

Florida Bandmasters Association

BY-LAWS

TABLE OF CONTENTS

ARTICLE I - MEMBERSHIP	Bylaws - Page 3
Section 1. MEMBERSHIP CATEGORIES	Bylaws - Page 3
Section 2. ACTIVE FULL	Bylaws - Page 3
Section 3. ACTIVE ASSOCIATE	Bylaws - Page 3
Section 4. ACTIVE AFFILIATE	Bylaws - Page 3
Section 5. RETIRED	Bylaws - Page 3
Section 6. ADJUDICATOR	Bylaws - Page 4
Section 7. STUDENT	Bylaws - Page 4
Section 8. HONORARY	Bylaws - Page 4
Section 9. FBA PARTNERS	Bylaws - Page 4
Section 10. ADJUNCT	Bylaws - Page 4
Section 11. INACTIVE AFFILIATE	Bylaws - Page 5
Section 12. SPECIAL DESIGNATIONS	Bylaws - Page 5
Section 13. GENERAL STATEMENTS	Bylaws - Page 5
FBA CODE of ETHICS	Bylaws - Page 6
ARTICLE II - ORGANIZATION	Bylaws - Page 7
Section 1. DISTRICT AND STATE DIVISIONS	Bylaws - Page 7
A. DISTRICTS	Bylaws - Page 7
B. STATE REGIONS	Bylaws - Page 7
ARTICLE III - OFFICERS	Bylaws - Page 7
Section 1. DUTIES AND RESPONSIBILITIES	Bylaws - Page 7
A. President:	Bylaws - Page 7
B. President-Elect:	Bylaws - Page 7
C. Past-President:	Bylaws - Page 8
D. Executive Director:	Bylaws - Page 8
E. Junior High /Middle School Representative:	Bylaws - Page 8
F. District Chairperson-Treasurer:	Bylaws - Page 8
G. District Secretary:	Bylaws - Page 8
Section 2. UNCOMPLETED TERMS	Bylaws - Page 8
Section 3. ELECTION OF PRESIDENT-ELECT	Bylaws - Page 8
Section 4. ELECTION OF MIDDLE SCHOOL/JUNIOR HIGH REPRESENTATIVE	Bylaws - Page 9
ARTICLE IV - COMMITTEES	Bylaws - Page 9
Section 1. FUNCTION	Bylaws - Page 9
Section 2. MEMBERSHIP	Bylaws - Page 9
Section 3. TERM OF SERVICE	Bylaws - Page 9
Section 4. CHAIRPERSONS	Bylaws - Page 9
Section 5. MEETINGS	Bylaws - Page 9
Section 6. REPORTS AND RECOMMENDATIONS	Bylaws - Page 9
Section 7. FINANCES	Bylaws - Page 10
Section 8. ORGANIZATION AND DUTIES OF STANDING COMMITTEES	Bylaws - Page 10
A. Adjudication Committee	Bylaws - Page 10
B. All State Bands Committee	Bylaws - Page 10
C. Benevolence Committee	Bylaws - Page 10
D. Commissioning Committee	Bylaws - Page 10
E. Clinics Committee	Bylaws - Page 10
F. Concert Music Committee	Bylaws - Page 11
G. Ethics Committee	Bylaws - Page 11
H. Music Performance Assessment Committee	Bylaws - Page 11
I. Finance Committee	Bylaws - Page 11
J. Past-Presidents Advisory Committee	Bylaws - Page 11
K. Professional Resources Committee	Bylaws - Page 11
L. Sight-Reading Music Committee	Bylaws - Page 12
M. Solo and Ensemble Music Committee	Bylaws - Page 12
N. Technology Committee	Bylaws - Page 12
O. Auxiliary Committee	Bylaws - Page 12
P. Historian	Bylaws - Page 12
Q. Executive Committee	Bylaws - Page 12
ARTICLE V - MEETINGS	Bylaws - Page 13
Section 1. NOTIFICATION	Bylaws - Page 13
Section 2. AGENDA	Bylaws - Page 13

Section 3.	MEETINGS ORDER	Bylaws - Page 13
Section 4.	COMPENSATION.....	Bylaws - Page 13
Section 5.	PROOF OF MEMBERSHIP	Bylaws - Page 13
ARTICLE VI - ACTIVITIES AND EVENTS.....		Bylaws - Page 13
Section 1.	SPONSORED ACTIVITIES.....	Bylaws - Page 13
Section 2.	FBA HANDBOOK	Bylaws - Page 13
Section 3.	CLASSIFICATION.....	Bylaws - Page 13
Section 4.	FMSA RULES	Bylaws - Page 13
Section 5.	MUSIC LIST	Bylaws - Page 13
ARTICLE VII - AWARDS.....		Bylaws - Page 14
Section 1.	AWARDS AVAILABLE.....	Bylaws - Page 14
	A. AWARDS.....	Bylaws - Page 14
	B. MEDALS.....	Bylaws - Page 15
	C. PLAQUES.....	Bylaws - Page 15
	D. PINS	Bylaws - Page 15
Section 2.	POLICIES	Bylaws - Page 15
Section 3.	PROCEDURES	Bylaws - Page 15
ARTICLE VIII - ADJUDICATION.....		Bylaws - Page 16
Section 1.	ADJUDICATOR SELECTION	Bylaws - Page 16
Section 2.	ADJUDICATOR LIST.....	Bylaws - Page 16
ARTICLE IX - AMENDMENTS.....		Bylaws - Page 16
Section 1.	AMENDMENTS.....	Bylaws - Page 16
Section 2.	CHANGES IN THE HANDBOOK	Bylaws - Page 16
ARTICLE X - ADOPTION OF THE HANDBOOK		Bylaws - Page 16

FLORIDA BANDMASTERS ASSOCIATION, INC.

BYLAWS
(Ratified January 9, 1986)
(Revised July, 2024)

ARTICLE I - MEMBERSHIP

Section 1. MEMBERSHIP CATEGORIES. Membership in this Association shall be under 11 categories:

- | | | |
|---------------------|-----------------------|-------------------------------|
| A. Active Full | F. Student | J. Special Member Designation |
| B. Active Associate | G. Honorary | a. Life Member |
| C. Active Affiliate | H. FBA Partners | b. Past President |
| D. Retired Member | I. Inactive Affiliate | |
| E. Adjudicator | | |

Section 2. ACTIVE FULL (AF) - for current, active teachers

- A. Eligibility
1. Actively engaged in teaching public or private elementary or secondary school music in Florida
 2. Possess a current Florida or Florida-recognized teaching certificate in music or music education.
 3. Current FBA dues paid and Current FMEA/NAfME dues paid
- B. Rights
1. May vote, hold office, **and serve on committees**
 2. May participate in all FBA-sponsored activities
 3. ~~Provided with a signed membership card indicating voting status~~
 4. Receives all FBA bulletins and other information
 5. **May ask for special permission for waivers and classification for MPA events - There are some counties that require participation in Concert MPA even if the directors are NOT members of FBA. Non-members may not ask for waivers or special permission.**

Section 3. ACTIVE ASSOCIATE (AS) - for collegiate faculty and supervisory positions

- A. Eligibility
1. Be a member of a music faculty or music administrative staff at a Florida junior college, community college, college, or university, or
 2. Be responsible for music activities in a Florida school district in a supervisory, coordinating, or similar capacity
 3. Current FBA dues paid
- B. Rights
1. May not hold vote or hold office, but MAY serve on committees
 2. ~~Provided with a signed membership card indicating non-voting status~~
 3. May participate in discussion at meetings
 4. Receives FBA Bulletins EXCEPT for MPA Bulletins

Section 4. ACTIVE AFFILIATE (AA) - for anyone taking a hiatus from active classroom teaching for whatever reason - post-graduate degree, having children, move out of Florida, teaching a different subject, etc.

- A. Eligibility
1. **Must have previously been an Active member of FBA for at least three years**
 2. **Is limited to a maximum of five years at the affiliate level***
 3. Current FBA dues paid
- B. Rights
1. May not vote or hold office, but may serve on committees
 2. Provided with a signed membership card indicating non-voting status
 3. May participate in discussion at meetings
 4. Receives FBA Bulletins EXCEPT for MPA Bulletins
- *An appeal to the five-year limit may be made to the Executive Committee for extenuating circumstances. The five years may be consecutive or split.**

Section 5. RETIRED (RM) - for retired instrumental music teachers

- A. Eligibility
1. Must be officially retired from teaching instrumental music in Florida or another state
 2. Current FBA dues paid
- B. Rights
1. May not vote or hold office, but may serve on committees
 2. ~~Provided with a signed membership card indicating non-voting status~~

3. May participate in discussions at meetings
4. Receives FBA Bulletins EXCEPT for MPA Bulletins

Section 6. ADJUDICATOR (AM) - for those who are ONLY members of FBA in an adjudicator capacity

- A. Eligibility
 1. Must be on the Board approved Adjudicator List
 2. May reside in or out of Florida
 3. Current FBA dues paid
- B. Rights
 1. May not vote or hold office
 2. May participate in all FBA-sponsored activities
 3. ~~Provided with a signed membership card indicating Adjudicator Membership~~

Section 7. STUDENT (Collegiate)

- A. Eligibility
 1. Be a Junior or Senior in an accredited Florida college or university.
 2. Be pursuing a degree in instrumental music or music education.
 3. Be a member of the Student NAFME chapter at the school which attending.
 4. Have a written recommendation by the band director of the school which attending.
- B. Rights
 1. Same rights as an Associate member.

Section 8. HONORARY

- A. Eligibility
 1. Be nominated by a member of FBA and approved by the Past-Presidents Advisory Committee.
 2. Receive a majority vote of the FBA Executive Board and Association at a regular meeting.
- B. Rights
 1. Same as an Associate member, except that;
 2. FBA dues are waived.

Section 9. FBA PARTNERS (SUSTAINING is NO LONGER A MEMBERSHIP CATEGORY.)

- A. Eligibility
 1. Membership is open to businesses or other groups or individuals with an interest in music education.
 2. Must designate an individual as the representative.
 3. Current FBA dues paid
- B. Rights

The business or group -

 1. Will receive a Handbook, Bulletins, other mail-outs.
 2. Will be listed once a year in "The Florida Bandmaster" bulletin.
 3. May receive a free FBA mailing label set of the membership each school year.

The representative -

 1. ~~Will receive a signed membership card and FBA decal.~~
 2. May participate in discussions at meetings,
 3. May serve on standing, special or ad hoc committees, if appointed.
 4. May not vote or hold office.

Section 10. ADJUNCT MEMBERSHIP (AD)

Note: For full time FOA/FVA Members, where Band is not offered, who have students that play a wind or Percussion instrument wishing to audition for All State.

Note: For Secondary Class Piano teachers who have students wishing to audition for All State Bands and/or Orchestras on Piano.

- A. Eligibility
 1. Actively engaged in teaching Orchestra, Chorus, or Piano in a public or private elementary or secondary school In Florida.
 2. Possess a current Florida or Florida recognized teaching certificate in music or music education.
 3. Current FBA Adjunct dues paid and current FMEA/NAFME dues paid.
- B. Rights
 1. May not hold office, may not vote, may not serve on Committees.
 2. Students may audition for All State Ensembles.
 3. Students may be nominated for the Middle School or High School Honor Bands.

Section 11. INACTIVE AFFILIATE (IA)

Note: For any current member under an official investigation that has been removed from the classroom for misconduct, commission of a crime, or unethical behavior associated with their professional responsibilities.

- A. Eligibility
 - 1. Members will be moved to this category upon the Ethics Committee or Executive Director being notified of temporary or permanent removal from the classroom. Members are required to self-report to the Executive Director and/or Ethics Committee Chairperson.
 - 2. Provided with a signed membership card indicating inactive status.
 - 3. Current FBA dues paid.
- B. Rights
 - 1. May not vote, hold office, adjudicate, or serve on committees.
 - 2. May not attending meetings.
- C. Restoration
 - 1. Upon completion of investigation, where no findings of misconduct, criminality, or unethical behavior were recorded, original membership status will be restored.

Section 12. SPECIAL DESIGNATIONS

LIFE - LIFE is for 25 years of CUMULATIVE ACTIVE MEMBERSHIP - either in one ACTIVE category, or a combination of ACTIVE categories. The Life designation allows the member voting rights even after retirement.

PAST PRESIDENT - PAST PRESIDENT IS for those members, either Active or Retired, that have served our association as President. The Past President designation allows the member voting rights even after retirement.

ADJUDICATOR - The ADJUDICATOR *designation* is for members that serve our association as adjudicators in addition to being ACTIVE or RETIRED. This is different than being an ADJUDICATOR MEMBER.

Section 13. GENERAL STATEMENTS

- A. Dues shall be paid to the Executive Director, either directly or through FMEA. The membership and fiscal year is from July 1 to June 30. Membership rolls will be purged on September 30 each year.
- B. Active membership in the Florida Bandmasters Association shall be contingent upon becoming a Full Active or Active Research member of the NAFME/FMEA. Other FBA membership categories shall be exempt from the requirement of being a member of the NAFME/FMEA, but those members are strongly encouraged to join.
- C. Active members who are granted a leave of absence or a sabbatical and are still employed by a school district in Florida may retain their Active status for one year, if dues are paid.
- D. Membership in the Association shall be by individuals only. The FBA Partner member category must be represented by an individual as the designated member.
- E. All members of the Association shall be required to complete an information update form each year upon payment of dues.
- F. Each member shall be morally responsible for adherence to the Association Code of Ethics which follows.
- G. Members in good standing (dues paid, not under sanctions) may petition the Executive Board for special consideration in Handbook Article III.

Handbook areas affected.

A.5. Comments Only Classification

A.6. Request classification Procedures

C.6. Requests For Special Permission

- a. Waiver of Marching and/or Concert Requirement
- b. Perform Out of District or State Region
- c. Perform Music Not on the FBA Music List
- d. Enter Music Performance Assessment for Comments Only
- e. Participate in Requesting classification Program
- f. Waive rules regarding DNA Penalties
- g. Request Permission for C or CC Schools to Use Students from a separate Jr. High or Middle School
- h. Any other Circumstances Not Covered in This Section

F.B.A. CODE OF ETHICS

The ASSOCIATION is concerned with the promotion and development of band programs in the state of Florida by providing opportunities for in-service growth through clinics and conferences, and by acting as a resource for college and university pre-service training programs that encourage professional development.

The ASSOCIATION provides opportunity for realistic and constructive program evaluation through the sponsorship of solo/ensemble and large group ensemble Music Performance Assessments at the District and State levels.

The Constitution and By-Laws of the ASSOCIATION exist for the purpose of codifying and facilitating the stated philosophy, and to provide the means for change and amendment as needed.

Certain principles, ~~as enforced by the Ethics Violation Procedures~~, shall govern the conduct of every member of FBA, who shall:

1. Affirm the dignity and worth of music in the classroom.
2. Maintain professional relationships as a trusted educator, dedicated to the highest ideals of honor and integrity in all public and personal relationships in order that the member may merit the respect and confidence of their students, parents, school district, and additional stakeholders.
3. Serve the best interests of their students and communities.
4. Not leverage their position for personal gain or benefit.
5. Avoid disparaging remarks about other members or band programs in a public forum, including social media.
6. Manage all personnel matters (students and colleagues) with fairness and impartiality. Handle issues without discrimination on the basis of principle and justice.
7. Communicate in a professional and respectful manner with students, parents, school district, and additional stakeholders.
8. Maintain a student - teacher relationship in all communication and interactions.

Members of the Association are expected to:

-
- ~~1. Conduct their business and personal affairs on the highest ethical and professional level.~~
 - ~~2. Treat all applicants for band membership impartially.~~
 - ~~3. Refrain from destructive criticism of other bands and band directors.~~
 - ~~4. Strive to maintain the highest possible standard of musical performance and educational practice.~~
 - ~~5. Uphold the Constitution, By-Laws and Rules of the Florida Bandmasters Association.~~

~~The function of the school band director is to properly educate students through the means of music. The FBA has designed and implements programs and activities to assist the band director in this endeavor.~~

~~In addition to the above expectations:~~

- ~~1. Model and instill the highest ideals of character and integrity in his/her students.~~
 - ~~2. Live in harmony with the entire interscholastic program of his/her school, and direct the instrumental music program in harmony with the total school program.~~
 - ~~3. Not attempt to seek any advantage by circumventing the rules of the Association.~~
 - ~~4. Show respect and support for Music Performance Assessment officials and adjudicators.~~
 - ~~5. Uphold the highest standards of professionalism and be judicious in the use of social media as it relates to students, parents, colleagues, and the daily execution of running a band program.~~
-

ARTICLE II - ORGANIZATION

Section 1. DISTRICT AND STATE DIVISIONS. The Association shall apportion the state in order to facilitate the achievement of the goals of the organization. Geography and the number of bands are the determining factors for the creation of the Districts.

A. DISTRICTS - The state is divided into twenty-three (23) Districts.

- 1 - Escambia, Santa Rosa, Okaloosa
- 2 - Bay, Calhoun, Gulf, Holmes, Jackson, Washington, Walton
- 3 - Franklin, Gadsden, Wakulla, Leon, Liberty, Jefferson, Taylor, Madison, Lafayette, Hamilton
- 4 - Alachua, Baker, Bradford, Columbia, Dixie, Gilchrist, Levy, Union, Putnam, Suwannee
- 5 - Citrus, Hernando, Pasco
- 6 - Seminole, Volusia
- 7 - Hillsborough
- 8 - Orange
- 9 - Pinellas
- 10 - Brevard, Osceola
- 11 - Manatee, Sarasota, Charlotte
- 12 - Hardee, Polk
- 13 - Glades, Highlands, Indian River, Martin, Okeechobee, St. Lucie
- 14 - Palm Beach
- 15 - Broward
- 16 - Miami-Dade
- 17 - Duval, Nassau
- 18 - Desoto, Hendry, Lee
- 19 - Lake, Marion, Sumter
- 20 - Private schools of Dade, Monroe
- 21 - St. Johns, Clay, Flagler
- 22 - Collier
- 23 - Osceola

B. STATE REGIONS

The State shall be divided into multiple sites (3-4) for the purpose of the State Music Performance Assessment. District assignments will be based on proximity to the State Band Venues.

ARTICLE III - OFFICERS

Section 1. DUTIES AND RESPONSIBILITIES

A. President:

1. Chief executive officer of the Association.
2. Non-voting (except in the event of a tie vote) chairperson of the Executive Board and Chairperson of the Clinics Committee.
3. Member of the Finance Committee and ex-officio member of all other committees.
4. Empowered to:
 - a. conduct business of the Association between business meetings.
 - b. establish agendas and conduct meetings of the Executive Board and the Business meetings of the Association.
 - c. call special meetings.
 - d. create and appoint committees and task forces.
 - e. appoint committee chairpersons.
 - f. refer specific proposals to committees for study.
 - g. sign checks for the Association
5. The President will have the authority to make decisions concerning FBA rules, policies, and procedures in cases of emergency when an immediate action is necessary. These decisions may override the Association Handbook. For this authority, an emergency will be defined as any unforeseen circumstance or event that disrupts the normal operations of Florida K-12 schools. Any actions taken under this authority would expire no later than June 30 of the current school year.

B. President-Elect:

1. Shall automatically accede to the office of President.
2. Serves in the absence of the President.
3. Member of the Executive Board, Clinics Committee, Finance Committee and Chairperson of the Music Performance Assessment Committee.
4. Is empowered to conduct the annual high school director's caucus.

C. Past-President:

1. Member of the Executive Board.
2. Member of the Finance Committee and Chairperson of the Past-Presidents Advisory Committee.
3. Sergeant-At-Arms for all general Business Meetings.

D. Executive Director:

1. Performs duties as established by the Executive Board through contractual agreement.
2. Such duties may include, but are not limited to:
 - a. serves as chief fiscal officer of the Association.
 - b. maintains membership records.
 - c. schedules and administers State Music Performance Assessments.
 - d. handles correspondence not covered by the President.
 - e. attends meetings of the FSMA.
 - f. attends District meetings.
 - g. prepares an annual FBA Directory.
 - h. records and distributes minutes of Executive Board and General Business meetings.
 - i. prepares and distributes Bulletins and other pertinent information.
 - j. serves as ex-officio member of the Executive Board, Finance Committee, Music Performance Assessments Committee, and Clinics Committee.
 - k. collects dues for the Association.
 - l. collects assessments for State Music Performance Assessments.

E. Junior High /Middle School Representative:

1. Represents the interests of Junior High/Middle School directors.
2. Conducts the annual junior high/middle school director's caucus.
3. Member of the Finance Committee, Clinics Committee and MPA Committee.
4. Member of the Executive Board.
5. Member of the All-State Committee: Coordinator and Facilitator for the FMEA Middle School Honor Band.

F. District Chairperson-Treasurer:

1. Presides at District meetings.
2. Collects assessments for District Music Performance Assessments.
3. Serves as District treasurer.
4. Administers District Music Performance Assessments.
5. Represents the District at Executive Board meetings.
6. Maintains financial records pursuant to FBA and FSMA policies and procedures.

G. District Secretary:

1. Records and distributes minutes of District meetings.
2. Prepares and distributes all District Bulletins to the District members and the Executive Board and the FSMA Executive Director.

Section 2. UNCOMPLETED TERMS

If any officer is unable to complete the term of office, an election will be held by the constituency of that office to select a replacement to fill the uncompleted term. An individual who is elected to complete a term of office may be elected to a subsequent regular term.

1. In the event the President of the Association resigns or is unable to complete their unexpired term, the immediate Past-President will become President for the duration of the unexpired term. The acting President will appoint a recent Past-President to fill the unexpired term of past President.
2. In the event the President-Elect resigns or is unable to complete their unexpired term, the President will appoint a Past-President to assume the duties of the position. The election of a new President-Elect to fill the remaining term will take place at the next general membership meeting.
3. In the event the Past-President resigns or is unable to complete their unexpired term, the President will appoint a Past-President to fill the unexpired term.
4. In the event the Junior High/Middle School Representative resigns or is unable to complete their expired term, the President will appoint an Interim JH/MS Representative to fill the unexpired term.
5. In event the Executive Director of the Association resigns or is unable to complete the period of contract, the Executive Board (President, President-Elect, Past-President, and JH/MS Representative) will appoint an interim Executive Director to serve to the completion of the contract period. The FBA President will concurrently appoint a search committee for the vacant Executive Director position.

Section 3. ELECTION OF PRESIDENT-ELECT

- A. The President shall appoint a nominating committee consisting of two members each from the North, Central, and South regions of the state. After electing a chairperson, the committee shall select potential nominees, contact them to

determine their willingness to serve, and shall present the name(s) of one or more candidates to the membership at the Summer Business meeting in each odd-numbered year. At that time nominations may be made from the floor. The election shall be held during the Clinic/Conference meeting in an even-numbered year.

- B. **Election Procedures-by Electronic Vote:** The President-Elect shall be elected at or prior to the close of the Annual Professional Development Conference (FMEA Conference) in each even-numbered year. Voting shall be by voting members of FBA only and the candidate receiving the majority of the votes shall be declared elected.

Section 4. ELECTION OF MIDDLE SCHOOL/JUNIOR HIGH REPRESENTATIVE

- A. Candidates for the office of Middle School/Junior High Representative will be nominated in the following manner and presented for a vote at the annual FMEA Clinic/Conference in even-numbered years.
 - 1. A nominating committee of past JH/MS Reps will nominate TWO candidates for this position based on similar criteria for consideration for President Elect.
 - 2. Candidates will be named at the same time as the President Elect.
 - 3. The candidates will be presented at the January MS Directors Meeting. Voting can either be done online or in person.
- B. Qualifications for consideration for the office of JH/MS Representative
 - 1. The candidate should have been teaching for no less than 15 years.
 - 2. The candidates bands should consistently be of the highest caliber.
 - 3. The candidates bands should have a high percentage of S&E participation.
- C. If the JH/MS Representative is unable to complete their term of office, a Former JH/MS Representative will serve the association until the next official scheduled election is held.

ARTICLE IV - COMMITTEES

Section 1. FUNCTION

- A. All committees serve in an advisory capacity to the President and Executive Board. Committees shall implement policies as directed by the Board.
- B. The President is empowered to appoint special committees and task forces to deal with specific areas of interest not covered by a standing committee.

Section 2. MEMBERSHIP

Where criteria are specified in the By-Laws, committee chairpersons select the membership of committees from members of the Association based on a geographical representation of candidates for the committee supplied by the Executive Director.

Section 3. TERM OF SERVICE

- A. Except where limited by State Officer term of office, membership on all standing committees shall be for a term of three (3) years. The commencement date of each member's term shall be scheduled on a rotating basis so that no more than one-third (1/3) of the membership of a committee shall change in any one academic year. The Chairperson shall appoint members to fill expired terms of service.
- B. Terms of service on special committees and task forces shall be specified by the President.

Section 4. CHAIRPERSONS

Chairpersons of standing committees shall be appointed by the President for a two-year term commensurate with his/her term of office. The President shall appoint chairpersons to fill expired terms.

Section 5. MEETINGS

All standing committees shall meet at the annual Clinic/Conference and may meet at other times as specified by the chairpersons of the committees and as approved by the Finance Committee and/or the President or Executive Director where claims for expenses are involved.

Section 6. REPORTS AND RECOMMENDATIONS

- A. All recommendations from committees shall require action by the Executive Board before recommendations can be implemented.
- B. A motion referred to a Committee by the Executive Board may only remain in a designated committee for a period of one year or less. The status of all motions pending committee recommendations should be noted in all Executive Board bulletins under committee reports.

Section 7. FINANCES

- A. All standing committee chairpersons shall submit a budget to the Executive Director no fewer than twenty-one (21) days prior to the July Board meeting.
- B. All committee chairpersons shall submit an accounting of funds to the Executive Board at a time specified by the Executive Director.
- C. All committee chairpersons shall be notified in writing of all Executive Board meetings. They shall be further notified when their presence is required at a Board meeting. Expenses for required attendance shall be paid at the same rate as for Board members.

Section 8. ORGANIZATION AND DUTIES OF STANDING COMMITTEES

A. Adjudication Committee

Organization:

Chairperson and three (3) members.

Duties:

- 1. to establish and administer the process by which adjudicators are selected for inclusion on the Adjudicators List, and for the establishment of policies by which they are selected for Music Performance Assessments adjudication.
- 2. to review adjudicator applications and make recommendations to the Board.
- 3. to maintain a current list of eligible adjudicators.
- 4. to evaluate reports regarding adjudication consistency as submitted by the Music Performance Assessment Committee or the Executive Board.
- 5. to evaluate District and State Music Performance Assessment adjudicators.

B. All State Bands Committee

Organization:

Chairperson, Jr. High/Middle School Representative, and Band Coordinators for each of the All State Bands (7/8 All State Band, 9/10 Concert Band, 11/12 Symphonic Band, High School Honor Band, MS All State Jazz Band, HS All State Jazz Band)

Duties:

- 1. to oversee the selection, organization, and administration of the various All-State performance groups.
- 2. to recommend to the Board audition requirements, procedures and rules for All-State performance groups.
- 3. the middle school and high school band representatives shall be responsible for coordinating auditions with the Florida Orchestra Association representative(s).

C. Benevolence Committee

Organization:

Chairperson and one of the following: District Chair, or appointed representative from each district.

Duties:

- 1. To respond on behalf of the Association to tragic events involving FBA members, such as accidents illnesses or deaths.
- 2. To determine the appropriate response and act in a timely fashion.
- 3. The Committee will be funded by designated account receiving 1 1/4 % of each member's dues payment.

D. Commissioning Committee

Organization:

Chairperson, and at least one representative from the three state Music Performance Assessment regions, North, Central and South, At-Large members as needed.

Duties:

- 1. To develop criteria for commissioning musical works for band or other media as deemed worthy by the Committee and with the concurrence of the Executive Board.
- 2. To make contacts with potential composers and to administer each commissioning project.
- 3. The Committee will be funded by designated account receiving money collected in fines by the FBA each year. This money may be designated for other uses upon the recommendation of the Finance Committee and at the discretion of the Executive Board.

E. Clinics Committee

Organization:

Chaired by the President, and consists of the President-Elect, Jr. High/Middle School Representative, Past-President, FBA Conference Facilitator, Chairman of the Professional Resources Committee, Chairman of the All State Jazz Committee, the Executive Director as ex-officio, and two-four At-Large Members

Duties:

- 1. the development and administration of a workshop program of professional enrichment.
- 2. the recommendation of Summer Convention sites and dates.

3. the outlining of schedules for business meetings, committee meetings and clinics for the Summer Convention and Clinic/Conference.

F. Concert Music Committee

Organization:

Chairperson, **at least one** a representative from each of the following: junior high/middle school, small high school, large high school, college/university.

Duties:

1. the selection and grading of concert band literature for the various classifications of the Approved FBA MPA Concert Music List.
2. the maintenance and periodic revision of concert band entries on the Approved FBA MPA Concert Music List.
3. the evaluation of literature submitted to the chairperson for special permission for performance.
4. the selection of music for student conductors.
5. the chairperson shall be the custodian for the FBA in maintaining a file of scores for music included on the Approved FBA MPA Concert Music List.
6. sponsor a clinic on quality literature at the FMEA Clinic/Conference.

G. Ethics Committee

Organization:

Chairperson and three (3) members, each representing one of the north, south and central geographical regions of the state, and two At-Large Members.

Duties:

1. to receive and investigate complaints of unethical actions, using adopted procedures.
2. to report to the Executive Board the findings of the Committee and to recommend appropriate disposition.
3. The development and administration of workshops on professionalism, appropriate behavior and responsibilities as band directors.

H. Music Performance Assessment (MPA) Committee

Organization:

The committee shall be chaired by the President-Elect and be composed of a representative from each of the State Music Performance Assessment regions (to act as site evaluators). Membership of this committee shall include at least one senior high director, a junior high/middle school director, a jazz band director, a twirling/auxiliary representative, the Concert Music Committee Chairperson, the Solo & Ensemble Committee Chairperson, and the Executive Director as ex-officio member.

Duties:

1. review and make recommendations concerning all Music Performance Assessment rules and procedures.
2. review the consistency of adjudication at State and District Music Performance Assessments.
3. act as the agent of the Board in reviewing comments brought to the Board concerning Music Performance Assessments, and to make recommendations to the appropriate agency.

I. Finance Committee

Organization:

This committee shall have a chairperson elected from the membership of the committee which shall consist of the President, President-Elect, Past-President, the MS/JH Representative and Executive Director.

Duties:

1. propose an annual Association budget.
2. make recommendations to the Executive Board regarding all financial matters of the Association.

J. Past-Presidents Advisory Committee

Organization:

This committee shall be chaired by the immediate Past-President of the Association and shall consist of all past-presidents of the Association.

Duties:

1. to examine and make recommendations with regard to special areas of interest to the Committee, or to those areas referred to the Committee by the Executive Board.

K. Professional Resources Committee

Organization:

Chairperson, **at least one** a college/university instrumental music teacher, a high school representative, a junior high/middle school representative, and the State Department of Education Music Consultant **(if applicable)**.

Duties:

1. to act as advisors to the Executive Board and college/university teacher training programs in the areas of pre-service and in-service teacher training.

2. to assist in planning the Summer Convention and Clinic/Conference programs.
3. to disseminate information concerning programs for professional growth through FBA-sponsored events, and to provide assistance to these programs when requested.

L. Sight-Reading Music Committee

Organization:

Chairperson, at least two representatives from each of the following: middle school and high school.

Duties:

1. The maintenance and publication of content limits used to select music for bands to sight read at Music Performance Assessments.
2. The selection of sight-reading music for use by bands in all classifications at the District and State Music Performance Assessments following these limits.
3. The establishment and, maintenance, and publication of a list of sight-reading selections used at past Music Performance Assessments.

M. Solo and Ensemble Music Committee

Organization:

Chairperson, at least one a junior high/middle school representative, a senior high school representative; music advisory staff (optional).

Duties:

1. the selection and grading of solo and ensemble literature for the FBA Music List.
2. the maintenance and periodic revision of the appropriate entries on the Music List.
3. the evaluation of literature submitted to the chairperson for special permission for performance.
4. the chairperson shall be the custodian for the FBA in maintaining a file of solo and ensemble music on the Music List.

~~**N. Technology Committee**~~

~~Organization: Chairperson, one member from each region of the state, one at-large member whose focus would be software, one at-large member whose focus would be website, and one at-large member who would address new-technology issues.~~

~~Duties:~~

- ~~1. to construct and support the FBA Web Site.~~
- ~~2. to review, create and consult on administrative software being developed for the FBA (i.e. All State Forms, S&E scheduling program.)~~
- ~~3. to research and disseminate information on new technologies that would prove useful to the membership.~~
- ~~4. to address new technology issues as directed by the Board.~~

O. Auxiliary Committee

Organization: Chairperson and up to six (6) persons, with at least one representative each from the three areas (baton, guard, and dance).

Duties:

1. To oversee, develop, and promote the auxiliary component of FBA.
2. To oversee, staff, and facilitate the Auxiliary State Solo and Ensemble event(s).
3. To oversee, develop, and present adjudication certification training for adjudicators of auxiliary events.
4. To assist the Adjudication Committee in the adjudication process involving auxiliary events.
5. To work with FBA to increase interest, membership, and participation in FBA auxiliary events.

P. Historian

Organization: Chairperson.

Duties:

1. The position of Historian would encompass the written history of the association, legacy project, monitoring and accuracy of the recourse libraries and other historical documents of importance to the Association.
2. Ex-Officio to the Executive Board.

Q. Executive Committee

Organization: President, Past President, President elect, JH/MS Representative

ARTICLE V - MEETINGS

Section 1. NOTIFICATION. Notification of business meetings of the Association shall be made to the membership at least ten (10) days prior to the convening of that meeting via notice stating the date, time and place of the meeting. Electronic meetings may be held.

Section 2. AGENDA. All Executive Board, District and State General meetings shall observe the following agenda, except that State General meetings will not include Reports of Committees:

- A. Call to Order
- B. Reading of the Minutes
- C. Report of the Treasurer
- D. Reading of Communications
- E. Reports of Standing Committees
- F. Reports of Special Committees
- G. Unfinished Business
- H. New Business
- I. Election of Officers
- J. Good and Welfare of the Association
- K. Adjournment

Section 3. MEETINGS ORDER. The meetings of the Association and its committees shall be governed by Roberts "Rules of Order" in all cases where said rules do not conflict with the Constitution, By-Laws and Handbook of the Association.

Section 4. COMPENSATION. Compensation for required attendance at general business meetings and committee meetings shall be established by the recommendation of the Finance Committee.

Section 5. PROOF OF MEMBERSHIP. Proof of membership is required to participate in business meetings of the Association.

ARTICLE VI - ACTIVITIES AND EVENTS

Section 1. SPONSORED ACTIVITIES. The Association sponsors the following activities and events:

- District Marching Music Performance Assessment
- District Solo and Ensemble Music Performance Assessment
- District Concert Music Performance Assessment
- State Band Concert Music Performance Assessment
- State Solo and Ensemble, Jazz Band and Auxiliaries Music Performance Assessments
- All-State 11th & 12 Grade Symphonic Band
- All-State 9th & 10th Grade Concert Band
- All-State 7th & 8th Grade Band
- All-State High School Jazz Band
- All State Middle School Jazz Band
- All-State High School Honor Band
- All-State 7th & 8th Grade Honor Band
- Summer Professional Development Conference
- Nine Star Honor Band
- Clinics at Summer Professional Development Conference and the FMEA Clinic Conference
- Other clinics, in-service and pre-service programs
- FBA Composition Contest
- Commissioning Project

Section 2. FBA HANDBOOK. Eligibility requirements, rules, regulations, policies and procedures for the activities and events sponsored by the Association are included in the Handbook.

Section 3. CLASSIFICATION. Bands shall be classified according to the enrollment of the school. Specific guidelines for classification appear in the Handbook.

Section 4. FMSA RULES. The Association shall adhere to the applicable regulations of the Florida School Music Association. (See Handbook Appendix)

Section 5. MUSIC LIST. The Association shall establish and maintain an approved Music List. Music performed at FBA-sponsored Music Performance Assessments must meet the requirements for approval as established in the Handbook.

ARTICLE VII - AWARDS

Section 1. AWARDS AVAILABLE

A. AWARDS:

Awards will be in the form of plaques and will be provided by the FBA.

1. The OTTO J. KRAUSHAAR AWARD

(Presented to Senior High School bands for achieving Superior ratings from all adjudicators in District Marching and Concert, State Concert and Sight-reading Music Performance Assessments.)

Note: A Band whose rating is lowered due to a rules infraction will be ineligible to receive the award.

2. The F. LEWIS JONES AWARD

(Presented to Senior High Concert Bands achieving an overall Superior rating at the FBA State Concert Music Performance Assessment/Those that do not qualify for the Otto Kraushaar Award)

3. MARCHING MUSIC PERFORMANCE ASSESSMENT SUPERIOR AWARD

(To Senior High & Junior High/Middle School Marching Bands achieving an overall Superior rating at the FBA Marching Music Performance Assessment.)

4. The ROBERT O. LAMPI MEMORIAL AWARD

(To Senior High Concert Bands achieving an overall Superior rating at the FBA District Concert MPA.)

5. The HARRY E. GRANT MEMORIAL AWARD

(To Junior High/Middle School Concert Bands achieving an overall Superior rating at the FBA District Concert Music Performance Assessment.)

6. JAZZ BAND AWARD

(To Jazz Bands that achieve a Superior rating at the FBA District Music Performance Assessment, and an overall Superior rating at the FBA State Music Performance Assessment.)

7. The LINDA MANN FIVE-YEAR SUPERIOR AWARD

(For Junior High or Middle School Band Directors whose bands earn Superior ratings at the FBA District Concert Music Performance Assessment for five (5) consecutive years. See also VII. Sec. 3. D)

~~**8. MARCHING MUSIC PERFORMANCE ASSESSMENT PARTICIPATION**~~

~~(Senior High, Junior High and Middle School)~~

~~**9. DISTRICT CONCERT MUSIC PERFORMANCE ASSESSMENT PARTICIPATION**~~

~~(Senior High, Junior High/Middle School)~~

10. TOM BISHOP AWARD

Criteria for the Tom Bishop Award

- FBA Member and currently a band director in the state of Florida
- The nominee is teaching at the same school the year they are nominated.
- Attends FBA District and State meetings (Summer Conference and January) on a regular basis
- Dramatic improvement in Concert/Marching MPA ratings within 1-4 years.
- Participation, growth, and outstanding results at the District S&E MPA
- Band program has grown in numbers

11. OLIVER HOBBS AWARD

Criteria for the Oliver Hobbs Award:

- FBA Member for at least 15 years and a current band director in the state of Florida
- Attends FBA District and State meetings (July and January) on a regular basis
- Superior (at least 75% of the time) ratings at the District Concert and Marching (if High School) MPA'S
- Participation and with outstanding results at the District SE MPA
- Service to the profession. (District Officer, served on FBA/ FMEA/FSMA committees, etc, and/or helps with the MPA's and other FBA events.

12. The ANDREW J. CREW AWARD

A Five Year Superior State Band MPA Award.

(To be given to high school band directors that received an overall Superior rating for five (5) consecutive years at the FBA State Concert Band Music Performance Assessment. See also VII. Sec. 3. F)

13. The MIDDLE SCHOOL JAZZ BAND FIVE YEAR SUPERIOR AWARD

(Awarded to Middle School band directors that received an overall Superior rating for five (5) consecutive

years at the FBA District Jazz Band MPA). See also VII. Sec. 3. G
NOTE: starting with August 2014

14. The **HIGH SCHOOL JAZZ BAND FIVE YEAR SUPERIOR AWARD**
(Awarded to High School band directors that received an overall Superior rating for five (5) consecutive years at the FBA State Jazz Band MPA). See also VII. Sec. 3. G
NOTE: starting with August 2014

B. MEDALS:

- * Indicates medals furnished by the FBA for Superior ratings only.
- x Indicates Superior and Excellent medals available for purchase by individual schools.
- + Indicates Excellent medals available for purchase by individual schools.

DISTRICT MUSIC PERFORMANCE ASSESSMENTS:

1. x Concert Band
2. x Marching Band
3. +* Solo/Ensemble
4. +* Twirling/Auxiliary

STATE MUSIC PERFORMANCE ASSESSMENT:

1. x Concert Band

~~C. **PLAQUES:**~~

- ~~* Indicates plaques furnished by the FBA.~~
 - ~~x Indicates plaques that may be purchased by individual schools.~~
 - ~~+ Indicates plaques that are optional to be presented by Districts~~
- ~~1. x OUTSTANDING MUSICIANSHIP (Individual Band Member)~~
 - ~~2. x OUTSTANDING SERVICE/PARTICIPATION (Individual Band Member)~~
 - ~~3. x OUTSTANDING SERVICE TO MUSIC (Community Groups or Individuals)~~
 - ~~4. * RETIRED FBA MEMBER. (Recipient must have a minimum of 20 years Active membership in the FBA.)~~

D. PINS:

- * Indicates pins furnished by the FBA
1. FBA Member Pin (Available for individual purchase from the Executive Director)
 2. * FBA Past-President Pin
 3. * FBA LIFE Member Pin

Section 2. POLICIES

The following policies will govern the presentation and distribution of awards by FBA members and Districts:

- A. Only authorized FBA awards will be used in connection with FBA-sponsored events.
- B. All FBA awards will be ordered following procedures established by the FBA Executive Director from a supplier selected by the FBA Board.
- C. Each District shall have the option of presenting available plaques, but must present them to all schools which qualify.
- D. Each District shall present medals which are authorized to be furnished by the FBA.

Section 3. PROCEDURES

- A. At the last District meeting of each school year, each District will decide which of the optional awards it will present in the coming school year.
- B. The District Chairperson will include the cost of all medals and plaques in the District budget for the coming year. (A current price list will be provided in the Spring of each year.)
- C. Individual schools may order the available plaques or medals directly from the FBA-approved medals company on a form provided. Certification of Superior ratings will be required.
- D. The FIVE-YEAR SUPERIOR AWARD is to be presented to any middle school or junior high band director whose concert band earns a Superior rating at the FBA District Concert Music Performance Assessments for five consecutive years. To qualify for the AWARD, a letter from the band director must be submitted to the Executive Director certifying that the above requirements have been met. The award will be presented to individual directors after each five-year period in which a director's band qualifies.
- E. Selection procedure for the Tom Bishop and Oliver Hobbs Awards
 1. Each District may nominate one person (secret ballot, 75% positive vote of those present at the August or October District Meeting).
 2. An application is completed by the nominee (due to FBA Awards Committee Chair by Nov. 1).
 3. Three letters of recommendation (School Principal, recent Marching or Concert Band MPA Adjudicator of the Nominee's band program, and one other FBA member, due to the Awards Committee Chair by Nov. 1).

4. A committee will select the award recipients based on the application and other outside knowledge.
 5. 0 - 4 Hobbs recipients selected per year.
 6. No limit to Bishop recipients selected per year.
- F. The ANDREW J. CREW AWARD is to be presented to any high band director whose concert band earns an overall Superior rating at the FBA State Concert Band Music Performance Assessments for five consecutive years. To qualify for the AWARD, a letter from the band director must be submitted to the Executive Director certifying that the above requirements have been met. The award will be presented to individual directors after each five-year period in which a director's band qualifies.
- G. The MIDDLE SCHOOL & HIGH SCHOOL JAZZ BAND AWARD is to be presented to any band director whose jazz band earns an overall Superior rating at the FBA District MS Jazz Music Performance Assessments/FBA State Jazz Band Music Performance Assessment, for five consecutive years. To qualify for the AWARD, a letter from the band director must be submitted to the Executive Director certifying that the above requirements have been met. The award will be presented to individual directors after each five-year period in which a director's band qualifies.

ARTICLE VIII - ADJUDICATION

Section 1. ADJUDICATOR SELECTION. All adjudicators of FBA-sponsored events shall be selected by the Association using procedures established in the Handbook and the FBA Adjudication Manual.

Section 2. ADJUDICATOR LIST. The Executive Board in cooperation with the Adjudication Committee shall prepare and maintain two approved lists of adjudicators, one for District and one for State Music Performance Assessments. All adjudicators must be secured from these lists. The Executive Board has the authority to add or delete names on the Adjudicators List.

ARTICLE IX - AMENDMENTS

Section 1. AMENDMENTS to the By-Laws of this Association shall require readings and approval by majority vote in two (2) Executive Board meetings, followed by reading and approval by majority vote at a General Business Meeting.

Section 2. CHANGES IN THE HANDBOOK

- A. Changes in the Handbook shall require approval by a majority vote of the Executive Board, followed by a reading and a majority vote at a General Business Meeting, or
- B. Changes in the Handbook that are introduced by a motion from the floor at a General Business Meeting shall require a two-thirds vote of the assembly for passage.

ARTICLE X - ADOPTION OF THE HANDBOOK

Section 1. Adoption of the Handbook shall require reading and approval by a majority vote in an Executive Board meeting, followed by a majority vote at a General Business Meeting.