

BYLAWS

TABLE OF CONTENTS

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

ARTICLE VI - ACTIVITIES AND EVENTS	Bylaws - Page 11
Section 1. SPONSORED ACTIVITIES.....	Bylaws - Page 11
Section 2. FBA HANDBOOK.....	Bylaws - Page 11
Section 3. CLASSIFICATION.....	Bylaws - Page 11
Section 4. FMSA RULES.....	Bylaws - Page 11
Section 5. MUSIC LIST.....	Bylaws - Page 11
ARTICLE VII - AWARDS	Bylaws - Page 11
Section 1. AWARDS AVAILABLE.....	Bylaws - Page 11
A. AWARDS.....	Bylaws - Page 12
B. MEDALS.....	Bylaws - Page 12
C. PLAQUES.....	Bylaws - Page 12
D. PINS.....	Bylaws - Page 12
Section 2. POLICIES.....	Bylaws - Page 12
Section 3. PROCEDURES.....	Bylaws - Page 12
ARTICLE VIII - ADJUDICATION	Bylaws - Page 12
Section 1. ADJUDICATOR SELECTION.....	Bylaws - Page 12
Section 2. ADJUDICATOR LIST.....	Bylaws - Page 13
ARTICLE IX - AMENDMENTS	Bylaws - Page 13
Section 1. AMENDMENTS.....	Bylaws - Page 13
Section 2. CHANGES IN THE HANDBOOK.....	Bylaws - Page 13
ARTICLE X - ADOPTION OF THE HANDBOOK	Bylaws - Page 13

FLORIDA BANDMASTERS ASSOCIATION, INC.

BYLAWS

(Ratified January 9, 1986)

(Revised August, 2002)

ARTICLE I - MEMBERSHIP

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

- | | |
|-------------------|----------------|
| A. Active | F. Student |
| B. Past-President | G. Honorary |
| C. Life | H. New |
| D. Affiliate | J. Adjudicator |
| E. Associate | R. Retired |
| | S. Sustaining |

Section 2. ACTIVE

- 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/MENC dues paid.
- B. Rights
1. May vote and hold office.
 2. May participate in all FBA-sponsored activities.
 3. Provided with signed membership card and FBA decal.
 4. Receives all FBA bulletins and other pertinent information.

Section 3. PAST-PRESIDENT

- A. Eligibility
1. Be a Past-President of the Florida Bandmasters Association.
 2. Current FBA dues for the appropriate category (Active, Life, Retired) paid.
- B. Rights
1. The same as an Active member.

Section 4. LIFE

- A. Eligibility
1. Must have maintained twenty-five (25) consecutive years of Active, Past-President or Affiliate membership.
- B. Rights
1. The same as an Active member.

Section 5. AFFILIATE

- A. Eligibility
1. Must have previously been an Active member for at least five (5) years.
 2. Current FBA dues are paid.
- B. Rights
1. The same as an Active member, except that;
 2. May not hold office.

Section 6. ASSOCIATE

- A. Eligibility
1. Be a member of a music faculty or music administrative staff in 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.
 4. One who has an active interest in Florida band activities, but does not qualify for membership under another category.
- B. Rights
1. May not vote or hold office.
 2. May participate in discussions at meetings.
 3. May serve on Standing, Special or Ad Hoc committees.
 4. Receives F.B.A. Bulletins except Music Performance Assessment Bulletins.

Section 7. STUDENT

- 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 MENC 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. ADJUDICATOR**
 - A. Eligibility
 - 1. Does not qualify under another FBA membership category.
 - 2. Must be on the approved FBA Adjudicator List.
 - 3. Reside in or out of Florida.
 - 4. Current FBA dues paid.
 - B. Rights
 - 1. Same as an Associate member.
- Section 10. RETIRED**
 - A. Eligibility
 - 1. Must be officially retired from teaching instrumental music in Florida or another state.
 - 2. Current FBA dues paid.
 - B. Rights
 - 1. Same as an Associate member.
- Section 11. SUSTAINING**
 - 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 12. 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 MENC/FMEA. Other FBA membership categories shall be exempt from the requirement of being a member of the MENC/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 Sustaining 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

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

In addition to the above expectations:

1. The band director should attempt to instill the highest ideals of character and integrity in his/her students.
 2. The Band Director shall 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. The band director shall not attempt to seek any advantage by circumventing the rules of the Association.
 4. The band director shall show respect and support for Music Performance Assessment officials and adjudicators.
-

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-one (21) Districts.

District

Number

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

B. STATE REGIONS

The State shall be divided into three sites for the purpose of the State Music Performance Assessment.

NORTH Districts 1, 2, 3, 4, 17, 21

CENTRAL Districts 5, 6, 7, 8, 9, 10, 12, 19

SOUTH Districts 11, 13, 14, 15, 16, 18, 20

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

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 directors 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 and Clinics Committee.
4. Member of the Executive Board.

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.

Section 3. ELECTION OF PRESIDENT-ELECT

A. The President shall appoint a nominating committee consisting of two members from the north Districts (1-10) and two members from the south Districts (11-19) to nominate the President-Elect of the Association. 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. The names of the candidates for President-elect shall appear on a ballot to be given to each voting FBA member upon presentation of his/her membership card at the January General Business meeting. Ballots shall be marked and placed in a box. Ballots will be counted by 3 FBA members and the results announced before the close of the meeting. If a runoff election is required, ballots will be distributed and marked and counted, and the results will be announced later during the Clinic/Conference.

Section 4. ELECTION OF MIDDLE SCHOOL/JUNIOR HIGH REPRESENTATIVE

A. Candidates for the office of Middle School/Junior High Representative will be nominated at the middle school/junior high caucus at the annual FMEA Clinic/Conference in even-numbered years.

B. Elections for this office will be held at the same meeting as the nominations, with voting by written ballot.

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, the Junior High/Middle School Representative, the Chairperson of the 7th & 8th Grade All-State Bands Selection Committee, and a representative for each of the following: small high school, a large high school, and a jazz band director.

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, the Junior High/Middle School Representative, the Chairperson of the Professional Resources Committee, and the Executive Director as ex-officio member.

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, 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 FBA Music List.
2. the maintenance and periodic revision of concert band entries on the 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 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 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, 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, a college/university instrumental music teacher, a high school representative, a junior high/middle school representative, and the State Department of Education Music Consultant.

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, a representative from each of the following: junior high/middle school, small high school, large high school, college/university.

Duties:

1. the selection of sight-reading music for use by bands in all classifications at the District and State Music Performance Assessments.
2. the establishment and maintenance of a list of sight-reading selections used at past Music Performance Assessments.

M. Solo and Ensemble Music Committee

Organization:

Chairperson, 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.

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 written notice stating the date, time and place of the meeting.

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
 - Various District Honors Bands (Optional by District)
 - 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 Jazz Band
 - All-State Small Schools Honor Band
 - All-State 7th & 8th Grade Honor Band
 - Summer Convention
 - Clinics at Summer Convention and the FMEA Clinic Conference
 - Other clinics, in-service and pre-service programs
 - Henry Fillmore 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. **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.)
 3. **The ROBERT O. LAMPI MEMORIAL AWARD**
(To Senior High Concert Bands achieving an overall Superior rating at the FBA District Concert Music Performance Assessment.)
 4. **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.)
 5. **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.)
 6. **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.Para. 4.)

7. **MARCHING MUSIC PERFORMANCE ASSESSMENT PARTICIPATION**
(Senior High, Junior High and Middle School)
8. **DISTRICT CONCERT MUSIC PERFORMANCE ASSESSMENT PARTICIPATION**
(Senior High, Junior High/Middle School)

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 presented 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.

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.