

# **CAVALCADE OF BANDS ASSOCIATION, INC.**

## **CONSTITUTION**

### **ARTICLE I**

Name - The name of this corporation shall be the Cavalcade of Bands Association, Inc. (herein referred to as the CBA).

### **ARTICLE II - Purpose**

Section 1 - Promote Music. To organize a program that will promote music and it's related activities.

Section 2 - Education. To formulate and maintain policies that will safeguard the educational values of CBA competition and cultivate high ideals in performing arts.

Section 3 - Competition. To promote uniformity of standards in all CBA events.

Overview - The CBA is composed of member schools? Marching bands, jazz bands, and indoor ensembles. Control of the CBA is vested in the band directors in cooperation with the administrators of their respective schools. Any organization is welcome to participate regardless of the number or experience of its performers. The CBA supports all member ensembles and is committed to their continued learning and growth.

Philosophy - It is the continuing philosophy of the CBA to provide students with a broad array of educational opportunities for the development of abilities in music and the performing arts. Through competitive and noncompetitive evaluation, the primary goal is to promote the ongoing development and mastery of cumulative technical and artistic skills reflecting contemporary educational principles.

Motto - Education Through Musical Involvement

### **ARTICLE III - Membership**

Section 1 - Members. All public school districts, nonpublic schools, and colleges/universities are eligible for membership in CBA. Only secondary and college level units are eligible to participate.

Section 2 - Application for Membership. Application for membership in

CBA shall be made in writing to the Board of Directors. Each application for membership shall be signed by the school principal and the band director.

Section 3 - When Membership Becomes Effective. Membership in CBA shall become effective when the school district's or non-public school's application and dues have been received by the CBA Executive Director.

Section 4 - Quorum. A quorum shall be constituted as those voting members present. Each member school shall have one vote.

#### **ARTICLE IV - Dues**

**Section 1 - Amount of Dues.** The annual dues of each member public school district of the CBA shall be \$200.00. There will be an additional \$50.00 fee per participating unit.

The annual dues of each independent nonpublic school (Indoor) of the CBA will be \$100 with no additional per unit cost.

#### **Section 2 - Membership fees due**

A. Membership fees are due September 1 of each year. A band's failure to submit payment or approved purchase order will result in forfeiture of participation fee at all attended CBA shows until payment is received.

B. At the discretion of the Executive Director, bands that fail to submit payment or approved purchase order will also perform first on the championship schedule. If there is more than one band that has not paid, the latest payment band after September 1 will perform first, others to follow determined by payment date.

C. Membership invoices will be sent on or before May 15 of each year.

D. For Indoor units not paying by January 31, the delinquent school will be considered ineligible to participate in CBA activities. Applicants for new membership (not on the previous year's membership list) must pay on or before October 1st for the outdoor season and January 31st for the indoor season.

**Section 3 - Fiscal Year.** The fiscal year shall be July 1st to June 30th inclusive.

## ARTICLE V - Board of Directors

Section 1 - Board of Directors. The executive and administrative body of the CBA shall be known as the Board of Directors.

Section 2 - Membership of the Board of Directors. The Board of Directors shall consist of eight (8) members elected by the membership. The membership shall elect the corporate offices of President, Vice-President, Secretary, Treasurer, Marching Band Liaison, Jazz Band Liaison and Cavalcade Indoor Liaison. Each voting Board Member must be a band director in a member school district or school (nonpublic). The additional Board of Director member (advisory and nonvoting status) will be the Executive Director, having been recommended by the above named corporate officers from all applications received.

Section 3 - Term of Office. The voting members of the Board of Directors shall serve for a period of two (2) years beginning July 1 following their election.

Section 4 - Executive Committee. The CBA Executive Committee will consist of the corporate offices of President, Vice-President, Secretary, and Treasurer.

Section 5 - Time of Meetings. The Board of Directors shall meet as determined by need and at such times thereafter as the President or a majority of the members of the Board of Directors may request.

Section 6 - Election of Board of Directors. The President, Secretary, CI Liaison, and Jazz Liaison will be elected in even years. The Vice President, Treasurer, and Marching Band Liaison will be elected in odd years.

Section 7 - Election of Executive Director and Coordinators. The Executive Director, Judging Coordinator, Education Coordinator, CI Administrator, and Jazz Administrator shall be elected in odd years. The Administrative Coordinator, Communications Coordinator and Marching Band Administrator shall be elected in even years. Additional procedures include:

- A) Notify directors and judges of Executive Director, Coordinator, and Administrator position openings by the summer clinic or July 1st, whichever occurs first.
- B) Applications are to be received by the third Saturday in October.
- C) CBA Executive Committee will, if necessary, conduct interviews prior to the November Board Meeting.

- D) CBA Executive Committee will present it's recommendations to the membership at the December meeting.
- E) After the Executive Committee offers rationale and justification for selections, a vote will be taken by members present at the December general membership meeting for approval of the proposed persons for Executive Director, Coordinator, and Administrator.

## **ARTICLE VI - Board of Directors Responsibilities**

### Section 1 - Powers and Duties of the Board of Directors.

The Board of Directors shall have the following powers and duties:

- A) To maintain general control over all CBA-sponsored activities within the provisions of the Constitution, By-Laws, Rules and Regulations, and Operations Manual.
- B) To interpret the provisions of the Constitution, By-Laws, Rules and Regulations, and Operations Manual.
- C) To administer the finances of the CBA.
- D) To decide matters in dispute between member schools. The Board shall not be required to consider protests after one year from the date of the alleged infraction of the CBA Constitution, By-Laws, Rules and Regulations, and Operations Manual.
- E) To enforce penalties, within the limits described in these documents, for any violation of the Constitution, By-Laws, and Rules and Regulations of the CBA.
- F) If necessary, to suspend from membership in CBA any school that is in violation of the CBA Constitution, By-Laws, Rules & Regulations.
- G) A majority of the voting Board of Directors shall constitute a quorum for the transaction of business as the Board of Directors.

Section 2 - Standing Committees. All standing committees including Marching Band, Jazz Band, and C.I.A. will consist of no more than five (5) members, including the Liaison, and all of who shall be the band director of the CBA member school. Committee members shall be recommended by

the Liaison and approved by the Board of Directors.

Section 3 - Advisory Panels. Advisory panels for each standing committee (as described in Section 2 above) may be created at the direction of the Liaison. Advisory panels will consist of no more than three (3) members and will exist for the purpose of counseling the standing committee itself. Advisory Panel members, within the context of their counseling function to the Standing Committee, will not have CBA standing committee voting privileges.

## **ARTICLE VII - Local Management and Control**

Section 1 - Responsibility of the Band Director. The Band Director is responsible to CBA in all matters pertaining to CBA and the member school. The Band Director may delegate some of these responsibilities, but such delegation shall not relieve the Band Director of the obligation for any infraction by the member school unit when in violation of the CBA Constitution, By-Laws, and Rules & Regulations.

Section 2 - Powers and Duties of the Band Director.

The Band Director shall have the following powers and duties:

- A) To have control over all CBA event relations in which the member school participates.
- B) As a band director of a school sponsoring a CBA event, the right to exclude any participating unit from the event which, because of poor habits or improper conduct, would not represent their school in a professional manner.
- C) To ensure that all contracts for CBA events in which the member school participates are in writing and bear his/her signature. A late filing fee of \$10.00 for the purpose of covering costs may be charged for the necessary documents.
- D) The band director shall have other powers concerning CBA events at his/her school in meeting and fulfilling the growth and needs of the school and are in keeping with the provisions of the Constitution, By-Laws, and Rules & Regulations.
- E) Only the band director of the member school shall vote in all CBA matters. The band director may not delegate a

representative for this purpose.

## **ARTICLE VIII - Amendments**

Section 1 - Approval Of Constitution, By-Laws, and Rules & Regulations. Amendments to this Constitution, By-Laws, and Rules & Regulations must be approved by a two-thirds vote of the members present.

Section 2 - When Amendments To The Constitution, By-Laws, and Rules and Regulations Must Be Submitted For Approval. Amendments shall be presented to the Board of Directors at least thirty (30) days before a membership meeting and mailed to all members at least fifteen (15) days prior to the general meeting.

Section 3 - When Amendments to the Constitution, By-Laws, and Rules & Regulations Must Be Voted By The Membership. Amendments to the Constitution, By-Laws, and Rules and Regulations, received by the Board of Directors, shall be submitted to the members for approval at the next advertised and sanctioned membership meeting.

Section 4 - Clarification of Procedure for Submission, Analysis, Discussion, and Voting of Proposed Changes to the CBA Constitution, By-Laws, and Rules & Regulations.

### **A) Marching Band Activities:**

1. Prior to the annual December general meeting, and in a timely fashion, the Marching Band Liaison will solicit from the membership, by mail, any proposed changes to the CBA Constitution, By-Laws or Rules & Regulations regarding marching band activities.
2. All submissions received will then be presented to the membership at the Rules Congress immediately following the December general meeting.
3. The general membership will discuss each submission and vote on whether or not the item should be sent to the Marching Band Committee.
4. Items sent to the Marching Band Committee will then be discussed by the committee at publicized winter meetings (at least two must take place).
5. Recommendations

i. Emanating from the Marching Band Committee will then be mailed to both the Board of Directors and the membership immediately following the final committee meeting.

ii. Only conference representatives may vote.

6. The Marching Band Liaison will then present said items to the membership at the annual spring general meeting where comprehensive explanation, discussion, and voting for approval of said items will take place.
7. Precise discussion, description, and voting details will be included in the CBA general meeting minutes.
8. The CBA President and Administrative Coordinator will be charged with the responsibility of insuring that all approved changes are correctly inserted into every applicable CBA document.

#### **B) C.I.A. and Jazz Activities**

1. Immediately upon conclusion of the C.I.A. and Jazz seasons, the Liaison will advertise and conduct a meeting/rules congress for the purpose of discussing any proposed changes to the CBA Constitution, By-Laws or Rules & Regulations regarding these activities.
2. Recommendations
  - \* emanating from the committees will then be immediately forwarded to both the Board of Directors and the membership for review.
  - \* Only conference/division representatives may vote on the proposals.
3. All submissions received will then be presented to the CBA membership at the annual spring meeting.
4. The general membership will discuss each submission and vote on whether or not the item should be returned to the committee for clarification and/or review.

5. Proposals returned to the committee must then be reviewed/approved for final submission to both the Board of Directors and the CBA general membership.
6. All proposals will then be mailed to both the Board of Directors and the general membership immediately following their ultimate approval by the committee. This should take place no later than July 1st.
7. The Liaison will then present said items to the CBA general membership at the annual CBA clinic meeting, where comprehensive explanation, discussion, and voting for approval of said items will take place.
8. Precise discussion description and voting details will be included in the general meeting minutes.
9. The CBA President and Administrative Coordinator will be charged with the responsibility of insuring that all approved changes are correctly inserted into every applicable CBA document.

## ARTICLE IX

### Dissolving Cavalcade of Bands, Inc.

Section 1 - Dissolution. In the event the Cavalcade of Bands, Inc. would dissolve as an association, any funds remaining in the Treasury would be donated to a non-profit charitable organization (i.e. the American Cancer Society, the Boys and Girls Club, etc.). This non-profit charitable organization would be determined by the Board of Directors.