



Southern California School Band and Orchestra Association  
**Bylaws**

**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 that 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;

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

**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 of Directors;

**Section 5.** The SCSBOA is committed to fostering and preserving a professional association of diversity, equity, and inclusion for all music educators in Southern California.

**ARTICLE IV: FISCAL AND MEMBERSHIP YEAR**

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

**ARTICLE V: MEMBERSHIP**

**Section 1.** Membership in the SCSBOA shall include three categories: Active, Retired, and Student. Any person representing the SCSBOA in an official capacity must be a member;

**Section 2.** Board positions shall be limited to individuals who are in good standing with the State of California. They need to be currently employed or retired from service in the public or private schools as an instrumental music teacher in the eleven counties served by the SCSBOA, or individuals who hold a valid California teaching credential in the area of Instrumental Music;

**Section 3.** Active Membership in the SCSBOA shall be open to anyone wishing to have a professional association with instrumental music education in the counties of Imperial,



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Inyo, Kern, Los Angeles, Orange, Riverside, San Bernardino, San Diego, San Luis Obispo, Santa Barbara, and Ventura;

**Section 4.** 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 are no longer teaching music in schools. Retired Members shall enjoy the full rights and privileges of Active membership. Dues of Retired Members shall be 50% of the dues of Active Members;

**Section 5.** Collegiate membership in the SCSBOA shall be open to undergraduate instrumental music students in college. Collegiate members will have limited membership privileges. They shall be excluded from the right to vote, hold office, or act in any official SCSBOA capacity without the approval of the SCSBOA Board of Directors;

**Section 6.** Honorary Life Membership in the SCSBOA shall be conferred upon individuals selected by a two-thirds vote of the SCSBOA Board of Directors. Person(s) thus chosen shall be selected for significant contributions to instrumental music education and the SCSBOA. Honorary Life Members shall be entitled to full rights of Active Membership of the SCSBOA including the right to hold office. HLMs shall pay no dues;

**Section 7.** SCSBOA membership dues shall be paid by October 15. With the exception of Retired and Collegiate Members, all dues received after October 15 will be subject to a fee increase as determined by the Board of Directors;

**Section 8.** Annual dues shall be determined by the Board of Directors. Any change in annual dues shall be submitted to the membership for approval on the annual election ballot.

### ARTICLE VI: BOARDS

**Section 1.** The SCSBOA Board of Directors 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 of Directors, 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; the President, First Vice President, Secretary, Treasurer, President-Elect or Past President, and Vice Presidents: Vice President of Elementary School Education, Vice President of Festivals, Vice President of Festival Adjudication, Vice President of Field Adjudication, Vice President of High School Education, Vice President of Jazz Education, Vice President of Awards, Vice



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President of Middle School Education, Vice President of Music Lists, Vice President of Parade Adjudication, Vice President of Public Information, Vice President of Orchestra Education, and Vice President of Membership;

**Section 2.** The President-Elect and the Past President shall serve in 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 of Elementary School Education, Festival Adjudication, High School Education, Jazz Education, Orchestra Education, Music Lists, and Parade Adjudication;  
(b) The second division of officers shall be elected in even-numbered years and shall include the President-Elect, Secretary, and Vice Presidents of Middle School Education, Festivals, Awards, Public Information, Field Adjudication, and Membership;

**Section 4.** The President, subject to the approval of the SCSBOA Board of Directors, may appoint representatives to serve on the Board of Directors. Such representative offices may be established to provide the SCSBOA Board of Directors 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 of Directors 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 of Directors 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 Directors 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 they have one year or less remaining in office at the time of their change in membership status.



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**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 of Directors;
- (b) Serve as the 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 staff evaluation by the Board of Directors, to be completed by May 1st.
  - ii.) Arrange to offer employment contracts to office staff concurrent with the fiscal year.
- (f) Represent the SCSBOA in all 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 of Directors.

**Section 2. The First Vice President shall:**

- (a) Assume the duties of the President in their absence;
- (b) Arrange for the annual meeting of the membership and such other meetings as the President may direct;
- (c) Assist the President in the administration of the business of the SCSBOA;
- (d) Oversee and coordinate conference(s);
- (e) Oversee the Conference Coordinator;
- (f) Oversee and coordinate with Vice Presidents for training, conference, and ongoing educational sessions;
- (g) Oversee and coordinate the Honor Group events with the Vice President of Elementary School Education, Vice President of Middle School Education, Vice President of High School Education, Vice President of Jazz Education, and Vice President of Orchestra Education in collaboration with Conference Coordinator, and Office Manager.

**Section 3. The Secretary shall:**

- (a) Record all minutes of the SCSBOA Board of Directors, Executive Board, and membership;
- (b) Collect and maintain the minutes of all appointed committees;
- (c) Upload all official minutes to the appropriate digital storage format prior to the next meeting;
- (d) Maintain all records of the SCSBOA except those specifically delegated to others;



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- (e) Maintain a record of the bylaws, standing rules, minutes, and approved motions, with current additions and/or corrections;
- (f) Conduct the correspondence of the SCSBOA as requested by the SCSBOA Board of Directors;
- (g) Oversee and coordinate the administration of the SCSBOA membership awards with designated Vice Presidents.

#### **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 of Directors at the first meeting of the fiscal year;
- (c) Arrange for an annual audit;
- (d) Publish in the Newsletter the Board of Directors approved SCSBOA budget and audit statement of the previous year;
- (e) Prepare financial status reports requested by the Board of Directors;
- (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 they 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; prepare, serve and conduct other SCSBOA activities as may be requested by the President or directed by the Board of Directors. 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 of Directors. Policies, procedures, and appointments may not be publicized nor implemented prior to the Board of Director's approval. Subsequent to such action, the entire SCSBOA membership shall be notified;
- (b) Present a yearly financial summary to the Board of Directors;
- (c) Assist the First Vice President in the development of clinics or sessions for SCSBOA-sponsored conferences and events;
- (d) Inform the Board of Directors of any membership changes in standing committees;



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- (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 of Directors.

#### **Section 2. The Vice President of 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 of Field Adjudication shall:**

- (a) Maintain an annual list of field adjudicators;
- (b) Annually update the field adjudication manual;
- (c) Post the updated manual to the SCSBOA website;
- (d) Offer mentoring for, and recruitment of, field adjudicators;
- (e) Recommend policies and procedures for the effective administration of the field adjudication program;
- (f) Schedule field tournaments approved by the SCSBOA Board of Directors;
- (g) Communicate and work with office manager to assign adjudicators to scheduled field tournaments;
- (h) Oversee the Field Adjudication Steering Committee (FASC) and report meeting minutes to SCSBOA Secretary;
- (i) Coordinate the scheduling of all field adjudicators with the Vice President of Parade Adjudication.

#### **Section 4. The Vice President of Parade Adjudication shall:**

- (a) Maintain an annual list of parade adjudicators;
- (b) Annually update the parade adjudication manual;
- (c) Post the updated manual to the SCSBOA website;
- (d) Offer mentoring for, and recruitment of, parade adjudicators;
- (e) Recommend policies and procedures for the effective administration of the parade adjudication program;
- (f) Establish procedures for the selection of music required in SCSBOA adjudicated parades;
- (g) Schedule parades approved by the SCSBOA Board of Directors;
- (h) Communicate and work with the office manager to assign -adjudicators to scheduled parades;



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- (i) Oversee the Parade Adjudication Committee (PAC) and report meeting minutes to SCSBOA Secretary;
- (j) Coordinate the scheduling of all parade adjudicators with the Vice Presidents of Field Adjudication.

#### **Section 5. The Vice President of Festivals shall:**

- (a) Appoint festival hosts and establish dates and locations of all festivals under their jurisdiction;
- (b) Annually update the festival manual;
- (c) Post the updated manual to the website;
- (d) Establish a method for mentoring festival hosts and festival procedures;
- (e) Communicate festival contracts with the office manager for appropriate judge assignments;
- (f) Work in collaboration with the Vice President of Festival Adjudication and Vice President of Music Lists to oversee the Festival Adjudication Committee (FAC) and report meeting minutes to the SCSBOA Secretary.

#### **Section 6. The Vice President of Elementary School Education shall:**

- (a) Establish events, conference (s) and ongoing sessions, and other activities which promote Elementary School Education;
- (b) Recommend policies and procedures for the effective administration of this office;
- (c) Organize and facilitate the Elementary School Honor Group Auditions, Rehearsals, and Concert(s) in collaboration with the First Vice President, Conference Coordinator, and Office Manager;
- (d) Organize and facilitate selection of Elementary School Honor Group Audition Judges, Clinicians/Coaches, Audition Rehearsal Sites, Managers, and Conductors for Board of Director's approval in collaboration with the First Vice President, Conference Coordinator, and Office Manager;
- (e) Forward publicity information to the Vice President of Public Information;
- (f) Coordinate activities to minimize conflicts with major holidays, national events, and other SCSBOA activities.

#### **Section 7. The Vice President of High School Education shall:**

- (a) Establish events, conference(s) and ongoing sessions, and other activities which promote High School Education;
- (b) Recommend policies and procedures for the effective administration of this office;
- (c) Organize and facilitate the High School Honor Group Auditions, Rehearsals, and concert(s) in collaboration with the First Vice President, Conference Coordinator, and Office Manager;
- (d) Organize and facilitate selection of High School Honor Group Audition Judges, Clinicians/Coaches, Audition Rehearsal Sites, Managers, and Conductors for Board of Director's approval in collaboration with the First Vice President, Conference Coordinator, and Office Manager;



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- (e) Forward publicity information to the Vice President of Public Information;
- (f) Coordinate activities to minimize conflicts with major holidays, national events, and other SCSBOA activities.

#### **Section 8. The Vice President for Middle School Education shall:**

- (a) Establish events, conference(s) and ongoing sessions, and other activities which promote Middle School Education;
- (b) Recommend policies and procedures for the effective administration of this office;
- (c) Organize and facilitate the Middle School Honor Group Auditions, Rehearsals, and Concert(s) in collaboration with the First Vice President, Conference Coordinator, and Office Manager;
- (d) Organize and facilitate selection of Middle School Honor Group Audition Judges, Clinicians/Coaches, Audition Rehearsal Sites, Managers, and Conductors for Board of Director's approval in collaboration with the First Vice President, Conference Coordinator, and Office Manager;
- (e) Forward publicity information to the Vice President of Public Information;
- (f) Coordinate activities to minimize conflicts with major holidays, national events, and other SCSBOA activities.

#### **Section 9. The Vice President of Jazz Education shall:**

- (a) Establish events, conference(s) and ongoing sessions, and other activities which promote Jazz Education;
- (b) Recommend policies and procedures for the effective administration of this office;
- (c) Organize and facilitate the Jazz Honor Group Auditions, Rehearsals, and Concert(s) in collaboration with the First Vice President, Conference Coordinator, and Office Manager;
- (d) Organize and facilitate selection of Jazz honor Group Audition Judges, Clinicians/Coaches, Audition Rehearsal Sites, Managers, and Conductors for Board of Director's approval in collaboration with the First Vice President, Conference Coordinator, and Office Manager;
- (e) Forward Publicity information to the Vice President of Public Information;
- (f) Coordinate activities to minimize conflicts with major holidays, national events, and other SCSBOA activities.

#### **Section 10. The Vice President of Awards shall:**

- (a) Secure bids for selection of qualified manufacturers of SCSBOA pins, medals, stickers, plaques, and certificates;
- (b) Maintain annual inventory of SCSBOA pins, medals, stickers, plaques, and certificates;
- (c) Annually update the awards and medals manual and procedures;
- (d) Post the updated manual and procedures to the SCSBOA website;





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- (e) Establish procedures to facilitate distribution and return of medals sales by festival hosts to the SCSBOA office;
- (f) Work in collaboration with Vice Presidents as directed by the Board of Directors to assist with awards for various offices.

#### **Section 11. The Vice President of Music Lists shall:**

- (a) Maintain and publish festival music lists;
- (b) Establish procedures to adopt and update festival music lists;
- (c) Maintain and provide music for festival sight-reading;
- (d) Assist in providing music for clinics and workshops;
- (e) Work in collaboration with the Vice President of Festival Adjudication and Vice President of Festivals to oversee the Festival Adjudication Committee (FAC) and report meeting minutes to the SCSBOA Secretary.

#### **Section 12. The Vice President of 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) Oversee and coordinate the publication of all materials approved by the SCSBOA Board;
- (c) Update and maintains a historical record of SCSBOA activities and achievements including photographs, records, and letters appropriate for inclusion in such a record;
- (d) Prepare appropriate materials and digital marketing for publication and/or display;

#### **Section 13. The Vice President of Orchestra Education shall:**

- (a) Establish events, conference(s) and ongoing sessions, and other activities which promote Orchestra Education;
- (b) Recommend policies and procedures for the effective administration of this office;
- (c) Assist the First President and Vice Presidents of Elementary, Middle, and High School Education to select Orchestra Honor Group Audition Judges, Audition and Rehearsal Sites, Managers, and Conductors for Board of Directors Approval;
- (d) Forward publicity information to the Vice President of Public Information;
- (e) Coordinate activities to minimize conflicts with major holidays, national events, and other SCSBOA activities.

#### **Section 14. The Vice President of Membership shall:**

- (a) Coordinate the annual membership drive;
- (b) Develop and implement a program to encourage new membership;
- (c) Arrange for the annual selection of award recipients and administer the presentation of awards and recognitions at the direction of the Board of Directors;
- (d) Coordinate the annual scholarship(s) donation drive;



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(e) Appoint a committee to select scholarship recipient(s) to present to the Board of Directors for approval.

#### **ARTICLE X: OFFICE STAFF**

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

**Section 2.** Job descriptions for the office staff are at the discretion of the Board of Directors 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 of Directors as outlined in Article 7, Section 1.

#### **ARTICLE XI: COMMITTEES**

**Section 1.** The President may appoint committees;

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

**Section 3.** Membership on standing committees shall expire concurrently 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 of Directors;

**Section 6.** Minutes of committee meetings are to be submitted by the Committee Chairperson to the Board of Directors at the next regularly scheduled Board of Directors meeting.

#### **ARTICLE XII: MEETINGS**

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

**Section 2.** SCSBOA Board of Directors 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 of Directors. A quorum shall be a majority of the voting members of the Board of Directors;

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

#### **ARTICLE XIII: NOMINATIONS AND ELECTIONS**



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**Section 1.** The Nominating Committee shall be elected in January by the Board of Directors;

**Section 2.** The Nominating Committee shall:

- (a) Consist of three members and two alternates. A Chairperson appointed by the President from among the current Board of Directors shall serve as a 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 their 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 of Directors;
- (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 distributing 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 of Directors at the June meeting;
- (h) Notify all candidates immediately upon acceptance of its report by the SCSBOA Board of Directors;
- (i) Notify the SCSBOA membership of election results.

### ARTICLE XIV: AMENDMENTS

**Section 1.** These BYLAWS may be amended by a two-thirds vote of eligible SCSBOA members (Active and Retired)) 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 of Directors. Upon such approval, the President may give seventy-two (72) hour notice to the eligible membership. A two-thirds vote of the eligible SCSBOA 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.

#### *Revision History*

*January 2024 Approved Revision by vote of the membership*