band and Orchestra will be elected at the last regular business meeting of each odd numbered school year. The Treasurer, Vice President of Adjudication and the Vice Presidents of Solo and Ensemble shall be elected at the last regular business meeting of each even numbered school year. The term of office shall be two years.

ARTICLE IV: EXECUTIVE BOARD

The Executive Board is constituted as follows:

1. The Executive Board shall be composed of the present officers and the last presidents.
2. 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.

3. 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.
4. 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 may be amended at any regular business meetings 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 1st – through June 30.

BY-LAWS

ARTICLE I: MEMBERSHIP

Membership shall be defined as follows:

1. Active membership: any individual listed as a teacher in the sponsoring member school's annual registration form.
2. Membership responsibility: 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 (district and state). Membership in this association expects integrity and honesty, as well as an understanding of the responsibilities inherent by participation.

ARTICLE II: DUTIES OF THE OFFICERS

- I. 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 VIII representative to the MSBOA 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 elective administration of the Association.

- II. Duties of the Vice President for Band and Orchestra
 - A. Solicit and explore facilities for Festival sites.
 - B. Be responsible for the printing of Rules and Regulations and all other necessary forms.
 - C. Be responsible for the scheduling of events.
 - D. Mail/Email schedule of events out at least two weeks in advance of Festival date.
 - E. Provide adjudicators with sheets for performance and sight-reading.
 - F. Order Sight-reading music and place same in labeled envelopes for each classification.
 - G. Be responsible for the total operation of the Festival and recording of ratings on the day of the festival
 - H. Coordinate responsibilities with the Host Chairman for the smooth operation of the Festival.
 - I. Assign Festival workers.
 - J. Mail/Email Festival work assignments.
 - K. Keep detailed attendance records of assigned Festival workers.
 - L. Be responsible for the administration of the Festival worker policy.
 - M. Report to the general membership regarding the participation of workers.

- III. Duties of the Vice President of Solo and Ensemble
 - a. Solicit and explore facilities for Festival sites.
 - b. Printing of all Rules and Regulations and all necessary forms.
 - c. Notify the district via email when schedules are posted online.
 - d. Make out adjudicator's sheets and place them in folders for the respective adjudicators.
 - e. Provide for recording and posting of ratings the day of the Festival.
 - f. Be responsible for the total operations of the Festival.

- g. Coordinate with the Festival Host Chairman for the smooth operation of the Festival.
 - h. Assign Festival workers.
 - i. Mail/Email Festival work assignments.
 - j. Keep detailed attendance records of assigned Festival workers.
 - k. Be responsible for the administration of the Festival worker policy.
 - l. Submit a report to the general membership regarding the participation of workers.
 - m. Submit a financial report to the general membership regarding the profit/loss of the Festivals at the Spring District Meeting.
- IV. Duties of the Vice President for Marching Band
- a. Solicit and explore facilities for the Festival site.
 - b. Printing of all Rules and Regulations and all other necessary forms.
 - c. Make out a schedule of events and mail/email at least one week prior to the festival.
 - d. Make out adjudicator sheets and labels for cassette tapes/CDs.
 - e. Provide necessary recording equipment.
 - f. Provide for recording and posting of ratings on the day of the Festival.
 - g. Provide the participation schools and the State Marching Band Committee Chair with the numerical scores by mail/email after the Festival.
 - h. Be responsible for the total operation of the Festival.
 - i. Coordinate responsibilities with the Host Chairman for the smoother operation of the Festival.
 - j. Will serve on the state Marching Band Committee.
 - k. Submit a financial report to the general membership regarding the profit/loss of the Festivals at the Spring District Meeting.
- V. 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 printing and distribution of the District VIII 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 VIII
 - f. Attend to the correspondence of the Association upon request of the President.
- VI. Duties of the Treasurer
- a. Be the custodian of all monies 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. Present the Treasurer 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.
- VII. Duties of the Adjudication Chair
- a. Be responsible for 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: DUTIES OF STANDING COMMITTEE CHAIRS

ARTICLE IV: ELECTIONS

Elections shall be conducted under the following procedures:

1. Nominating Committee, 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.
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 V: AMMENDMENTS

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 VI: QUORUM

A quorum for a general 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.

A quorum for an executive board meeting shall be the presence of a majority of the board as officially called by a written or emailed notice one week or more in advance.

ARTICLE VII: PARLIAMENTARY PROCEDURE

Robert's Rules of Order: Newly Revised in Brief, 2004 shall govern all meetings.