

CONSTITUTIONAL BY-LAWS

I. By-Laws

1. The by-laws of District XI of the Michigan School Band and Orchestra Association (MSBOA) shall be reviewed and corrected by the Executive Board of the District between the Fall and Winter meetings in all even numbered years.
2. The District Secretary shall be assigned the responsibility of recording all proposed by-law amendments.

II. Meetings, Elections, and Organization

1. There shall be three (3) meetings held per school year of the general membership. Meetings will be held between the months of September and April. Meeting dates will be set by the Executive Board and announced at the year's Spring Meeting.
2. The Fall meeting shall be held in September. The Winter meeting shall be held in January prior to the Michigan Music Conference. The Spring meeting shall be held in April.
3. Due to the health considerations of our members, all District XI meetings shall be designated as *smoke-free*.
4. The election of officers will be held at the final meeting of each year (Spring).
 - a. The following officers will be elected for a two year term in the even numbered years:
 1. Vice-President, B & O
 2. Vice-President, Marching Band
 3. Treasurer
 4. Vice-President, Orchestral Activities
 - b. The following officers will be elected for a two year term in the odd numbered years:
 1. President
 2. Vice-President, S & E
 3. Vice President, Adjudication
 4. Secretary
 5. Co-Treasurer
 - c. The Executive board shall have the authority to appoint a replacement to any office if a term of office is not or cannot be fulfilled.
 - d. Previous to the election, the President shall appoint a nomination committee for the purpose of securing a slate of officer candidates, at least two per office up for election.
 - e. The nomination slate shall be presented to the membership at the election meeting. Additional nominations from the floor will be allowed.
 - f. The candidate receiving the most votes for a given office shall be elected to that office.

5. The duties of the officers shall be specified as follows:
 - a. The President shall call and preside over all meetings of the District and shall represent the District at the State Executive Board, State Association meetings, and Music Workshops. The President will have the authority to appoint District Committees.
 - b. The Vice-President for Band and Orchestra shall administrate all aspects of the District Band and Orchestra Festivals.
 - c. The Vice-President for Solo & Ensemble shall administrate all aspects of the District Solo & Ensemble Festivals.
 - d. The Vice-President for Marching Band shall administrate all aspects of the District Marching Band Festivals.
 - e. The Vice-President of Adjudicators shall be responsible for the securing of all adjudicators for the District's festivals (s & e, marching band, band and orchestra).
 - f. The Vice-President for Orchestral Activities shall be responsible for reporting on all MSBOA orchestral activities.
 - g. The Secretary shall be responsible for the keeping of the minutes of all general membership and Executive Board meetings. The Secretary will also be responsible for mailing the notification of meetings to the membership. In the event the President is unable to fulfill their meeting obligation, the Secretary shall have the authority to call the meeting of the general membership.
 - h. The Treasurer and co-Treasurer shall keep the financial records of the District and shall be responsible for the intake and disbursement of funds. The Treasurer and co-Treasurer will also have the responsibility to complete and submit the District's financial forms to the State Office and will be responsible for the District's fee structures. The Treasurer and co-Treasurer shall also be bonded by an insurance company at the start of their term.
6. The above elected officers, designated as the Executive Board, shall be empowered to make rulings in regard to district business or the interpretation of these by-laws. Such rulings will stand unless appealed by the membership in an official meeting.
7. The District Past President shall also be a member of the Executive Board for two years. In the event this person is unable to serve, the previous President shall serve in the position.

III. General Rules for Events, Cancellation of Events, and Fees/Finances

1. Administration of Events
 - a. Students and Directors are expected to conform to acceptable standards of behavior and to follow all posted District rules as well as the instructions of District officials and festival hosts.

- b. A Director who sends events to the District Solo & Ensemble or District Band & Orchestra Festival will be required to work one-half day if assigned by the Festival Chairperson.
- c. Directors sending more than 15 events to the Solo & Ensemble Festival may be required to work the entire day. Failure to fulfill the entire work assignment will be considered the same as missing the event altogether. If a Director is unable to work, he/she must provide an MSBOA member or qualified substitute who has been approved by the Festival Chairperson.
- d. The District shall enforce the same general policies as the State organization in regards to missed work assignments. Specific rules and regulations to this matter will be read and followed from the most recent state yearbook.
- e. Police and medical attendants may be used at District events at the discretion of the event chairperson.
- f. A letter shall be mailed in September of each school year with a list of festival dates and the fee structure.

2. Festival Cancellation Policy

In the event of questionable weather conditions on a festival day:

- a. The festival should continue as scheduled if at all possible.
- b. If weather/road conditions are worsening, it is the individual band or orchestra Director's judgment as whether to attend the festival or not. It is suggested that this decision be made with guidance from the following: his/her local authorities, the school's Principal, the district Transportation Supervisor and the School Superintendent.
- c. Communication must be maintained between the Site Chairperson, the Vice President for the event, and the District President. These three people will make the joint decision as whether or not to cancel an event with input from the individual members involved in the particular site.
- d. The state police will also be contacted for current road conditions in the festival area.
- e. The Vice President for the event will be responsible for calling radio and TV stations to notify them of canceled site(s).
- f. Ensembles already present at the site will not be forced to perform prior to their scheduled time.
- g. The following conditions will apply if a District XI Festival is canceled:
 - 1. There will be no refund of fees. The District Executive Board will consider exceptions to this policy.

2. Judges who are present at the festival site to be canceled will be paid their full fee, mileage and expenses listed in their contract. Judges who can be contacted before leaving their homes for the site will not be paid. Canceled judges will be given the first priority for any scheduled make-up festivals.
3. Every attempt will be made to reschedule the festival (on another day, Friday night, overtime to judges, etc.).
4. A tornado watch or warning not timed to expire before the start to a festival will automatically cancel the event.
5. Marching band festivals that are canceled will automatically be placed for make up on a Tuesday and/or Wednesday of the following week and will be placed on the District calendar as the rain date for Marching Festival.

3. Finances

- a. The Executive board shall determine the fee structure for all district events, with a vote by the general membership.
- b. For all events, the district shall assume total responsibility for expenses and shall receive total payments of the fees. The host school may operate food or refreshment concessions and retain all monies collected.
- c. District XI will not pay building rental fees for festivals but may pay reasonable and customary secretarial and custodial fees incurred.
- d. For the marching band festival the district treasurer will disperse 20% of the net gate receipt will to the host school. The remainder shall go to the District.
- e. The District shall be responsible for the expenses of the officers when performing District business, including attendance of the President and a delegate to the Music Education workshops, State Executive Board meetings and State general membership meetings.
- f. The District will pay for meals of officers of the District or State organization in attendance on official business, and invited guests. The District will not pay for any other meals including administrators and spouses.

IV. Band and Orchestra Festival Guidelines

1. Dates: There shall be two dates in February and/or March for Band and Orchestra Festival. If this schedule conflicts with the State Association recommendations, District XI will comply with their requests. If the enrollment in a festival warrants a reduction in days,
2. The festivals will comply with the guidelines and rules and regulations set forth by the State Association.
3. Plaques and medals may be ordered for a rating of I & II through the festival chairperson. Forms will be made available in the adjudication packet.

V. Solo and Ensemble (S&E) Guidelines

1. Date: The high school solo and ensemble will be held the first Saturday in February. The middle school S & E will be held on a Saturday in April.
2. Eligibility
 - a. High School: Open to all students in grades 9-12 who are regular members of that school's band or orchestra. Ninth grade students may attend middle school S & E instead of the high school event, but no students may attend both.
 - b. Middle School (Junior High): Open to all students in grades 7-9 who are regular members of that school's band or orchestra. Ninth grade students may attend the high school S & E instead of the middle school event, but they may not attend both.
3. In all rules and regulations, the District shall follow the State Association recommendations for this festival as per the official yearbook except if modified below.
4. Medals will be available only on site.

VI. Marching Band Festival

1. The Festival Chairperson and District President will determine, based on the enrollment of festival, how many sites will be needed for festival.
2. The dates for the Marching Band Festival will be the second or third Tuesday and/or Wednesday in October.
3. Trophies will be awarded on site to all participating bands. Trophies will be awarded and engraved for all bands receiving a rating of one or two.

VII. Ratification and Amendments

1. Ratification of these by-laws will take place by a 2/3 majority of those present at an official District XI membership meeting. There shall be two readings required to present the by-laws and any subsequent amendments and pass them into existence.
2. Amendments may be proposed by any Director provided that they are submitted in writing to the President prior to the District meeting. The District XI Executive Board shall have the chance to view any proposed amendments before the general membership meeting.

VIII. Attendance

1. Every District XI school that is a member of MSBOA in good standing shall be expected to have their Band/Orchestra Director present at the District's official meeting.
2. A District cover letter and calendar shall be published and sent to each Principal of member schools by the District Secretary at the beginning of the school year encouraging their school's representation at the meetings.

Revised 1/92

1st Reading 2/92 Revisions

2nd Reading 4/92

Revised 4/96

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