

Montana Bandmasters Association Constitution and Bylaws

Updated 10.16.2020

Article I Title and Purpose

Section 1.

The name of this association shall be the Montana Bandmasters Association. Montana Bandmasters Association, LLC is a limited liability company registered in the state of Montana. It shall be a cooperative affiliate with the Montana Music Educators Association.

Section 2.

The purpose of this association shall be to represent the band directors in MMEA and to sponsor, manage and conduct professional inservice sessions of value to band directors; to further an interest in school band music in Montana; to advance and improve school bands; to and strengthen the professional standing of band directors in Montana.

Article II Meetings

Section 1.

Annual meetings shall be held at the time and place of the annual Montana Music Educators Association Conference.

Section 2.

Special meetings may be called at any time by the President or upon request by a majority of the Board of Directors. Upon the written petition of any fifteen (15) active members, the president shall be required to call a special meeting to act upon the subject matter stated in the petition. Such meetings may be conducted in person or virtually. Special meetings will require at least two weeks notice to the entire membership.

Section 3.

A quorum for the transaction of business by the Association shall be not less than twenty-five percent (25%) of the active members in good standing who must be present in person or represented by an active member of the Association by means of written proxy. It shall be the duty of the Secretary to receive and verify all proxies.

Section 4.

All deliberations of the Association shall be governed by basic Robert's Rules of Order, commonly accepted as business meeting protocol.

Section 5.

In case of an emergency situation that may prevent meeting in person, the Annual Meeting may be conducted virtually. Such virtual meetings shall be subject to the same criteria as outlined in Sections 1 through 4 above.

Article III Membership

Section 1.

Membership in the Association shall be under four classifications: (1) Active members, (2) Associate members, (3) Honorary members, and (4) Business members.

Section 2.

Upon payment of dues, active membership shall be open to all members of MMEA actively involved in the teaching of bands or applied instrumental music in Montana schools, colleges and universities.

Section 3.

Associate Members. Upon payment of dues associate members shall have all the rights and privileges of active members, except that they cannot hold any office and shall not be permitted to vote.

(a) Bandmasters who reach retirement as defined by Montana School Law may remain as Associate members with all dues waived.

(b) Any person interested in the general advancement and betterment of school bands in Montana may become an Associate member of the Association upon payment of dues.

Section 4.

Honorary Members. The Association may, by majority vote, elect outstanding persons to Honorary Membership. Honorary Membership shall be divided into the two following classifications:

(a) Active members who are elected to Honorary status shall, while they remain actively involved in the teaching of school bands in Montana, retain voting franchise and all dues shall be paid waived by the MBA.

(b) All other Honorary members may be persons interested in school bands but not necessarily musicians. These members, and all Honorary members in the first classification who cease to be actively involved in teaching shall not be franchised to vote, but shall have all dues waived.

Section 5.

Active membership in the Association shall be held by individuals (not by schools). Members are expected to be morally responsible to the Association regarding ethics, rules, and requirements of the Association.

Section 6.

Business Members. The association will accept members of the business community as business members. Upon payment of fees, business members will receive all membership mailings and may attend MBA meetings but shall not be permitted to vote on any business under discussion nor to hold office.

Section 7.

Collegiate Membership. Students enrolled in a college or university located in Montana and who are paid members of the National Association for Music Education-Collegiate may become Collegiate members of the Montana Bandmaster Association. Collegiate members shall have all the rights and privileges of active members, except that they cannot hold any office and shall not be permitted to vote.

Article IV Officers

Section 1.

Officers of the Association shall be President, President-Elect, Past President, Secretary/Treasurer and six members of the Board of Directors. The officers shall be elected to serve for a term of two years with the exception of the Secretary/Treasurer who shall be appointed by the President.

(a) The President-Elect shall be elected during an odd number year and take office as President-Elect on January 1 of the even numbered year.

(b) The President-Elect will become president after his/her term of office on January 1 on the even numbered year.

(c) The President will become Past-President after his/her term of office to act as advisor to the new President.

(d) Six members of the Board of Directors are elected as follows: (amended 1996)

- 1). Two elected to represent MHS Festival Districts One, Two and Four;
- 2). Two elected to represent MHS Festival Districts Five, Six, Seven and Eight;
- 3). Two elected to represent MHS Festival Districts Nine, Ten, Eleven, Twelve and Thirteen.

(e) One representative from each area is to be from an Elementary/Middle School, Class C or Class B school. The other representative is to be from a Class A school, Class AA or a College/University.

(f) Three Board members are to be elected each year, one from each of the three areas (Districts 1-4, 5-8, 9-13). If a Board member changes to a different school size, he/she will be allowed to complete his/her present term on the board. If a board position is vacant, it shall be filled by appointment of the President.

Section 2.

It shall be the duty of the President to preside at all meetings of the Association and to attend such committee meetings as he/she may deem necessary. Unless otherwise ordered by the Board of Directors or by the membership of the Association, he/she shall appoint all committees deemed necessary for the good of the order, and will be an ex-officio member of all committees.

Section 3.

The President shall be the executive officer; he/she shall be expected to act upon his/her judgment in representing the Association in any matter upon which he/she has received no previous instructions from the Association or from the Board of Directors

Section 4.

The President shall be responsible to the Board of Directors at all times and must accept and carry out any instructions given him/her by the Board of Directors.

Section 5.

The Past President shall, in the temporary absence of the President or at the order of the President, perform all duties of the President.

Section 6.

(a) The Secretary/Treasurer shall keep minutes of all meetings of the Association and of all Board of Director meetings. He/she shall handle all correspondence of the Association as directed by the President of the Board of Directors.

(b) He/she shall collect and deposit all funds of the Association as may be ordered by the Board of Directors. He/she shall pay all bills and demands against the Association when duly authorized by the Board of Directors. He/she shall keep an account of all receipts and disbursements and proper books of account; such record shall be subject to examination by the Board of directors at all times. He/she shall render a written Treasurer's Report at the Annual Meeting. The dues of the Secretary/Treasurer shall be waived for each school year he/she serves in the office.

(c) In the absence of the Secretary/Treasurer, the President shall have the authority to assume the fiscal operations of the Association.

Section 7.

The fiscal year shall run from January 1 to December 31. The books of the Treasurer shall be closed for auditing fifteen (15) days prior to the end of the fiscal year. After reviewing the books, the Board of Directors may order that they be audited by a professional auditor.

Section 8.

The President-Elect shall be in attendance at all meetings and should be informed of all the Association's matters so that he/she can enter office informed of all activities of the Association. In the case that the President cannot complete his/her term, the President-Elect shall complete it for him/her. This new President may also fulfill his/her originally elected term of office. The President-Elect should have his/her new Secretary/Treasurer chosen before the Annual Meeting.

Article V

Nomination and Election of Officers

Section 1.

Nominations for election of officers shall be made by a nominating committee of five members, appointed by the President prior to the annual fall meeting. This committee shall select one or more candidates for each office. Further nominations will be called for from the floor.

Section 2.

Officers shall be elected by secret ballot at the Annual Fall Meeting, and shall assume their duties of office on January 1, of the ensuing calendar year.

Article VI

Board of Directors

Section 1.

The President, President-Elect, Secretary/Treasurer, six elected members representing the various MHSA Festival Districts, and immediate Past-President shall constitute the Board of Directors of the Association.

Section 2.

The Board of Directors shall be responsible for the proper handling of all business and finances of the Association.

Article VII

Amendments

Section 1.

This constitution may be amended at the Annual Meeting by a two-thirds majority of members present.

Section 2.

Any proposed amendment must first be presented in writing to the Board of Directors no less than one (1) month before the Annual Meeting of the Association. The Board shall submit the proposed amendment to the membership no less than two weeks prior for a vote at the next Annual Meeting.

Bylaws

The Bylaws of the Association serve as operational procedures and regulations. Bylaws may be amended by a majority vote of members present at the Annual Meeting.

Section 1. Active membership shall be twenty dollars (\$20) per school year. Associate membership dues shall be twenty dollars (\$20) per school year.

Section 2. A combined membership with MGMTA will be available to persons at a fee of twenty-seven dollars and fifty cents (\$27.50). This will be collected by the MBA, with \$7.50 going to MGMTA and \$20.00 going to the MBA. The MBA Treasurer will reimburse the MGMTA Treasurer at or immediately following the fall conference.

MBA Policy Statement (Ideas for the Board of Directors to consider):

Rationale: We believe that, while the Constitution and Bylaws should only be amendable by a vote of the membership, the Board of Directors should have the authority to set policies for the basic operations of the organization.

Section 1: Meeting Protocol

The following order of business shall be observed at all regular meetings of this association:

- Roll Call of members and a verbal review, and acknowledgement of honorary members by the secretary which shall be kept up to date each year (Introductions at Thursday Planning Meeting only)
- Reading of the minutes of the last regular meeting and special meetings held since then.
- Reports of messages from the President

- Treasurer's report.
- Committee reports.
- Unfinished business.
- New business.
- Installation of officers.
- Good of the order.

Section 2: Website

A Webmaster may be contracted for the MBA website content and maintenance with board approval. The webmaster will report to the MBA President.

Section 3: Business Members

Business membership dues will be \$25.00 per school year. \$20.00 will go toward the MBA scholarship program and \$5.00 will go toward an administration fee. The MBA will distribute a list of Business members and services that they offer to the membership yearly (suggested time - fall conference).

Section 4: Board of Directors “Job Descriptions”

President:

- Hire clinicians; collect contracts/photos/bios/descriptions/handouts; arrange for compensation of non-MBA members presenting.
- Plan and lead Annual Planning Meeting, Annual Business Meeting, Fall Board Retreat/Planning Meeting. Create and distribute agendas ahead of time.
- Oversee all committees: Board nominating committee, etc.
- Oversee the Webmaster and maintenance of the MBA website.

Secretary/Treasurer:

- Manage accounts and handle all transactions of the organization.
- Assist President with mailings and other office related tasks.
- Provide a Treasurer’s Report at the Annual Business Meeting.
- File annual report to IRS on time to maintain 501c3 status with the state of Montana.

Region Representatives:

- Reach out to new band directors in their regions, inviting them to join MBA and attend our MMEA Conference and MBA Rendezvous event.
- Participate in all meetings, including online board meetings called by the President.
- Assist the president with tasks related to the MMEA Conference, new member outreach and other projects designated by the Board of Directors.

Section 5: Approved Expenditures

The following items will be considered approved expenditures and do not require discussion by the Board of Directors:

- Postage for mailing items for a total of under \$100

- Webmaster fees, website hosting fees and other bills
- Mileage reimbursement for the fall planning meeting (up to _____ per driver, members from the same region are asked to carpool).
- Plaques for past-presidents
- Miscellaneous office supplies up to \$50 per quarter.
- Meals, site rental and other essential expenses related to the MBA Rendezvous.

Section 6: MBA Rendezvous Professional Development Event

An effort will be made to keep open lines of communication between MBA President and MBA Rendezvous director, with a goal of minimizing overlap between topics presented at the MMEA Conference and Rendezvous. All income and expenses for this event will pass through the MBA bank account.