

Texas Community College
Band Directors Association Constitution
Formally adopted September 29, 2020

ARTICLE I: **NAME & MEMBERSHIP**

- Section 1 The name of the organization shall be the Texas Community College Band Directors Association (TCCBDA). TCCBDA is a 501c3 Non-Profit Organization
- Section 2 Membership is available to participating band directors, music educators, and applied music faculty from community colleges in the state of Texas.
- Section 3 The Association will sponsor Symphonic Band and Jazz Ensemble All-State clinic/concerts held at the Texas Music Educators Association Convention in San Antonio.
- Section 4 An annual Institutional Membership (IM) fee will be paid with submission of audition tapes and fees for the all-state ensemble(s).
- a. Schools who submit no audition tapes will not pay an IM fee unless they wish to cast votes at TCCBDA Business Meetings that occur during that time frame.
 - b. A school pays the IM fee when submitting one or more audition tapes, whether for the Symphonic Band or the Jazz Ensemble. The fee is paid only once each year.
 - c. The amount of the fee will be set in the Policies and Procedures Manual.

ARTICLE II: **PURPOSE**

- Section 1 To promote outstanding students in community college bands through participation in the all-state band audition process, clinic and concert.
- Section 2 To raise awareness throughout the state of community college band programs and what they have to offer.

ARTICLE III: **MEETINGS/VOTING**

- Section 1 One regularly scheduled business meeting shall be held annually to take place at the Texas Music Educators Association Convention (TMEA). Exact date and time for said meeting is dependent upon TMEA schedule of activities
- Section 2 Any additional business meetings will be held either in person or through a virtual meeting space. Written notice of any meeting will be given to all voting membership at least 5 business days ahead of time. All business meetings will follow procedure as set in Robert's Rules of Order.
- Section 3 The meeting held at TMEA will be considered the annual business meeting of TCCBDA. It will include selection of future clinicians for the All-State organizations, selection of judges for the next audition process, nomination and election of officers, approval of a budget, and any constitutional and operations decisions that must be brought to a vote.
- Section 4 Minutes will be posted on the TCCBDA website. If there are any additions/corrections needed, contact the secretary. After 30 days from the meeting date if a membership vote has not taken place to approve them, the minutes will be considered approved as posted.
- Section 5 Unless specified in the organization's constitution, a majority vote is sufficient for the approval/change of any item brought to a vote.

Section 6 Electronic voting executed outside the scope of a scheduled Business Meeting is acceptable on matters that, as deemed by the Executive Board, require action before an appropriate meeting can be scheduled.

ARTICLE IV: **OFFICERS AND COMMITTEE MEMBERS**

Section 1 The officers shall consist of a President, Vice-President, Secretary, Treasurer, and Immediate Past-President. The President, Vice-President, and Immediate Past President positions will serve on a 2-year rotation. The Secretary and Treasurer positions are for a minimum of 2 years, with annual renewals for each additional service year to be decided at the TMEA Business Meeting each year following the initial two-year service term.

Section 2 The Officers, under direction of the President, shall be responsible for providing at least one nominee for each position vacancy.

Section 3 The duties of the **PRESIDENT** shall include, but not be limited to:

- a. Preside over all meetings of the full membership of TCCBDA;
- b. Serve as a liaison between the membership and officers in order to solve any issues that arise between meetings;
- c. Arrange the meeting dates and times for the Texas Music Educators Association (TMEA) convention meeting and any additional business meetings deemed necessary in a given year.
- d. Contact and confirm the clinician for the All-State Symphonic Band and Jazz Ensemble; serve as liaison between the clinicians and the membership as needed, including obtaining a signed contract; inform clinician of results of Concerto Competition, and acquire repertoire lists.;
- e. Correspond regularly with the membership regarding any new information or changes to procedures;
- f. Correspond regularly with all organizers.;
- g. Arrange to have the all-state concert program printed; arrange for editing and pick-up of program in San Antonio.

Section 4 The duties of the **VICE-PRESIDENT** shall include, but not be limited to:

- a. Preside at meetings in the absence of the President;
- b. Compile the audition music selections from panel judging chairs and work with the webmaster to have them posted on the TCCBDA website in a timely manner;
- c. Collect audition recordings from all students auditioning for the All-State Symphonic Band and/or All-State Jazz Ensemble; re-code the recordings and send to panel chairs with instructions and deadlines for returning results
- d. Compile audition results and send them to membership; reconcile any problems that occur with students that qualified for the band on multiple instruments or qualified for both Symphonic Band and Jazz Ensemble; bring in alternates as necessary due to cancellations or changes and inform necessary personnel of said changes;
- e. Enforce all deadlines as set by the membership;
- f. Serve as organizational liaison between TCCBDA and host hotel. Duties under this purvue include confirming method/deadlines for reservations and payment, sending rooming lists with updates for booking, and arranging meeting rooms to be used at TMEA Convention. All communication between TCCBDA membership and hotel goes through the Vice President until host hotel specifies that individual contact must be made regarding individual housing logistics.

- g. Assist Symphonic Band Seating Audition Organizer with compilation of on-site audition panels based on Form 4 submissions.

- Section 5 The duties of the **SECRETARY** shall include, but not be limited to:
- a. Keep and post minutes of meetings;
 - b. Maintain a record of the membership and their contact information;
 - c. Work with web master to ensure all meeting minutes are posted to the website along with periodic updates to Policies/Procedures and other important organizational information as voted on by membership
- Section 6 The Duties of the **TREASURER** shall include, but not be limited to,
- a. Control the receipts, disbursements and records of all moneys;
 - b. During years where TCCBDA Exhibits on the TMEA Convention Floor, Apply and submit fee to TMEA for TCCBDA's information booth (outside the exhibit hall during the TMEA convention) by October 1st of each year.
 - c. Collect any delinquent fees or monies owed to TCCBDA;
 - d. Submit TMEA Student Membership Forms and fees to TMEA;
 - e. Provide a financial report to the membership at meetings;
 - f. Submit recommendations concerning the financial policies of TCCBDA as may be required.
- Section 6 The duties of the **IMMEDIATE PAST PRESIDENT** shall be to serve as an advisor and aid in the decision-making process of the officers and assist Secretary in ensuring accuracy as it relates to posted information on the TCCBDA website. .
- Section 7 The Committee Members shall consist of the Symphonic Band Organizer, Symphonic Band Music Organizer, Symphonic Band Seating Audition Organizer, Symphonic Band Percussion Organizer, Jazz Ensemble Organizer, Concerto Competition Organizer, and Webmaster.
- Section 8 The duties of the **SYMPHONIC BAND ORGANIZER** shall include, but not be limited to:
- a. Provide a podium and director's stand for the clinician;
 - b. Coordinate set-up of all rehearsals and other logistics of the Symphonic Band in conjunction with guest clinician.
 - c. Attendance of all rehearsals of the All-State Symphonic Band in order to aid the clinician or students in any way possible; may arrange for other members to cover rehearsals as necessary;
 - d. Coordinate move to convention center and set-up before the concert.
- Section 9 The duties of the **SYMPHONIC BAND MUSIC ORGANIZER** shall include, but not be limited to:
- a. Acquire the repertoire selections made by the clinician from the current president;
 - b. Compile full sets of parts for distribution to participating schools ahead of TMEA convention.
 - c. Send copies of 1st parts to the Symphonic Band Seating Audition Organizer to be included in the judges' packets for the Seating Auditions to be held in San Antonio;
 - d. Compile folders for each band member for rehearsals/concert;
 - e. Bring originals/complete parts to San Antonio in case extras or changes are needed.
- Section 10 The duties of the **SYMPHONIC BAND SEATING AUDITION ORGANIZER** shall include, but not be limited to:

- a. Obtain list of attending directors and their instruments from the Vice President (information from Form 4) and compile judging panels of three to five judges for each section;
- b. Assign audition rooms for each section; post the audition order on the door of rooms that will be used for the auditions of multiple instruments;
- c. Compile the judges' forms – Use TMEA audition forms – and supplies (pencils, scratch paper) for each audition;
- d. Acquire audition music from Music Organizer prior to the convention; Create folders of the audition music to be distributed to judging panels for seating auditions (at least 3 folders per panel of 5 judges);
- e. Arrange for monitors to assist in running each seating audition, including assigning of audition letters to students; may want to approach jazz ensemble students or Symphonic Band members not required to audition.
- f. Post results as they become available including providing a lap top/printer as necessary.

Section 11 The duties of the **PERCUSSION ORGANIZER** shall include, but not be limited to:

- a. Obtain a list of necessary percussion equipment (if not the actual percussion parts) and facilitate the acquisition of instruments and equipment as needed;
- b. Serve as panel judging chair for symphonic band auditions AND make all part assignments for symphonic band music selections.
- c. Provide transportation of percussion instruments and equipment to the convention;
- d. Hold an organizational meeting for student percussionists during the seating auditions in order to confirm all details and part assignments before the first set of rehearsals;
- e. Serve as general guidance to the percussion section during rehearsals as necessary;
- f. Help facilitate the move of percussion instruments and equipment to the concert site.

Section 12 The duties of the **JAZZ ENSEMBLE ORGANIZER** shall include, but not be limited to:

- a. Coordinate with guest conductor regarding ensemble's abilities based on judges comments; discuss possible guest artist; Contact TJEAPresident for possible monetary help if guest artist is needed or wanted;
- b. Receive music from President; copy and distribute to selected ensemble members and band directors;
- c. Make sure that each student is aware of required equipment to bring (i.e. stands, mutes, soprano sax, etc.) in letter via e-mail to directors;
- d. Provide copies of music at TMEA;
- e. Coordinate set-up of first rehearsal of the Jazz Ensemble and each subsequent rehearsal thereafter;
- f. Coordinate with conductor regarding his needs for rehearsals and performance throughout the course of the convention;
- g. Coordinate move to convention center and set-up before the concert;

Section 13 The duties of the **CONCERTO COMPETITION ORGANIZER** shall include, but not be limited to:

- a. Receive audition recordings and copies of music from the membership;
- b. Compile a panel to judge audition recordings and select a winner; if there is no audition submitted that is of the quality desired of a soloist, the panel has the right to opt not to select a winner;
- c. Report name of winner and repertoire selected to the President so the results may be made known to the clinician and the membership;
- d. Serve as a liaison for directors (not students) concerning questions regarding the competition; students should take their questions to their director.

- Section 14 The duties of the **WEBMASTER** will relate specifically to the upkeep of the organization’s website www.tccbda.org. This person will work directly with the Executive Committee to ensure content is accurate.
- Section 15 Nomination and election of new Officers and Committee Members shall be held at the annual business meeting at TMEA. Election shall require a simple majority vote by the members present. The Officers, under direction of the President, shall be responsible for providing at least one nominee for each position vacancy. Nominations are not limited to those provided by the officers.
- Section 16 In the event of the resignation of an Officer or Committee Member, the position shall be filled by a volunteer from the membership, appointed by the President.

ARTICLE V: **POLICIES AND PROCEDURES**

Section 1 **Membership: Institutional and Individual Director Participation**

- a. Each institution that participates in TCCBDA audition activities and/or to maintain voting privileges in a given fiscal year is required to pay an annual Institutional Audition Fee. This fee is collected once per year, per school, whether students are auditioning for the Symphonic Band or the Jazz Ensemble, or both and regardless of the number of students auditioning from the school. Participating Schools will each receive a CD of the TMEA performance, regardless of whether an auditioning student made an ensemble.
- b. Each institution shall name at least one sponsoring director/faculty member to serve as that institution’s main point of contact for all business related to TCCBDA, including casting their institution’s vote at all Business Meetings. An Individual Director Fee must be paid for that person’s participation. In addition, that person must also be an active member of Texas Music Educators Association
- c. Schools that wish to have multiple faculty members participate in TCCBDA activities, including Business Meetings, may do so provided that all faculty pay the Individual Director Fee and are active members of TMEA. However, Institutions still only receive a single institutional vote on all business matters put forth at all scheduled Business Meetings
- d. All amounts for all fees are outlined in Section 3 of Article V.

Section 2 **Student Eligibility-Audition Procedures**

In order for a student to be eligible for, and participate in the TCCBDA All-State organizations, they must meet the following requirements:

- a. The student must be certified by his/her TMEA active member director as registered for college credit in the school’s parent group during both the semester of the audition (Fall) and the TMEA activity (Spring);
- b. The student must possess a high school diploma or equivalent at the time of audition;
- c. The student may not participate as a member of the Community College All-State organizations, in any combination, for more than three years;
- d. The student must not have been dismissed by TCCBDA from prior ensemble participation for ANY reason;

TCCBDA reserves the right to deny participation in the all-state ensembles to students from institutions which fail to provide qualified personnel to assist with the band audition procedure at the convention site in San Antonio.

A complete and comprehensive listing of all audition guidelines and procedures will be posted to the organization's website, www.tccbda.org, on or about AUGUST 1 of each calendar year in preparation for the next year's performance cycle. Communication to membership via email will be made by the President as soon as these procedures have been posted.

Section 3 **Fee Structure**

- a. **Institutional Membership Fee:** \$50 annually
- b. **Audition Fees:** Each audition entry, whether for Symphonic Band or Jazz Ensemble, is \$10 per audition entry. Students who submit audition entries on multiple instruments must pay the \$10 fee for each one.
- c. **Individual Director Fees:** \$10 per participating faculty member from each institution. There must be a minimum of ONE person per participating institution each year.
- d. **Ensemble Participation Fees:** \$25 for each symphonic band participant. \$40 for each jazz ensemble participant. All students MUST be active members of TMEA at the time of their participation. TMEA membership fee structure can be found on their website www.tmea.org

Each year, the TCCBDA Treasurer will outline for membership the acceptable methods of receiving payment. Any and all transactional fees associated with an approved method of payment MUST be covered by the individual institution, provided that the Treasurer appropriately outlined those fees in advance of collecting payment.

A detailed set of deadlines for the collection of fees will be posted to the organization's website each year and will maintain a consistent pattern barring a major adjustment to organizational policy. It is the member school's responsibility to ensure timely payment on all fees to the TCCBDA Treasurer. Any member institution that is delinquent with any balance of greater than \$50 on or after May 1st of a given calendar year will not be allowed to submit student audition entries for the following year. Audition entries may be submitted in subsequent years should the balance be resolved sometime during the succeeding academic year from when the outstanding balance was recorded.

Section 4 **Clinicians**

- a. Both the symphonic band and jazz ensemble shall have guest clinicians, preferably coming from current or previous employment at a Texas 4-year institution, to lead the ensembles during each performance cycle at the TMEA Convention. Said clinicians are selected at least one year in advance of their selected appointment and their selection comes from one of the following methods:
 - I. Membership nomination and vote.
 - II. Conjunctive services tied to an organizational commission
- b. The clinician will sign a contract to confirm their acceptance of terms as far as dates, compensation, and duties to be performed. All details will be contained in said contract.

Section 5 Ensemble Instrumentation

- a. All policies related to the method, timeline, and repertoire for All-State ensemble auditions will be housed on the organization’s official website www.tccbda.org. These policies will remain consistent from year to year and changes must be approved by membership vote.
- b. The Ideal instrumentation for the Symphonic Band will be: 1 Piccolo, 8 Flutes, 2 Oboes, 2 Bassoons, 12 B-Flat Clarinets, 2 Bass Clarinets, 4 Alto Saxophones, 1 Tenor Saxophone, 1 Baritone Saxophone, 8 Trumpets, 6 Horns, 4 Tenor Trombones, 1 Bass Trombone, 4 Euphoniums, 4 Tubas, and 8 Percussionists. Specialty instruments such as piano, double bass, or specialized wind instruments will be selected as needed based on yearly repertoire. Each year, the panel chair on a particular instrument may petition for an adjustment to the number of all-state seats selected with proper justification. Decisions on any adjustments will be made by a vote of the TCCBDA Executive Board AND both Symphonic Band Organizers (Music and General)
- c. The Ideal instrumentation for the Jazz Ensemble will be: 2 Alto Saxophones, 2 Tenor Saxophones, 1 Baritone Saxophone, 4-5 Trumpets (depending on quality of entries as determined by the judging panel), 4-5 Trombones (with at least 1 bass trombone. Exact number depending on quality of entries as determined by judging panel), 1 guitar, 1 bass, 1 piano, and 2 drummers

Section 6 Participating Student and Faculty Responsibilities

- a. Due to liability and logistical reasons, all student members of participating ensembles must stay at the established host hotel for the duration of the All-State performance cycle. Additionally, a minimum of one faculty representative must also stay in that same hotel. Additional faculty members from each school are welcome to utilize the hotel as well pending availability of rooms.
- b. Each participating institution must submit one faculty member to serve as primary contact for their institution, abiding by all policies, duties, and procedures as set forth in the “Sponsoring Director Responsibilities” document available on the organization’s website www.tccbda.org.
- c. All participating students must sign the “Student Code of Conduct” document available at www.tccbda.org before participation in ensembles can begin. Forms can be submitted via mail, in person, or electronically to the organization Secretary. Failure to submit in a timely manner will result in removal from the ensemble.

ARTICLE VI: FINANCES

- Section 1 Changes to existing financial policies (fees, honoraria, etc.) as set forth in Article V (Policies and Procedures) shall require a majority vote of the attending membership at the annual business meeting at TMEA.
- Section 2 All money will be placed in a checking account under TCCBDA’s name. The Treasurer will handle the deposit and disbursement of all monies.
- Section 3 There will be two signatory representatives on the account. These will be the present treasurer and the current immediate past president. Only one signature will be required on a check.
- Section 4 Both the Treasurer and the President shall have online access to the checking account. However, the President shall not be added as a signature to the account and is only permitted to view

transactions and balances. The password for online access shall be changed as often as four times annually, or every quarter.

Section 5 In the event that TCCBDA ceases operations and the organization is dissolved, the net balance remaining in the organization's checking account, which is calculated once any/all outstanding debts are reconciled, shall be donated to the Texas Music Educators Association General Scholarship Fund. TMEA shall use these funds as a continuation of their effort to provide financial assistance to students entering higher education in pursuit of a career in the music industry.

ARTICLE VII: **AMENDMENTS**

Section 1 This Constitution may be amended by a majority vote of the attending membership at any Business Meeting where an appropriate quorum of more than twenty-five percent of active membership is present.

Section 2 Upon the acceptance of an amendment by the membership, it shall be incorporated into the body of this constitution, renumbered appropriately, and marked with the date of adoption.

ARTICLE VIII: **APPROVAL**

This constitution shall be adopted by a two-thirds majority of the voting members present at the appropriately scheduled Business Meeting where consideration for adoption is placed on the agenda. Once approved, it replaces any previous versions of this document, which will be kept on www.tccbda.org for archival purposes.