

Bylaws of the Southern California School Band and Orchestra Association

ARTICLE I

NAME

The name of this organization shall be the Southern California School Band and Orchestra Association, hereafter referred to as the SCSBOA.

ARTICLE II

OBJECT

The Object of the SCSBOA shall be:

- (a) To support a standard of effective instrumental music education;
- (b) To promote projects and activities which encourage and foster instrumental music education at all grade levels;
- (c) To support appropriate legislation at all levels of government which affect instrumental music education in a positive manner;
- (d) To encourage membership in county, state and national music education organizations;
- (e) To communicate the accomplishments of the SCSBOA to the profession and to the public through various media.

ARTICLE III

BASIC POLICIES

Section 1. The SCSBOA shall be nonsectarian, nonpartisan and non-commercial.

Section 2. The SCSBOA may affiliate with other professional education and music organizations if approved by a two-thirds vote of the SCSBOA Board of Directors, hereafter referred to as the Board.

Section 3. Members of the SCSBOA may represent the organization in official capacities only with the approval of the Board.

Section 4. The SCSBOA shall cooperate with other organizations, agencies and groups in the furtherance of instrumental music education, subject to the approval of the SCSBOA Board.

ARTICLE IV

FISCAL AND MEMBERSHIP YEAR

The fiscal and membership year will begin on July 1 and end on June 30.

ARTICLE V

MEMBERSHIP

Section 1. Membership in the SCSBOA shall include six categories: Active, Active-Associate, Associate, Retired, Student and Honorary Life. Any person representing the SCSBOA in an official capacity must be a member.

Section 2. Active Membership in the SCSBOA shall be open to instrumental music teachers, coordinators, or supervisors in the public and private schools; and instrumental music teachers in the community colleges, colleges, and universities of Southern California. These schools must be located in the counties of Imperial, Inyo, Kern, Los Angeles, Orange, Riverside, San Bernardino, San Diego, San Luis Obispo, Santa Barbara and Ventura. Active Members shall enjoy the full rights and privileges of SCSBOA membership.

Section 3. Active-Associate Membership shall include:

- (a) Active Members who have retired but do not qualify for Retired Membership status as described in ARTICLE V, Section 5;
- (b) Experts other than instrumental music teachers who render professional service to the SCSBOA in its activities;
- (c) Instrumental music teachers outside of the eleven counties names in SECTION 2, Article V, who wish to participate in SCSBOA activities.

Active-Associate Members shall enjoy the full rights and privileges of membership excluding the right to hold office.

Section 4. Associate Membership shall be open to any person, firm or organization interested in being identified with the SCSBOA. Associate members shall have limited membership privileges. They shall be excluded from the right to vote, to hold office, or to act in any official SCSBOA capacity without the approval of the Board.

Section 5. Retired Membership shall be open to those who have held Active membership in the SCSBOA for 10 or more years, are 55 years of age or over and who no longer teach music. Retired Members shall enjoy the full rights and privileges of membership. Dues of Retired Members shall be 50% of the dues of Active Members.

Section 6. Student Membership in the SCSBOA shall be open to instrumental music students in grades eleven and twelve and in college. Student Members shall have limited membership privileges. They shall be excluded from the right to vote, to hold office, or to act in any official SCSBOA capacity without approval of the SCSBOA Board.

Section 7. Membership in the SCSBOA may be extended, subject to the approval of the SCSBOA Board, to qualified persons and agencies in areas adjacent to the Southern California Counties of Imperial, Inyo, Kern, Los Angeles, Orange, Riverside, San Bernardino, San Diego, San Luis Obispo, Santa Barbara and Ventura.

Section 8. Honorary Life Membership in the SCSBOA shall be conferred upon individuals selected by a two-thirds vote of the SCSBOA Board. Persons thus chosen shall be selected for significant contributions to instrumental music education and the SCSBOA. Honorary Life Members shall enjoy full rights and privileges of Active Membership.

Section 9. Annual dues shall be determined by the Board. Any change in annual dues shall be submitted to the membership for approval on the annual election ballot. Honorary Life Members shall pay no dues.

Section 10. SCSBOA membership dues shall be paid by October 15. With the exception of Retired and Student Members, all dues received after October 15 will include a late fee as determined by the Board.

ARTICLE VI

BOARDS

Section 1. The SCSBOA Board shall consist of the President, First Vice President, Vice Presidents, Secretary, Treasurer, Past President/President Elect and appointed representatives.

Section 2. The Executive Board shall consist of the President, First Vice President, Secretary, Treasurer, and Past President/President Elect.

Section 3. Meetings of the Executive Board, subject to the call of the President, shall be for the purpose of making recommendations to the SCSBOA Board of Directors.

Section 4. No SCSBOA Board member may serve more than two (2) consecutive terms in the same office.

ARTICLE VII
BOARD OF DIRECTORS

Section 1. Officers in the SCSBOA shall include: President, First Vice President, Secretary, Treasurer, President Elect or Past President, and Vice Presidents for: Elementary/Middle School Education, Festivals, Festival Adjudication, Field Adjudication, High School Honor Groups, Jazz Education, Medals and Awards, Middle School Honor Groups, Music Lists, Parade Adjudication, Public Information, String Education and Membership.

Section 2. The President Elect and the Past President shall serve on alternate years. The President Elect will serve during the year immediately preceding the year of assuming the office of President, while the Past President will serve during the year immediately following the completion of the term as President.

Section 3. Officers shall be elected biennially, for a two-year term, in two divisions:

- (a) The first division shall be elected in odd-numbered years and shall include the First Vice President, Treasurer and Vice Presidents for: Elementary/Middle School Education, Festival Adjudication, High School Honor Groups, Jazz Education, Music Lists, Parade Adjudication and String Education.
- (b) The second division of officers shall be elected in even-numbered years and shall include the President Elect, Secretary, and Vice Presidents for: Festivals, Middle School Honor Groups, Medals and Awards, Public Information, Field Adjudication and Membership.

Section 4. The President, subject to the approval of the SCSBOA Board, may appoint representatives to serve on the Board. Such representative offices may be established to provide the SCSBOA Board with representation from geographical areas, or representation from special areas of instrumental music education. Representatives shall not have voting privileges and shall act exclusively in an advisory and/or liaison capacity.

Section 5. The SCSBOA Board shall have the exclusive authority to control and transact all business of the SCSBOA, fill board vacancies and distribute all materials issued in its name.

Section 6. Officers may be removed from office upon a two-thirds vote of the Board for:

- (a) not fulfilling the obligations of their office; or
- (b) lack of regular attendance at scheduled meetings; or
- (c) actions not in the best interests of the SCSBOA.

Members of the Board of the SCSBOA whose membership status in the SCSBOA changes from Active to any other membership category may remain in that office with the approval of the Board of Directors of the SCSBOA, but only if he/she has one year or less remaining in office at the time of his/her change in membership status.

ARTICLE VIII

DUTIES OF OFFICERS OF THE EXECUTIVE BOARD

Section 1. The President shall:

- (a) Establish the times, locations and agenda for all meetings of the SCSBOA Membership, the Executive Board and the SCSBOA Board;
- (b) Serve as presiding officer at these meetings, conducting all business in accordance with the authority defined in ARTICLE XV;
- (c) Appoint all committees and serve, with the exception of the Nominating Committee, as an ex-officio member;
- (d) Administer the affairs of the SCSBOA;
- (e) Supervise the SCSBOA Office staff;
 - i.) Arrange for an annual evaluation by the Board, to be completed by May 1.
 - ii.) Arrange to offer employment contracts to office staff concurrent with the fiscal year.
- (f) Represent the SCSBOA in all of its official functions, providing liaison between the SCSBOA and other recognized groups.
- (g) Provide leadership to promote advocacy in instrumental music education;
- (h) Be one of three authorized parties to sign checks;
- (i) Conduct a yearly review of the bylaws, standing rules, policies and procedures at the first regularly scheduled meeting of the Board.

Section 2. The First Vice President shall:

- (a) Assume the duties of the President in his/her absence;
- (b) Arrange for the annual meeting of the membership and such other meetings as the President may direct;
- (c) Assist the President in his/her administration of the business of the SCSBOA;
- (d) Be responsible for the planning and coordination of conferences.

Section 3. The Secretary shall:

- (a) Record all minutes of the membership, the Executive Board and the SCSBOA Board and forward copies to Board members prior to the next meeting;
- (b) Maintain all records of the SCSBOA except those specifically delegated to others;
- (c) Maintain a record of the bylaws, standing rules, and minutes with current additions and/or corrections;
- (d) Maintain a list of current members;
- (e) Conduct the correspondence of the SCSBOA.

Section 4. The Treasurer shall:

- (a) Oversee all funds received by the SCSBOA and their proper disbursement;
- (b) Prepare an annual budget to be adopted by the Board at the first meeting of the fiscal year;
- (c) Arrange for an annual audit;
- (d) Publish in the Newsletter the Board approved SCSBOA budget and audit statement of the previous year;
- (e) Prepare financial status reports requested by the Board;
- (f) Be one of three authorized parties to sign checks,

Section 5. The President Elect shall:

- (a) Observe and assist the President in carrying out the functions and responsibilities of the office of the President;
- (b) Assume the duties of the President in the absence of both the President and First Vice President. The term of office of the President Elect shall be for one year, after which he/she shall assume the office of President.

Section 6. The Past President shall:

- (a) Observe and assist the President in carrying out the functions and responsibilities of the office of the President;
- (b) Prepare, serve and conduct other SCSBOA activities as may be requested by the President or directed by the Board. The term of office shall be for one year immediately following the completion of the term as President.

ARTICLE IX

DUTIES OF THE VICE PRESIDENTS

Section 1. Vice Presidents shall:

- (a) Have the authority to establish procedures, adopt policies and make appointments. This authority shall be ratified by a majority vote of the SCSBOA Board. Each Vice President may compile such statements of policy and procedure in a formal document for submission and approval to the Board. Policies, procedures and appointments may not be publicized nor implemented prior to Board approval. Subsequent to such action, the entire SCSBOA membership shall be notified;
- (b) Present a yearly financial summary to the Board;
- (c) Assist the First Vice President in the development of clinics or sessions for SCSBOA sponsored conferences and events;
- (d) Inform the Board of any membership changes in standing committees;
- (e) Inform standing committee members that their term of office shall run concurrent with the term of Vice President. At the end of the term, the appropriate Vice President shall notify in writing all standing committee members that their service has been completed;
- (f) Propose an annual budget for approval by the Board;

Section 2. The Vice President for Festival Adjudication shall:

- (a) Publish an annual list of qualified festival adjudicators;
- (b) Prepare and administer a program to train and qualify new festival adjudicators;
- (c) Arrange for the evaluation of festival adjudicators;
- (d) Recommend policies and procedures for the effective administration of the festival adjudication program;
- (e) Assign Adjudicators to scheduled festivals;
- (f) Coordinate the scheduling of all festival adjudicators with the Vice President for Parade Adjudication.

Section 3. The Vice President for Field Adjudication shall:

- (a) Publish an annual list of qualified SCSBOA Field Adjudicators;
- (b) Prepare and administer a program for the training, qualification and orientation of field adjudicators;
- (c) Arrange for the evaluation of field adjudicators;
- (d) Recommend policies and procedures for the effective administration of the field adjudication program;

- (e) Schedule field tournaments approved by the SCSBOA;
- (f) Assign Adjudicators to scheduled field tournaments;
- (g) Coordinate the scheduling of all field adjudicators with the Vice President for Parade Adjudication;

Section 4. The Vice President for Parade Adjudication shall:

- (a) Publish an annual list of qualified SCSBOA parade adjudicators;
- (b) Prepare and administer a program for training, qualification and orientation of parade adjudication programs;
- (c) Arrange for the evaluation of parade adjudicators;
- (d) Recommend policies and procedures for the effective administration of the parade adjudication program;
- (e) Establish procedures for the selection of music required in SCSBOA adjudicated parades;
- (f) Schedule parades approved by the SCSBOA;
- (g) Assign adjudicators to scheduled parades;
- (h) Coordinate the scheduling of all parade adjudicators with the Vice Presidents for Festival and Field Adjudication.

Section 5. The Vice President for Festivals shall:

- (a) Appoint festival hosts and establish dates and locations of all festivals under his/her jurisdiction;
- (b) Recommend policies and procedures for administering the festival program;
- (c) Establish a method for evaluating festival hosts and festival procedures.

Section 6. The Vice President for Elementary/Middle School Education shall:

- (a) Establish events and activities which promote Elementary/Middle School Education;
- (b) Recommend policies and procedures for the effective administration of this office.

Section 7. The Vice President for High School Honor Groups shall:

- (a) Select conductors for approval by the Board;
- (b) Appoint managers and auditioners for each High School Honor Group and instruct them in their duties;
- (c) Be responsible for the planning and coordination of the High School Honor Groups and provide direction to the SCSBOA office for needed assistance;
- (d) Coordinate activities to minimize conflicts;
- (e) Forward publicity information to the Vice President for Public Information.

Section 8. The Vice President for Middle School Honor Groups shall:

- (a) Select conductors for approval by the Board;
- (b) Appoint managers and auditioners for each Middle School Honor Group and instruct them in their duties;
- (c) Be responsible for the planning and coordination of the Middle School Honor Groups and provide direction to the SCSBOA office for needed assistance;
- (d) Coordinate activities to minimize conflicts with major holidays, national events and high school honor band activities;
- (e) Forward publicity information to the Vice President for Public Information.

Section 9. The Vice President for Jazz Education shall:

- (a) Establish events and activities which promote Jazz Education;
- (b) Recommend policies and procedures for the effective administration of this office;
- (c) Select conductors for approval by the Board;
- (d) Appoint managers and auditioners for each Jazz Honor Group and instruct them in their duties;
- (e) Coordinate activities to minimize conflicts;
- (f) Be responsible for the planning and coordination of the Jazz Honor Groups and provide direction to the SCSBOA office for needed assistance;
- (g) Forward publicity information to the Vice President for Public Information.

Section 10. The Vice President for Medals and Awards shall:

- (a) Select qualified manufacturers of SCSBOA pins, medals, stickers, plaques and certificates, and maintain a proper inventory;
- (b) Establish procedures to facilitate medals sales by festival hosts and the SCSBOA office;
- (c) Arrange for the selection of award recipients and administer the presentation of awards and recognitions at the direction of the Board;
- (d) Appoint a committee to select scholarship recipients.

Section 11. The Vice President for Music Lists shall:

- (a) Maintain and publish festival music lists;
- (b) Establish procedures to adopt and update festival music lists;
- (c) Assist in providing music for clinics, workshops, and festival sight-reading.

Section 12. The Vice President for Public Information shall:

- (a) Establish procedures for the preparation and release of all publicity for the SCSBOA and keep the membership informed of current legislation concerning instrumental music education;
- (b) Be responsible for the publication of all materials approved by the SCSBOA Board;
- (c) Update and maintain a historical record of SCSBOA activities and achievements including photographs, records, and letters appropriate for inclusion in such a record;
- (d) Prepare appropriate materials for publication and/or display;
- (e) Oversee the publication of the Newsletter;
- (f) Maintain the SCSBOA website.

Section 13. The Vice President for String Education shall:

- (a) Establish events and activities which promote String Education;
- (b) Recommend policies and procedures for the effective administration of this office.

Section 14. The Vice President for Membership shall:

- (a) Coordinate the annual membership drive;
- (b) Oversee the publication and distribution of the Membership Directory;
- (c) Oversee the publication and distribution of membership cards;
- (d) Develop and implement a program to encourage new membership.

ARTICLE X

OFFICE STAFF

Section 1. The Board shall have the authority to employ and/or appoint an office staff which shall implement SCSBOA policy at the direction of the Board.

Section 2. Job descriptions for the office staff, are at the discretion of the Board and may be implemented and/or modified by a simple majority.

Section 3. The annual evaluation of the office staff shall be conducted by the Board as outlined in Article 7, Section 1.

ARTICLE XI

COMMITTEES

Section 1. The President may appoint committees.

Section 2. Members of the SCSBOA Board may establish committees and appoint members subject to the approval of the SCSBOA Board.

Section 3. Membership on standing committees shall expire concurrent with the completion of the appropriate Vice President's term of office.

Section 4. No committee shall be established without an accompanying document defining its function, rules and authority.

Section 5. All committees are advisory only. Changes in policies and procedures must be approved by the Board.

Section 6. Minutes of committee meetings are to be submitted by the Vice President to the Board at the next regularly scheduled Board meeting.

ARTICLE XII

MEETINGS

Section 1. An annual meeting of the SCSBOA general membership will be held at the SCSBOA Fall Conference. Additional meetings may be called by the President. Fifty (50) voting members shall constitute a quorum.

Section 2. SCSBOA Board meetings shall be called regularly by the President as stated in the standing rules. Upon the written request of four members of the SCSBOA Board, the President may be instructed to call a meeting of the Board. A quorum shall be a majority of the voting members of the Board.

Section 3. Authority for emergency action may be secured by the President by a poll of the Board. Such action, together with a recorded vote tally will require a two-thirds majority vote of the entire Board and shall be made a part of the official minutes at the next regular meeting of the Board.

ARTICLE XIII

NOMINATIONS AND ELECTIONS

Section 1. The Nominating Committee shall be elected in January by the Board.

Section 2. The Nominating Committee shall:

- (a) Consist of three members and two alternates. A Chairperson appointed by the President from among current board members shall serve as presiding officer;
- (b) Be convened by the Chairperson who shall instruct the committee in its duties;
- (c) Hold meetings as needed to establish a slate of candidates;
- (d) Secure the consent of each candidate before his/her name is placed on the ballot;

Section 3. The Nominating Committee shall:

- (a) Present a slate of candidates at the March meeting of the SCSBOA Board;
- (b) Secure at least two (2) nominees per office;
- (c) Inform SCSBOA voting members of their right to submit additional names of candidates, having secured the candidates prior consent;
- (d) Include on the official ballot space designated for write-in candidates;
- (e) Be responsible for printing and mailing the official ballot to voting members;
- (f) Count ballots immediately following the closing date of voting;
- (g) Present a sealed report of the election to the SCSBOA Board at its June meeting;
- (h) Notify all candidates immediately upon acceptance of its report by the SCSBOA Board;
- (i) Notify the membership of election results.

ARTICLE XIV

AMENDMENTS

Section 1. These BYLAWS may be amended by a two-thirds vote of eligible SCSBOA members (Active, Active-Associate, Retired and Honorary Life) provided that formal notice of such intended action has been given at least thirty (30) days prior to the vote.

Section 2. Emergency action may be initiated by unanimous approval of the SCSBOA Board. Upon such approval the President may give seventy-two (72) hours notice to the eligible membership. A two-thirds vote of the eligible membership shall be required to approve the action.

ARTICLE XV

AUTHORITY

ROBERT'S RULES OF ORDER, NEWLY REVISED, current edition, shall be the parliamentary authority.

(Bylaws revised by vote of the membership on June 11, 2011)