

Constitution and By-Laws
Michigan School Band and Orchestra Association
District IX

Constitution

ARTICLE I - NAME

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

ARTICLE II - OBJECTIVES

The objectives of this association shall be:

1. To foster a spirit of friendliness and cooperation among directors and teachers.
2. To promote and encourage quality instrumental music education programs and activities beneficial to the teachers and students of member schools.
3. To assist member schools and teachers in the facilitation of his/her own individual programs.
4. To serve as District IX of the Michigan School Band and Orchestra Association.

ARTICLE III - OFFICERS AND STANDING COMMITTEES

The officers of this organization shall be a President, Vice President for Band and Orchestra, Vice President for Solo & Ensemble, Vice President for Adjudication, Secretary, and a Treasurer. The Vice President for Adjudication shall be elected at the January regular business meeting. All other officers shall be elected at the last regular business meeting of each school year. The standing committees of the organization shall be All Star Band, All State Band, Emeritus, Festival Improvements (FIC), Music Education, Music Technology, and Teacher of the Year. Other committees may be appointed at the discretion of the President. Each officer and committee chair shall serve a two year term.

ARTICLE IV - 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 officers no less than one week prior to the meeting. For all purposes of this constitution, "in writing" includes -- but is not limited to -- email notices.

ARTICLE V - MEETINGS

There shall be a minimum of three meetings annually. The Fall Meeting shall be held in September. The Winter Meeting shall be held in January. The Spring Meeting shall be held in May. Special meetings may be called at the discretion of the President.

By-Laws

ARTICLE I - MEMBERSHIP

1. Active Membership - Membership shall be through the individual paid membership by a member school in the Michigan School Band and Orchestra Association (MSBOA).
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. 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.
3. 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

Section 1 - Duties of the President

It shall be the duty of the President to:

1. Preside at all meetings of the District.
2. Make emergency decisions that may arise, the same to hold until the next meeting of the District membership, when the decision shall be confirmed or rejected.
3. Call regular and special meetings as provided for in the By-Laws.
4. Have the duty to appoint all committees as delegated at any regular meeting, and as may be necessary, in promoting the work of the District. The President shall serve as an ex-officio member of all committees, but shall not be required to attend committee meetings.
5. Serve as the District IX representative to the MSBOA and its executive board and attend all of their meetings.
6. Be responsible for the coordination of any and all festivals and activities.
7. Inform the Secretary of necessary correspondence.
8. Authorize all expenditures and so direct the treasurer.
9. Assume all other duties required for the effective administration of this Association.

Section 2 - Duties of the Vice President for Band and Orchestra

It shall be the duty of the Vice President for Band and Orchestra to:

1. To assist the President in all acts.
2. Act as chairperson of the District Band and Orchestra Festivals.
3. Be responsible for communicating rules, regulations, and all other necessary and pertinent information.
4. Be responsible for the scheduling of events.
5. Provide the host sites with ratings sheets for performance and sight-reading.
6. Develop and disseminate a schedule for workers' assignments.
7. Coordinate responsibilities with the host chair of each site.
8. Be responsible for the administration of the festival workers' policy.
9. Report festival results and related issues to the executive board and general membership at the first meeting following each festival.
10. Initiate any disciplinary proceedings regarding delinquent workers.
11. Procure, organize, and disseminate all sight-reading material for each B&O Site.
12. Provide for the sale of used B&O sight reading material.
13. Perform all the duties of the President in the event of the President's absence, inability, disability, or resignation

Section 3 - Duties of the Vice President for Solo and Ensemble

It shall be the duty of the Vice President for Solo and Ensemble to:

1. Be chairperson for the Senior High and Junior High sections of the District Solo and Ensemble Festivals.
2. Communicate all rules, regulations, and other necessary and pertinent information.
3. Assume responsibility for registration and maintaining communication with the state office.
4. Provide for and assist with, the organization of each site.
5. Submit results of the festival to the state office.
6. Be responsible for a list of workers' assignments.
7. Initiate any disciplinary proceedings regarding delinquent workers.
8. Make a report to the general membership at the first meeting following the festival.
9. Assume responsibilities of the President in the absence of the President and the Vice President for Band and Orchestra.

Section 4 - Duties of the Vice President for Adjudication

It shall be the duty of the Vice President for Adjudication to:

1. Be responsible for the hiring and assignments of adjudicators for all festivals.
2. Maintain active communication with all festival chairs.
3. Coordinate correspondence with all adjudicators, festival chairs, and host directors.
4. Provide a report of all activities at each general membership meeting.
5. Coordinate lodging and meal arrangements for adjudicators with host directors.
6. Assume responsibilities of the President in the absence of the President, Vice President for Band and Orchestra, and the Vice President for Solo and Ensemble.

Section 5 - Duties of the Secretary

It shall be the duty of the Secretary to:

1. Keep an accurate record of the proceedings of general meetings and meetings of the District Executive Board.
2. Keep a record of attendance at each executive board and general membership meeting.
3. Be responsible for the printing and distribution of the District IX Constitution/By-Laws and yearly calendar prior to the fall meeting.
4. Keep records, correspondence, and all other items, which relate to the business, history, and activities of District IX.
5. Keep an accurate mailing list and email list of all members of District IX.
6. Send reminder notices to the general membership of all pending meetings.
7. Attend to the correspondence of District IX upon the request of the President.
8. Assume responsibilities of the President in the absence of the President, Vice President for Band and Orchestra, Vice President for Solo and Ensemble, and Vice President for Adjudication.

Section 6 - Duties of the Treasurer

It shall be the duty of the Treasurer to:

1. Pay all obligations incurred by the District, to supervise and keep a written report of all transactions of the office, and to present such reports at business meetings of the association.
2. Be the custodian of all moneys received from any source.
3. Pay out money upon receipt of detailed and confirmed expense vouchers and appropriate receipts.
4. Keep full and accurate books of account, which shall be the property of District IX and open to inspection by the membership.
5. Prepare a report of the districts funds for each meeting.
6. Present the treasurer's books for the purpose of compilation and review for the state office at the end of each fiscal year.
7. Secure bonding for the district and each necessary member of the executive board.
8. Assume responsibilities of the President in the absence of the President, Vice President for Band and Orchestra, Vice President for Solo and Ensemble, Vice President for Adjudication, and Secretary.

ARTICLE III - DUTIES OF STANDING COMMITTEE CHAIRS

1. All Star Band - secure guest conductors for the event. Coordinate all details of running the event with the host director, District President and Treasurer. Coordinate and make available audition music for member schools. Coordinate and make available all performance music after auditions have been completed.
2. All-State Band - establish a host school prior to the final meeting of the year. Communicate the site and audition activities with the state chair. Comply with all state instructions regarding the auditions, collection of recordings, and submission of the recordings.

3. Emeritus / Teacher Of The Year

a. seeks nominations from the membership (as per established state guidelines) and presents those nominations to the executive board for approval (as per state guidelines). Procure application plaques for those teachers retiring after 20 years of service in District IX. (Plaques to be presented at the recipient's final concert of the year.)

b. solicits nominations via nominating form and presents those nominations to the district membership at the spring meeting. Nominations may also be accepted at the spring meeting. Hold a written ballot vote (if more than one nomination) at the spring general membership meeting. Create and present a plaque to the recipient at the time of his or her choosing.

4. Festival Improvement - attend all state meetings as the District IX representative and make a report to the Executive Board and general membership.

5. Music Education - attend all state meetings as the District IX representative and make a report to the Executive Board and general membership.

6. Music Technology – maintain the District web presence.

ARTICLE IV - ELECTIONS

1. Nominations for officers shall be submitted to the President prior to the spring general membership meeting..

2. Additional nominations may be accepted from the floor at the spring general membership meeting.

3. In the event of more than one nomination for a particular office, a written ballot will be used.

4. Vacancies of current offices shall be filled by appointment of the acting president, subject to the approval of the general membership.

ARTICLE V - 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 VI - ATTENDANCE

Every District IX School that is a member of MSBOA in good standing shall be expected to have their Band/Orchestra Director present at the District's official meeting.

A District cover letter and calendar shall be published and sent to each Principal of member schools by the District Secretary at the beginning of the school year encouraging their school's representation at the meetings.