

CONSTITUTION of the NATIONAL BAND ASSOCIATION

ARTICLE I – NAME

This organization shall be known as the National Band Association, referred to hereafter as NBA.

ARTICLE II - PURPOSE

The specific educational purposes of the National Band Association are as follows:

The purposes for which the National Band Association, Inc., is organized are exclusively religious, charitable, scientific, literary, and educational within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986 or the corresponding provision of the most current United States Internal Revenue law.

The general purposes of the National Band Association are:

TO PROMOTE the excellence of band performance throughout the world.

TO ENCOURAGE the composition and performance of quality band music at all levels.

TO ASSIST directors at all levels of experience to identify areas of mutual concern.

TO PROMOTE pride and continued enthusiasm among band directors.

TO ENCOURAGE quality students to pursue careers in music.

TO PROMOTE a spirit of cooperation and continued dialogue among directors, performers, the music industry, and all other band support organizations at all levels. Further, the purpose of NBA shall be to promote band music educational programs through the participation of the public in bands and band music; to promote band educational and training programs at schools and colleges throughout the United States and internationally by providing educational services and publications for participants in these programs; to arrange musical performances and educational clinics; when appropriate, to charge admission to activities for the purpose of defraying expenses of the corporation and to aid in the accomplishment of NBA purposes; and to perform such other acts that may be necessary, appropriate, and lawful.

ARTICLE III – MEMBERSHIP AND RULES

Section 1. General Qualifications: The membership of the association shall be open to all individuals, institutions, and industries sincerely interested in bands.

Section 2. Individual Membership—\$45 per year. Membership in the association is open to any person interested in bands regardless of profession or status.

Section 3. Spousal Membership—\$70 per year for two. This includes two of all publications except the Official Magazine.

Section 4. Institutional Membership—\$55 per year. This includes any school, institution, or industry, with the band director or other designated person serving as the individual member.

Section 5. International Membership—\$55 per year. (An additional \$10 is necessary for international membership due to expenses incurred for postage to foreign countries.) Individuals in countries other than the United States of America are welcome to join NBA. Dues must be paid in US currency.

Section 6. Canadian Membership—\$50 per year.

Section 7. Industrial Membership—\$120 per year. A representative should be designated as an individual member.

Section 8. Retired Membership—\$25 per year. This includes all publications except the Official Magazine.

Section 9. Student Membership—\$25 per year. This includes the Official Magazine.

Section 10. Life Membership—\$300. Institutions and industries may purchase a life membership, although it is valid only for the life of one designated individual. A life membership includes all publications except the Official Magazine.

Section 11. Organizations set up for the purpose of promoting the musical and educational significance of bands may affiliate with the NBA as institutional members. The affiliated organization will designate someone to serve as an individual member.

Section 12. Each member, including those designated from the institutional, industrial, and affiliate memberships shall be entitled to one vote.

Section 13. Persons elected to the Academy of Wind and Percussion Arts shall be considered as life members with all the privileges of membership in NBA.

Section 14. Honorary life membership shall be granted to all Past-Presidents of NBA with all the privileges of membership in NBA.

ARTICLE IV - GOVERNMENT

Section 1. Officers: The officers of the association shall be President, First Vice-President (President-Elect), Second Vice-President, Executive Secretary Treasurer, and Immediate Past-President. The presidency shall be automatically assumed by the First Vice-President; the past presidency shall be automatically assumed by the out-going President; the First and Second Vice-Presidents shall be elected by the membership as prescribed; and the Executive Secretary-Treasurer shall be appointed by the President upon the recommendation of the Executive Committee. All officers shall serve a two-year term, which shall run from July 1 to June 30.

Section 2. Executive Committee: The five officers of the association shall make up the Executive Committee. The Executive Secretary-Treasurer shall be a non-voting member of the Executive Committee.

Section 3. Duties of the Officers: The duties of the officers are listed in the By-Laws.

Section 4. Election of National Officers: The nominating committee shall be the Advisory Council of Past-Presidents consisting of five (or more) members, with the Immediate Past-President serving as chair. The committee shall assemble during the first two days of the NBA national meeting. In case there are not five in attendance at the annual meeting, the NBA President shall appoint the balance up to five, giving much consideration to selection of persons from the various fields and diverse locations represented within NBA. Only those in attendance will have the right to vote. Those Past-Presidents not in attendance have the right to make suggestions by mail. The current NBA President shall be an ex-officio member of the committee, and in case of the absence of the committee chair shall appoint another member to serve as chair. The Executive Secretary-Treasurer shall serve as a coordinator (non-voting), handling note-taking, correspondence, and detailed instructions of the committee. The nominating committee at the time of the annual meeting shall submit to the Board of Directors and subsequently to the membership, two candidates for each office. Upon the approval of the Board of Directors, the committee will then contact the nominees for their acceptance and proceed with the elections. Balloting will be by mail to the entire membership of the association, to be completed by June 1.

Section 5. Board of Directors: The Board of Directors shall consist of: the five national officers, four high school representatives, four elementary/middle school/junior high school representatives, one college/university representative, one community band representative, one military-professional representative, one music industry representative, five elected representatives-at-large, one college student representative, six division chairs, one international chair, and up to two appointed representatives-at-large. The *NBA Journal* editor shall be an ex-officio member.

Section 6. Election of the Board of Directors: The nominating committee as detailed in Section 4 shall place for consideration for each representative in each of the following categories to serve on the Board of Directors: eight high school representatives, eight elementary/middle school/junior high school representatives, two college/university representatives, ten representatives-at-large, and two college student representatives. The six division chairs, the international chair, the music industry representative, the community band representative, the military/professional representative, and up to two additional representatives-at-large shall be appointed by the President-Elect with the approval of a majority of the incoming Executive Committee.

Section 7. Divisions of the Association:

- (1) Eastern—Connecticut, Delaware, District of Columbia, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, Vermont
- (2) Southern—Alabama, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee, Virginia, West Virginia.
- (3) North Central—Illinois, Indiana, Iowa, Michigan, Minnesota, Nebraska, North Dakota, South Dakota, Ohio, Wisconsin
- (4) Northwestern—Alaska, Idaho, Montana, Oregon, Washington, Wyoming
- (5) Southwestern—Arkansas, Colorado, Kansas, Missouri, New Mexico, Oklahoma, Texas
- (6) Western—Arizona, California, Hawaii, Nevada, Utah
- (7) International—all countries outside of the United States

Section 8. Board of Directors Term of Office: Members of the board serve for a term of two years and take office at the start of the administrative year following their election. There is no limit on the number of terms that may be served.

Section 9. Filling of Vacancies: The First Vice-President shall assume and fulfill the office of President in case of a vacancy in that office. The Second Vice-President shall assume and fulfill the office of the First Vice-President in case of a vacancy in that office. The Second Vice-President shall NOT assume the office of President-Elect as that office is gained only by national ballot. The Immediate Past-President shall assume and fulfill the office of Second Vice-President in case of a vacancy in that office; in this event the Immediate Past-President will assign the chair of the Advisory Council of Past-Presidents to another Past-President. All other vacancies occurring on the Board of Directors shall be filled by appointment of the President, with the approval of a majority of the Executive Committee.

Section 10. Schedule of Elections: Election of national officers and elected board members shall be scheduled in the spring of even-numbered years.

ARTICLE V – INCORPORATION

The NBA is incorporated as a non-profit educational corporation. Activities shall be consistent with the purposes of NBA. The association shall not carry on any activities not permitted by an organization exempt from Federal income tax under Section 501(c)(3) of the Internal Revenue Code of 1986 or the corresponding provision of the most current United States Internal Revenue law.

ARTICLE VI – MEETINGS

Section 1. Executive Committee: Meetings of the Executive Committee shall be called by the President.

Section 2. Board of Directors: Meetings of the Board of Directors shall be called by a majority vote of the Executive Committee.

Section 3. Entire Membership: Meetings of the entire membership shall be determined by the Executive Committee.

Section 4. Advisory Council of Past Presidents: All Past-Presidents shall hold membership on the Advisory Council of Past-Presidents. This council shall be chaired by the Immediate Past-President. Meetings shall be held in conjunction with the annual NBA meeting and as called by any member of the advisory council and/or as requested by the incumbent national President. The Advisory Council of Past-Presidents shall serve as the nominating committee for the election of national officers.

ARTICLE VII – PUBLICATIONS

Section 1. Official Publication: The *NBA Journal* shall be the official publication of the organization and a subscription shall be designated as part of the annual dues. The Editor shall be appointed by the President with the approval of the Executive Committee.

Section 2. Official Magazine: *The Instrumentalist* magazine has been designated by the Board of Directors as the official magazine of the organization and a subscription commencing with the April issue shall be included as part of the annual dues.

Section 3. Other Publications. The Executive Committee may authorize the publication of additional literature.

ARTICLE VIII - SUB-DIVISIONS AND AFFILIATIONS

Section 1. Sub-Divisions: the Board of Directors may authorize the establishment of sub-divisions of the association.

Section 2. Affiliations: NBA may affiliate or enter into a working arrangement with other organizations by act of the Board of Directors.

Section 3. By approval of the Executive Committee, individual states may organize into NBA state chapters, in which case they shall be governed by their own constitution providing it is not in conflict with the NBA Constitution. A state election shall be held in the spring of even numbered years to coincide with the dates of the NBA Biennium. The elected state president shall assume the position of NBA state chair if that state so desires. The president of the state chapter shall notify the incoming NBA Second Vice-President of that state's wishes, who in turn shall notify its division chair. All members of NBA state chapters must be members of NBA. A dues rebate to the NBA state chapter shall be \$2.00 per member.

ARTICLE IX – AMENDMENTS

Section 1. Proposed amendments to the NBA Constitution and By-Laws may be presented to the Executive Committee by the constitution committee or any officer of the association. The Executive Committee will then determine which amendments, if any, are to be presented to the Board of Directors its approval in either a meeting or by mail. A majority vote of those board members present or a majority of votes cast by mail will be sufficient for presentation to the membership for ratification. The proposed amendment or amendments must be presented to the membership either (1) by mail not less than two months prior to a national meeting where voting will occur, or (2) by mail ballot to the membership, with a minimum of thirty days required for a return vote.

Section 2. An amendment must receive two-thirds of the votes cast to pass. An approved amendment becomes effective immediately, unless otherwise stated in the amendment.

Section 3. Several amendments may be voted upon at any one time, but each shall require a separate vote. Some amendments closely related to and affecting each other may of necessity be grouped together for consideration.

ARTICLE X – QUORUM

Members present at a given meeting shall be considered a quorum providing notification of the meeting has been properly publicized in the official magazine or by mail at least thirty days prior to that meeting; except that the President may call together the Executive Committee on ten days notice.

ARTICLE XI - FISCAL AND ADMINISTRATIVE YEAR

Section 1. Fiscal Year: The fiscal year shall run from April 1 through March 31. Late dues may be paid until January, entitling the member to back issues of *The Instrumentalist* and *NBA Journal* for the current fiscal year.

Section 2. Administrative Year. The administrative year shall begin at a business meeting held during the last day of the biennial national conference or on a date determined by the Executive Committee in the summer following the election of new officers in the event that a conference is not held. At the final business meeting of the convention, during an appropriate ceremony, the outgoing President shall introduce the incoming President, who shall then take office to conduct further NBA business that may remain on the agenda.

Section 3. Financial considerations: State budgets for the fiscal year are based on an amount equal to \$1 for 1-100 members; \$2 from 101-200; \$3 from 201-300; and \$5 for each member over 300.

ARTICLE XII - THE ACADEMY OF WIND AND PERCUSSION ARTS

Elections to the Academy of Wind and Percussion Arts (AWAPA) are made from time to time by the Board of Directors acting upon nominations from the AWAPA Commission. The AWAPA commission shall be composed of three NBA members appointed by the President, one of whom shall serve as chair, and the five members of the Executive Committee. A majority vote of this commission shall be sufficient for election. The AWAPA award shall generally be made at an event of national significance.

ARTICLE XIII - NATIONAL BAND ASSOCIATION HALL OF FAME OF DISTINGUISHED BAND CONDUCTORS

The election of distinguished band conductors to the NBA Hall of Fame of Distinguished Band Conductors, housed at Troy State University may take place annually if approved by the Hall of Fame Board of Electors. Nomination of qualified candidates shall be received by the Hall of Fame Board of Electors from any source, and copies of all nominations shall be circulated to members of the Hall of Fame Board of Electors for review at least 60 days prior to the annual meeting. Nominations by the Hall of Fame Board of Electors for membership into the Hall of Fame will be submitted to the NBA Executive Committee for final approval after which formal presentation arrangements will be made. Members of the Hall of Fame Board of Electors shall be appointed by the NBA President with the concurrence of the NBA Board of Directors for terms of three years (except that shorter appointments may be made so that two terms will expire each year.) The Hall of Fame Board of Electors shall have six members, some of whom should have dual membership in other band organizations. A Hall of Fame Board of Directors will administer the Hall of Fame. Board Members shall be appointed by the NBA President with the concurrence of the NBA Executive Committee for terms of two years. The Hall of Fame Board of Directors shall include the current NBA President, the Executive Secretary-Treasurer, the Director of the Foundation of Troy State University, an appointee by the President of Troy State University, and one other person who is a member of NBA.

**BY-LAWS
of the
NATIONAL BAND ASSOCIATION**

ARTICLE I - DUTIES OF THE OFFICERS

Section 1. President: The President shall serve as an ex-officio member of all committees. The President shall preside at all national meetings, at Executive Committee meetings, and at meetings of the Board of Directors. As chief executive of the association, the President shall have the power to appoint committees not otherwise provided for in the constitution and by-laws; shall plan the programs of the national meetings of the association; and shall perform all other duties pertaining to the office of President.

Section 2. President-Elect: The First Vice-President shall perform the duties of the President in the event of the absence or incapacity of the President; shall appoint the six division chairs for the next biennium (who may, or may not, be persons then occupying that office) with the approval of the majority of the incoming Executive Committee; and shall have such other duties as may be assigned by the President of the association.

Section 3. Second Vice-President: The Second Vice-President shall serve as the presiding officer in the absence or incapacity of the President and First Vice-President; shall be responsible for directing the activities of the division chairs; and shall have such other duties as may be assigned by the President of the association.

Section 4. Executive Secretary-Treasurer: The Executive Secretary-Treasurer shall keep a record of all meetings of the association, its Board of Directors, and its Executive Committee; shall be responsible for all funds; shall disburse such funds as approved by the President (except that amounts in excess of one hundred dollars must be approved by the Executive Committee); and shall be bonded. The financial records of the association shall be audited by a qualified and impartial auditor or C.P.A. within sixty days following the close of the fiscal year. The Executive Secretary-Treasurer shall execute the various projects and procedures as assigned by the Executive Committee; shall maintain the archives of the association, including historical items; and shall file copies of official publications, and records of out-dated business matters.

Section 5. Immediate Past-President: The duties of the Immediate Past-President will be determined largely by the needs of the association and the incumbent President. The Immediate Past-President may call and will preside over meetings of the advisory council of Past-Presidents. The Immediate Past-President shall serve as the chair of the nominating committee for national officers and shall arrange for the assembly of that committee during the first two days of the annual meeting.

Section 6. Chairs of the Divisions: On appointment by the President-Elect, it shall be the first duty of incoming division chairs to select state chairs (who may, or may not be persons then occupying that office) for states within their various divisions to serve during their term of office. These appointments should be made and approved by the First Vice-President (President-Elect) before the opening date of the next biennial national conference. It shall also be the duty of the division chairs to organize, promote, and supervise their respective divisions, especially in working with officials to establish NBA sponsored programs at important meetings and

conventions within each division, and to supervise and aid the state chairs within each division in any way that may benefit the association.

Section 7. Chairs of the States: It shall be the duty of the state chairs to promote NBA within their respective states, to encourage membership in NBA in every possible way, and to carry out the directives of the Second Vice-President and of the divisional chairs.

Section 8. International Chair: On appointment by the President-Elect, it shall be the first duty of the incoming international chair to select chairs for foreign countries to serve during the chair's term of office, who may, or may not be persons then occupying those offices. These appointments must be made and then approved by the First Vice-President (President-Elect) before the opening date of the next biennial national conference. It shall also be the duty of the international chair to organize, promote, and supervise foreign country chairs, especially in working with officials to establish NBA sponsored programs at important meetings and conventions, and to supervise and aid the foreign country chairs in any way that may benefit the association.

Section 9. Foreign Country Chairs: It shall be the duty of the foreign country chairs to promote NBA within their countries, to encourage membership in NBA in every possible way, and to carry out the directives of the international chair.

Section 10. Executive Committee:

- A.** The Executive Committee is the executive branch of the NBA charged with the responsibility of carrying out policies and procedures established by the board of directors and the membership.
- B.** The first meeting of the incoming NBA Executive Committee shall take place at a place and time designated by the incoming President.
- C.** A summary of the minutes of the Executive Committee meetings will be printed in the *NBA Journal*.
- D.** The Executive Committee will establish the agendas for the Board of Directors meetings and for the annual meetings of the NBA.
- E.** The Executive Committee shall hold meetings in conjunction with the annual NBA meeting. Other business will be transacted as necessary.

Section 11. Board of Directors.

- A.** The Board of Directors is the legislative branch of the NBA charged with the responsibility of formulating policies and procedures as recommended by the executive committee.
- B.** A summary of the minutes of Board of Directors' meetings will be printed in the *NBA Journal*.
- C.** The Board of Directors will hold annual meetings in conjunction with the annual NBA meeting.

ARTICLE II - ELIGIBILITY FOR OFFICE

No person shall be considered eligible for an executive office in NBA who has not been a bona-fide member in good standing for the previous three consecutive years.

ARTICLE III - DISPOSITION OF ASSETS IN CASE OF DISSOLUTION

In the event of dissolution, the residual assets of the organization will be distributed according to regulations described in Section(c)(3) and 170(c)(2) of the Internal Revenue Code of 1986 or corresponding sections of the most current Internal Revenue Code, or to the Federal, State, or local government for exclusive public purpose.

ARTICLE IV - LIMITATION OF RESPONSIBILITY OF THE OFFICERS

The authority and responsibility for the management and for the maintenance of the good will and credit of the association is vested in the Executive Committee, but it is expressly understood that neither the Executive Committee nor any member thereof, nor any member of the association shall be required to accept personal financial responsibility for the duly authorized bills or obligations, or for suits or litigation that may develop from authorized activities of the organization carried on in good faith and in pursuit of the objectives, purposes, and activities prescribed or authorized by the constitution and by-laws.

ARTICLE V - FILLING OF VACANCIES

In the event that a vacancy in an office should occur, and the procedure for filling the vacancy is not specifically provided elsewhere in the NBA Constitution or By-Laws, then the President shall appoint a qualified NBA member to fill the position, subject to approval by a majority of the NBA Executive Committee. Such an interim appointment will be only for the remainder of the current term of office.

Guidelines and Procedures for the NBA Hall of Fame Board of Electors:

- 1.** Nomination applications may be obtained from the NBA Executive Secretary-Treasurer.
- 2.** Nominees should have distinguished themselves as conductors of bands and band music.
- 3.** Nominees will be considered only after the age of 65 or if deceased.
- 4.** In the event of a living person, the nominee's permission will be obtained by the nominator prior to being presented for election.

5. Each nomination will be accompanied by a certified check in the amount of \$2400 made payable to the “NBA Hall of Fame, Troy State University Foundation.” The donation of \$2400 is tax exempt. In the event the nomination is not approved by the Board of Electors, the nomination materials and check will be returned.
6. Nominations may be received by the Board of Electors.
7. Nominations are open to all persons regardless of sex, color, religion, or ethnic background.
8. Copies of all nominations and related information will be circulated to the members of the Board of Electors at least 60 days prior to the annual meeting.
9. Any member of the Board of Electors who finds it necessary to be absent from the annual meeting must send a proxy or an absentee ballot to the Chair of the Board of Electors. (Note: A proxy is voted by the chair, whereas the absentee ballot represents what the board member desires.)
10. It takes the approval of four of the five voting members including proxies or absentee ballots for election to the Hall of Fame. The chair will not vote except to cast a proxy or if the chair’s vote is necessary to raise the total of votes to five.
11. Procedures at the meeting of the Board of Electors:
 - Step 1.** The meeting is a closed meeting. Should the chair be absent, the chair must have appointed another Board member to serve as chair.
 - Step 2.** The candidate is thoroughly discussed in view of the submitted credentials and, by secret ballot, the Board of Electors will:
 - a. accept the candidate.
 - b. defer the candidate for further consideration until the next meeting.
 - c. return the nomination, unaccepted, to the sponsor.
 - d. In the event that the nomination is deferred or returned as unacceptable for three consecutive meetings of the Board of Electors, the candidate will be ineligible for further consideration.
 - Step 3.** The Board of Electors submits the name of the successful candidate to the NBA Executive Committee for approval.
 - Step 4.** The Executive Committee informs the Board of Electors of its decision.
 - Step 5.** The Chair of the Board of Electors informs the Chair of the Board of Directors, who informs the successful candidate and/or sponsor of his/her election to the Hall of Fame.
 - Step 6.** The Chair of the Board of Electors routes all publicity information on the successful candidate to the office of the Executive Secretary-Treasurer. This information is released from that office to:

- a. National music and other publications
- b. The Laureate's hometown newspaper(s)
- c. TV and radio stations
- d. State publications
- e. *NBA Journal*

Step 7. Induction of the successful candidate will take place at Troy State University. Inductions will occur on a biennial basis, the date to be determined by the NBA Executive Committee and the Hall of Fame Board of Directors.