

SHORTGRASS BAND DIRECTORS' ASSOCIATION CONSTITUTION AND BY-LAWS

Revised July 27, 2021

OBJECTIVE

To provide an organization through which directors from small schools in Southwestern Oklahoma can work together to promote the cause of instrumental music, to encourage high standards of musical performance, and to provide an opportunity for students to perform in the Shortgrass Honor Band.

ORGANIZATION

Those directors who meet membership requirements will be bound together for their mutual benefit and will operate under a constitution and by-laws agreed upon by the majority of active members.

Article I

The name of the organization shall be the Shortgrass Band Directors' Association. Member schools will be in classes 2A-4A.

Article II

The purpose of the organization shall include, but not be limited to, the organization and operation of an honor band open by audition to students of member directors.

Article III

The Board of Directors of this organization shall be a President, an Executive Secretary Treasurer, a Historian, and a Percussion Coordinator. Other officers of this organization shall include a High School Band Chair, a Junior High Band Chair, and a 7th Grade Band Chair.

Article IV

The organization shall meet during the honor band clinic. The organization shall also meet when called upon by the President.

BY-LAWS

Article I

Membership

A. All school band directors who are teaching in the Shortgrass area and in classes 2A, 3A, and 4A shall be eligible for membership.

Article II

Election of Officers

- A. At the clinic meeting, members will nominate from the floor candidates for the offices of President, Executive Secretary Treasurer, Historian, Percussion Coordinator, and all Band Chairs.
- B. At the clinic meeting, the organization will vote for nominees.
- C. Installation of officers will take place at the clinic meeting.
- D. The term of office shall be one year.
- E. The President and Secretary-Treasurer will each be paid a stipend of \$500. The Historian will be paid a stipend of \$250. The Percussion Coordinator will be paid a stipend of \$100. The Band Chairs will be paid a stipend of \$100.

Article III

Duties of Officers

- A. The President shall:
 - 1. Preside at all meetings of the organization.
 - 2. Exercise general supervision of the affairs of the organization.
 - 3. Appoint a chair for all committees.
 - 4. Make the contacts to secure Junior High, High School, and Seventh Grade clinicians for the following year and send each clinician a contract.
 - 5. Make hotel and transportation arrangements to and from the airport for

the clinicians as necessary.

6. Reserve facilities for the clinic.
7. Order patches for the honor bands.
8. Secure an individual or company to record the concert.
9. Organize Auditions.
10. Notify directors of the audition schedule.
11. Distribute the clinic music to directors of students who were selected for Shortgrass Honor Bands.
12. Enforce all of the articles of the constitution.

B. The Executive Secretary Treasurer shall:

1. Receive all entry forms from participating schools.
2. Schedule individual auditions.
3. Schedule judging assignments for directors.
4. Post audition results.
5. Provide printed programs for the concert.
6. Be reimbursed for all expenses incurred in meeting Shortgrass requirements.
7. Receive all monies designated as Shortgrass funds and deposit them in a special account.
8. Keep an accurate record of all receipts and expenditures.
9. Keep the checkbook on a permanent basis and issue checks as directed by the President.
10. Make a full financial report to the organization at each organizational meeting.
11. Pay all statements pertaining to Shortgrass expenditures.
12. Receive all statements pertaining to the Shortgrass organization.
13. Keep an accurate record of all meetings of the organization and keep a payment record for Shortgrass files.
14. Update the Constitution with amendments passed at meetings.
15. Perform duties as directed by the President.

C. The Percussion Coordinator shall:

1. Be responsible for assigning percussion parts at the auditions
2. Secure all percussion equipment as needed for the clinic/concert
3. Set up all percussion sections for each band at the clinic/concert.
4. Shall receive a \$100 stipend for duties performed as Percussion Coordinator.

D. The Historian shall:

1. Be responsible for compiling information regarding 3 year and 6 year medal award recipients.
2. Order the patches to be distributed at the clinic.
3. Order the medals to be distributed to the 3 year and 6 year medal award recipients.
4. Take pictures to document the auditions and/or the clinic.
5. Be responsible for registering late entries on the day of the audition.
6. Receive a \$250 stipend for duties performed as Historian.

E. The Band Chairs shall:

1. Be responsible for contacting their respective clinicians to coordinate their musical program, special instrument/equipment needs, seating chart,

- biography for the program, and any other assorted information requested by the President.
2. Prepare the music folders for the selected band members of their respective bands to be handed out on audition day after the results are posted.
 3. Shall be available to their respective clinician's every need during the clinic and will assist the clinician with any and all duties asked.
 4. Shall receive a \$100 stipend for duties performed as a Band Chair.

Article IV

Duties of Members

- A. All members shall keep current dues.
- B. All members shall remit all entry fees and applications on time with entries postmarked, emailed or hand-delivered by the deadline Date.
Entries/applications must be accompanied by either a check or purchase order.
Entry fee is \$10.00 per audition.
- C. All members shall perform duties as requested by the President.
- D. If a director is absent from auditions and/or clinic, his or her students will be ineligible to participate in the honor band that year. Exceptions will be made for emergencies if the excuse is determined to be adequate by the officers.

Article V

Agenda for the Organization's Meetings

The agenda for the clinic meeting will include the following:

1. Minutes from the previous meeting
2. The Treasurer's Report
3. Old Business
4. New Business
5. Nominate and vote for clinicians for the following year.
6. Set the dates for the auditions and clinic for the following year.
7. Accept nominations and elect officers.
8. Make recommendations for improvements for the audition and clinic procedures for the coming year.

Article VI

Organization of the Auditions

- A. There will be a High School Shortgrass Honor Band selected from grades ten through twelve.
- B. There will be a Junior High Shortgrass Honor Band selected from grades eight and nine.
- C. There will be a Seventh Grade Shortgrass Honor Band selected from the seventh grade.
- D. There will be an audition entry fee of \$10.00.
- E. Audition Music will be as follows:
7th Grade audition music will be the same as SWOBDA
JH audition music will be a unison etude (JH sets A-C)
HS audition music will be a unison etude (HS sets A-C)
- F. Junior high school audition music will be the same as the audition music for the SWOBDA All-Region Junior High School Honor Band.
- G. Seventh grade audition music will be the same as the audition music for the SWOBDA Seventh Grade Honor Band.
- H. Participants in the Shortgrass Honor Bands will be selected only from the students present on the audition date.

- I. All schools attending the audition will have at least one member selected for one of the honor bands, provided that the director is present at the auditions.
- J. ACT takers must take the test at the closest possible site in order to check in at the audition site no later than 1:30
- K. Students may only audition at the discretion of their director
- L. Students must audition for the grade that they are enrolled in

Article VII Organization of the Clinic

- A. In order for a student to participate in Shortgrass Honor Band, he or she must be able to attend all of the clinic rehearsals in their entirety as well as the concert.
- B. There will be a time set aside on the second morning of the clinic for section rehearsals if deemed necessary.
- C. Instrumentation for Shortgrass Honor Bands is as follows:

Seventh Grade and Junior High Honor Bands

Flutes-14 Oboes-3 Bassoons-4 Bb Clarinets-20 Basss Clarinets-5 Contra-Alto Bass Clarinets-1 Alto Saxes-6 Tenor Saxes-2 Bari Saxes-2 Trumpets-15	Horns-8 Trombones-10 Baritones-5 Tubas-6 Snares-5 Mallets-2 Timpani-1 (8 percussion folders for seventh grade)
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High School Band

Flutes-14 Oboes-3 Bassoons-4 Bb Clarinets-20 Basss Clarinets-4 Contra-Alto Bass Clarinets-1 Alto Saxes-4 Tenor Saxes-2 Bari Saxes-2 Trumpets-12	Horns-8 Trombones-9 Baritones-4 Tubas-5 Snares-4 Mallets-2 Timpani-1
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Article VIII

Amendment of Constitution or By-Laws

An amendment of the constitution or its by-laws may be made by a two-thirds majority vote of active members at a regular meeting or at a special meeting if written notice is given to all active members two weeks prior to the meeting date.

Article IX

Parliamentary Procedure

Parliamentary procedure, as detailed in Robert’s Rules of Order (Revised), shall govern this organization whenever applicable.

Article X

Shortgrass Scholarship

In order to encourage scholastic and musical excellence, The Shortgrass Band Directors' Association will provide a one time scholarship to assist deserving organization senior students participating in the Shortgrass Honor Band their senior year and entering into a collegiate level band program.

- A. The scholarship recipient(s) will be selected by the Shortgrass Board of Directors.
- B. The scholarship amount will be \$500.
- C. The number of scholarships awarded will be determined by the Shortgrass Board of Directors but should not exceed 5.
- D. The scholarship application will be available to members of the organization to hand out to their students.
- E. Scholarship awardees will be contacted by an officer to inform them of their award.
- F. Scholarship awardees must provide proof of participation in a collegiate band program to receive the scholarship.

Other non-constitution business discussed and/or approved by the membership but not officially entered into the Constitution include...

- A. Paying the host audition site \$500 for their services. (2019 Meeting Minutes)
- B. Paying the host clinic site \$300 for their services. (2019 Meeting Minutes)