

# **New Hampshire Band Directors Association**

## **Statement of Philosophy of the New Hampshire Band Directors Association**

Whereas Music Education is a vital part of the educational process, the New Hampshire Band Directors Association comprised of certified teachers (active), college students (student active), retired music directors (retired active), merchants (associate members), or band parents organizations (sponsor) has been organized to further advance bands in New Hampshire as an important aspect of Music Education. It is our desire to cooperate with school administration officials, state music organizations, national music organizations, and others in striving to provide an enriched experience for our students. This includes our participation in NHMEA and MENC activities and workshops and sponsorship of the NHBDA summer convention which is devoted to the specific interests and well being of band directors in our state.

## **NHBDA CONSTITUTION AND BY-LAWS**

### **Article I—Name**

This association is a non-profit organization and shall be known as the *New Hampshire Band Directors Association*.

### **Article II—Objectives**

To achieve our goals in Music Education, the New Hampshire Band Directors Association will strive for the following objectives:

1. Through the exchange of ideas and teaching methods, further develop comprehensive music programs that will be of lasting value to the student, director, and community.
2. Act positively to create an attitude of friendliness, fellowship and cooperation among those involved in any aspect of Music Education in New Hampshire.
3. Provide a forum for newly graduated and prospective music teachers, to disseminate practical information concerning teaching procedures, and to encourage involvement in professional and state organizations.

4. Provide a common meeting ground for those interested in sharing ideas and methods, thus stimulating professional growth.
5. Work in close cooperation with school administrators, NHMEA, and others to provide cultural experiences that will benefit the student now and in later life.
6. Through an annual summer convention, provide experiences which specifically address the needs of band directors.

### **Article III—Administration**

1. The officers of the association shall consist of a President, a President-Elect, a Recording Secretary, an Executive Secretary, and a Membership Chairman.
2. Officers, excluding the Executive Secretary, shall be elected for a term of two years and shall not hold the same office for more than four years.
3. The Executive Board shall assist in the administration of the affairs of the Association. It shall be comprised of the officers, past presidents, and a representative of each NHBDA district.
4. Representatives from each NHBDA district and higher education shall be appointed by the President from among the Active Membership.
5. The President-Elect shall become the president after the term of the current President.
6. The Executive Secretary shall be appointed by the President with Executive Board approval.
7. Vacancies occurring on the Executive Board shall be filled by Executive Board action.

### **Article IV—Membership**

Membership shall be for a period of one year based upon the date of application.

1. Active Membership
  - a. Those actively engaged in teaching and directing school bands on the elementary, junior high/middle school, high school, or college level.
  - b. Former band directors not now actively engaged in

The Constitution and By-Laws may be amended at any regular business meeting by a two-thirds vote of members present. Notice of the proposed amendment shall be in writing with the date of the meeting. A proposed amendment must have been presented to and approved by the Executive Board or by the membership at a previous general business session.

### **Article VII—Provision for Dissolution**

Upon dissolution of the New Hampshire Band Directors Association, assets shall be distributed to the New Hampshire Music Educators Association.

are nominated. Candidates shall be advised that, if elected, they shall attend all Executive Board meetings.

- c. If, for any reason, a prospective candidate is unable to accept the nomination, the Nominating Committee shall follow the procedure outlined above until a slate is secured.
  - d. Assist in conducting the actual election by distributing and counting ballots.
4. The President shall call for nominations from the floor immediately following the report of the Nominating Committee. Nominating speeches from the floor shall be limited to a total of 3 minutes for each candidate. If there is more than one member speaking for a candidate, the total shall not exceed three minutes.
  5. Voting shall be by secret ballot

#### **Article III—Dues**

1. Active Membership — \$12.00
2. Student Membership — \$3.00
3. Retired Active Membership — *Gratis*
4. Associate Membership — \$40.00
5. Sponsor Membership — \$25.00

#### **Article IV—Affiliations**

The New Hampshire Band Directors Association has been conceived, both in principle and operation, as an independent association. The policy of this association shall be to cooperate with existing music associations when mutually advantageous, but to affiliate with none.

#### **Article V—Parliamentary Procedure**

The rules contained in *Robert's Rules of Order* shall govern the Association in all cases to which they are applicable and in which they are not consistent with the by-laws or the special rules of this association.

#### **Article VI—Amendments**

commercial music ventures.

- c. Music supervisors, consultants, etc.
  - d. Studio or college wind/percussion teachers.
  - e. Active members of military bands.
2. Student Active Membership  
Students in college who are considering music as a career
  3. Retired Active Membership  
Persons who are retired music educators
  4. Associate Membership
    - a. Any person or firm interested in furthering the philosophy of NHBDA.
    - b. Associate members may attend all convention events with the exception of specified closed business sessions and may not vote or hold office.
  5. Sponsor Membership
    - a. Sponsor Membership is available to any band parent organization, fraternal organization, or civic service organization interested in furthering the philosophy of NHBDA.
    - b. Sponsor members may attend all convention events with the exception of specified closed business sessions and may not vote or hold office. Two membership cards will be issued.

#### **Article V—Meetings**

1. A quorum for any scheduled business session shall consist of those members present
2. Conventions
  - a. The NHBDA Summer convention shall be annual and at such time and place deemed most advantageous to the membership.
  - b. The selection of the site and date shall be determined by the Executive Board.

BY-LAWS

## Article I—Duties of Officers

1. Duties of the President
  - a. Shall preside at all meetings.
  - b. Shall appoint all committees except the Nominating Committee.
  - c. Shall serve as presiding officer of the Executive Board.
  - d. Shall serve as *ex-officio* member of all committees.
  - e. Shall appoint the Executive Secretary, with the approval of the Executive Board.
2. Duties of the President-Elect
  - a. Shall perform the duties of the President in the event of his or her inability to serve.
  - b. Shall serve as a member of the Executive Board.
  - c. Shall serve as Parliamentarian.
3. Duties of the Recording Secretary
  - a. Shall keep the minutes of all meetings in a permanent book or ledger form in order that the Association can have a permanent record of all meetings from year to year. This book shall be the property of the Association and shall be available for inspection by members upon request at the convenience of the Secretary.
  - b. Shall serve as a member of the Executive Board.
  - c. Shall keep an accurate record of attendance at Executive Board meetings.
  - d. Shall compile, publish, and present to the Executive Board the minutes of the annual convention within 60 days of final adjournment.
  - e. Shall compile, publish, and present summaries of Executive Board meetings and annual meetings to the membership at large.
4. Duties of the Executive Secretary
  - a. Shall be the bonded custodian of all monies received from any source. Shall be responsible for payment of expenses of the Association. Shall keep full and accurate books of account containing a record of all monies received and expended, which shall be the property of the Association and available for inspection upon request and at the convenience of the Executive Secretary. Shall issue to the Executive Board detailed financial reports at each Executive Board meeting.
  - b. Shall serve as a member of the Executive Board.
  - c. Shall work with music merchants and secure exhibits

- d. Shall be custodian of all legal property of the New Hampshire Band Directors Association and shall have the proper records available at all official meetings.
- e. Shall submit annual reports to NHBDA or other official organizations as requested by the Executive Board.
- f. Upon appointment and approval of the Executive Board shall serve that office until his or her successor has been appointed and installed.
- g. At the expiration of the office, shall turn over to the successor, all properties of the New Hampshire Band Directors Association.

5. Duties of the Membership Chairman
  - a. Shall serve as a member of the Executive Board.
  - b. Shall keep an accurate record of memberships.
  - c. Shall send all monies received for dues or fees to the Executive Secretary.
  - d. Shall solicit new memberships.
  - e. Shall be custodian of all membership materials.
  - f. Shall work with the Executive Secretary to secure booth space at the All-State Music Conference, prepare membership materials for display, and coordinate table supervision.
6. General Meeting Procedures

The minutes of the Executive Board meeting shall become the Agenda for the general meeting.

## Article II—Elections

1. Elections shall be held at the official business session of each summer convention during odd-numbered years.
2. Nominating Committee

The Nominating Committee shall consist of the President, President-Elect, and Immediate Past President.
3. Duties of the Nominating Committee
  - a. Select no fewer than two members as candidates for each office.
  - b. Contact prospective candidates to ascertain their willingness to serve in the capacity for which they