

MICHIGAN SCHOOL BAND & ORCHESTRA ASSOCIATION

DISTRICT VI CONSTITUTION AND BY-LAWS

CONSTITUTION

ARTICLE I – Name

This organization shall be known as District VI of the Michigan School Band & Orchestra Association. The boundaries of District VI include the counties of Berrien, Cass, and Van Buren.

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 VI of the Michigan School Band & Orchestra Association.

ARTICLE III – Officers and Standing Committees

1. The officers of this organization shall be the President, and one VicePresident each for Band & Orchestra, Middle School Solo & Ensemble, High School Solo & Ensemble, Marching Band, Middle School Honors Band, High School All Star Band, Jazz, Adjudication, A Recording Secretary, and a Treasurer.
2. The President, VP Marching Band, VP MS and HS Solo & Ensemble, VP MS Honors Band, and the Secretary shall be elected at the last regular business meeting of each odd-numbered school year. The VP Adjudication, VP HS All Star Band, VP Jazz, VP Band & Orchestra and the Treasurer, shall be elected at the last regular business meeting of each even-numbered school year. The term of office, in all cases, shall be two years.
3. The administration of this organization shall rest with an Executive Board.
4. The standing committees are: Music Education, Festival Improvements, Technology, All State, Medals/Plaques, Teacher of the Year/Member Emeritus, Orchestral Activities and Scholarship.

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 that is pertinent to the organization and administration of music festivals, educational meetings, workshops and other activities not provided for by the Constitution and By-Laws.
3. 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

1. The constitution may be amended as follows:
 - a. the proposed amendment will be presented to the membership at a regular meeting called for District VI business;
 - b. the amendment shall be voted upon at the next regular meeting. A two-thirds “yes” vote by the members present is required for passage of the amendment.
2. Notice of a proposed amendment shall be given in writing with the call 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 through June 30.

UPDATES:

9/9/2021

BY-LAWS

ARTICLE I: Membership

1. Active Membership
 - a. Membership in this organization shall be recognized upon certification through the state organization of MSBOA and shall be subject to classification and limitations specified by the state constitution and by-laws.
2. Membership Responsibilities
 - a. 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.
 - b. 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. Presides as Chairman of the Executive Board.
 - c. Appoint all committees
 - d. Serve as an ex-officio member of all committees.
 - e. Serve as District VI representative to the MSBOA and attend its meetings.
 - f. Call any necessary extra meetings of the Association.
 - g. Oversee the coordination of any and all Festivals and activities.
 - h. Inform the Secretary of necessary correspondence.
 - i. Oversee expenditures and so direct the Treasurer.
 - j. Assume all other duties required for the effective administration of the Association.
 - k. Be responsible for distribution of the District VI Constitution/By-Laws and yearly calendar prior to the fall meeting.
2. Duties of the Vice-President for Band and Orchestra.
 - a. Act as chairman of the B&O Festival Committee, with responsibilities as follows:
 - i. Solicit and explore facilities for festival sites.
 - ii. Be responsible for printing of rules and regulations and all other necessary forms.
 - iii. Be responsible for the scheduling of events.
 - iv. Email schedules of events out at least three weeks prior to Festival dates.
 - v. Prepare adjudicators with sheets for performances and sight-reading.
 - vi. Order sight-reading music and place in labeled envelopes for each classification.
 - vii. Be responsible for the total operation of the Festival.
 - viii. Provide for recording and posting of ratings on the day of the Festival.
 - ix. Coordinate responsibilities with the Host Chairman for the smooth operation of the Festival.
 - x. Assign Festival workers and communicate via email Festival work assignments
 - xi. Keep detailed attendance records of assigned Festival workers.
 - xii. Be responsible for administration of the Festival worker policy.
 - xiii. Report to the general membership regarding the participation of workers.
 - xiv. Preside as chairman of the association in the absence of the President.

- xv. Make necessary arrangements for housing for adjudicators.
3. Duties of the Vice-President for Middle School and High School Solo & Ensemble
 - a. Solicit and explore facilities for the Festival sites.
 - b. Be responsible for the printing of Rules and Regulations and all other necessary forms.
 - c. Notify the membership via email when schedules are posted online.
 - d. Properly fill out adjudication forms and place them in envelopes for the respective adjudicators.
 - e. Provide for recording and posting of ratings on the day of the Festival
 - f. Be responsible for the total operation of the Festival.
 - g. Coordinate with the Festival Host Chairman for the smooth operation of the Festival.
 - h. Make necessary arrangements for housing for adjudicators.
 - i. Coordinate with the Medals chair for day of medals.
 - j. Assign Festival workers and communicate via 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.
 - n. The VP of High School Solo & Ensemble presides as Chairman of the Association in absence of the President and 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 the 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. Create and Email schedule of events out at least three weeks prior to Festival dates.
 - iv. Make out adjudicator sheets.
 - v. Hire a recording company for video and adjudication for the day of the Festival.
 - vi. Provide the participating schools with ratings, via mail email after the Festival.
 - vii. Be responsible for the total operation of the Festival.
 - viii. Coordinate responsibilities with the Host Chairman for the smooth operation of the Festival.
5. Duties of the Vice-President for Adjudication
 - a. Be responsible for the hiring and assigning of all judges for the Festival.
 - b. In April of each year, meet with the President to consider the judges and hiring strategies for the next year before May 1st.
 - c. Receive the Judges Evaluation forms for all Festivals, and transmit all necessary records to the state.
 - d. Be responsible for correspondence regarding adjudicators with Festival V.P's.
 - e. Provide an adjudicator update at every district business meeting.
 - f. Will submit a report to the President providing information about the adjudication evaluations of the adjudicators who work in our district.
6. Duties of the Vice President for High School All-Star Band
 - a. Explore and solicit a site for All Star Band.
 - b. Hire a guest conductor
 - c. Coordinate between TOTY and guest conductor regarding repertoire.
 - d. Hire a person or firm to record the concert.
 - e. Print a program
 - f. Establish a procedure for, and a schedule for, auditions and rehearsals.
 - g. Provide meals for all participants during the event.
 - h. Arrange for housing for the conductor.
 - i. Secure appropriate music and distribute it to the students.

7. Duties of the Vice President for Middle School Honors Band
 - a. Solicit and secure a host site.
 - b. Solicit and secure two guest conductors.
 - c. Create and distribute registration packets.
 - d. Coordinate with the committee and assign/delegate tasks.
 - e. Solicit, secure, and distribute the concert music.
 - f. Secure all meals needed for participants during the event.
 - g. Coordinate the worker schedule.
 - h. Oversee the rehearsal and performance.
 - i. Send out all correspondence to schools.
 - j. Work with the Treasurer.
8. Duties of the Vice President for Jazz Festival
 - a. Solicit and explore facilities for Festival sites.
 - b. Secure the clinicians
 - c. Be responsible for the scheduling of events.
 - d. Email schedules of events out of at least three weeks prior to Festival dates.
 - e. Hire a recording company for video and adjudication for the Festival.
 - f. Be responsible for the total operation of the Festival.
 - g. Coordinate responsibilities with the Host Chairman for the smooth operation of the Festival.
9. Duties of the Secretary
 - a. It shall be the duty of the Secretary to keep a record of the proceedings of general meetings and meetings of the Executive Board.
 - b. The Secretary shall perform whatever correspondence relative to the Association that would be required.
 - c. Keep a record of attendance of members
 - d. Keep 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 VI
 - f. 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 source.
 - b. Pay out money only upon receipt of a detailed confirmed expense voucher and appropriate receipts.
 - c. Keep full and accurate books of account, contains a record of all monies received and disbursed, 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's books for the purpose of compilation and review at the end of the fiscal year.
 - f. Secure bonding for the Association.

ARTICLE III – Duties of Standing Committees

1. Music Education Committee representative
 - a. Is to attend the fall and winter Music Education Committee meetings and report back to the district membership.
2. Festival Improvements Committee representative
 - a. Is to attend the fall and winter FIC meetings and report back to the district.

- b. Take concerns from the district to the FIC Committee.
- 3. All-State Ensemble Chairperson
 - a. Solicit and secure a host site.
 - b. Schedule workers and adjust the schedule.
 - c. Communicate information to the membership.
 - d. Secure the recording devices.
 - e. Be responsible for returning audition material to the State Office.
- 4. Medals/Plaques Chairperson
 - a. Make sure medals are available on site for MS/HS Solo & Ensemble Festivals.
 - b. Report to S&E VP's medals used at each event.
 - c. Distribute forms for medals and/or plaques for Band and Orchestra Festival and Marching Band Festival.
 - d. Keep an adequate supply of medals on-hand.
 - e. Distribute medal/plaque orders.
- 5. Orchestral Activities Chairperson
 - a. Promote activities in the area of string music education.
 - b. Communicate to the district string activities.
 - c. Maintain Communication with the State Vice President of Orchestral Activities.
 - d. Promote and attend the Mid-Level String Clinic, Fall String Orchestra Reading Session, and Alternative Strings Day.
 - e. Create and maintain a database of potential orchestra clinicians in the district.
- 6. Computer/ Technology Chairperson
 - a. Attend the Technology Workshop in January or designate a representative.
 - b. Maintain district website.
 - c. Provide district with technology tips .
- 7. Teacher of the Year and Member Emeritus Chairperson
 - a. Gather the names of retired band and orchestra teachers from the district.
 - b. Complete and verify the paperwork needed for Emeritus Status.
 - c. Create a nominating form for teacher of the year.
 - d. Distribute ballot for teacher of the year voting at spring meeting.
 - e. Coordinate TOY conducting opportunity with MS and HS Honor Band Chairpersons.
 - f. Order plaques for the teacher of the year, both band and orchestra.
 - g. Present plaque at "home" event determined by the teacher of the year.
- 8. Scholarship Chairperson
 - a. Prepare all application materials.
 - b. Email application to the membership to distribute for qualified candidates.
 - c. Arrange a selection committee and meet to choose the most qualified candidate.
 - d. Complete an expense form and submit to the treasurer for completion of the check.
 - e. Present candidate with a certificate and monies awarded at an event.
 - f. Report to the district the name of the selected recipient of our District Scholarship.

ARTICLE IV – Elections

- 1. Nominations for officers shall be made by a Nominating Committee of three members, appointed by the President, with the approval of the membership, at least one month prior to the elections. One member of this committee shall be the immediate past-president.
- 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 in current offices, caused by registrations, shall be filled by appointment, by the acting President, with the approval of the Executive Board.

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 – State Affiliation

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

ARTICLE VII – Quorum

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

ARTICLE VII – Parliamentary Procedure

The revised version of Robert’s Rules of Order shall be used to govern the conduct of the business at a regular meeting of the District.

Last Update:

1/4/2022