

L. B. A.

Louisiana Bandmasters Association



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ARTICLE OF INCORPORATION

Founded for the purpose of improving and promoting instrumental music programs in this state, Louisiana Bandmasters Association is a professional organization composed of instrumental music directors. LBA sponsors, plans, arranges, and conducts instrumental music events. Furthermore, LBA provides a common meeting ground for the exchange of ideas and methods within an environment of professionalism, friendliness, and fellowship.

The above "Statement of Philosophy" simply states the purpose for which LBA was founded. The initial call for the organization was made by the Louisiana high school band directors. Since its beginning, LBA has constantly searched for ways to improve music education in this state. Because of this search, LBA has expanded to junior high and elementary music.

ARTICLE I
MEMBERSHIP

Section 1. MEMBERSHIP CATEGORIES. Membership in this Association shall be under 4 categories:

- A. Active
- B. Retired Member
- C. Student
- D. Honorary

Section 2. ACTIVE - for current, active teachers

- A. Eligibility
 1. Actively engaged in teaching music in a public/private elementary, secondary, or post-secondary school in Louisiana
 2. Be responsible for music activities in a Louisiana school or district in a supervisory, coordinating, or similar capacity
 3. Possess a current Louisiana or Louisiana-recognized teaching certificate in music or music education
 4. Current LBA dues paid
- B. Rights
 1. May vote, hold office, and serve on committees
 2. May participate in all LBA-sponsored activities
 3. Provided with a signed membership card indicating voting status
 4. Receives all LBA publications and other information

Section 3. RETIRED MEMBER - for retired instrumental music teachers and supervisors

- A. Eligibility
 1. Must be officially retired from teaching instrumental music in Louisiana or another state
 2. Current LBA dues paid
- B. Rights
 1. May vote, hold office, and serve on committees
 2. Provided with a signed membership card indicating voting status
 3. Receives all LBA publications and other information

Section 4. STUDENT- for current students majoring in instrumental music education

- A. Eligibility
 1. Be a current student enrolled at an accredited Louisiana college or university instrumental

music education program

2. Have a written recommendation by the band director of the school which attending

B. Rights

1. May not vote, hold office, or serve on committees

2. Provided with a signed membership card indicating non-voting status

3. Receives all LBA publications and other information

Section 5. HONORARY

A. Eligibility

1. Be nominated by a member of LBA and approved by majority vote of the Executive Board

B. Rights

1. Same as a student member, except that;

2. LBA dues are waived

Section 6. SPECIAL DESIGNATIONS [JF1]

A. 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 and have LBA dues are waived.

B. PAST PRESIDENT

Past President is for those members, either Active or Retired, that have served our association as President. [JF2]

C. BANDMASTER OF THE YEAR

Bandmaster of the Year [JF3]

Section 7. GENERAL STATEMENTS

A. Dues shall be paid to the Executive Secretary. The membership and fiscal year is from October 1st to September 30th. Membership rolls will be removed on September 30 each year.

B. Active members who are granted a leave of absence or a sabbatical and are still employed by a school district in Louisiana may retain their Active status if dues are paid.

C. Membership in the Association shall be by individuals only.

D. Corporate Partnership in the Association shall be represented by an individual as an ex officio 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.

Section 8. L.B.A. CODE OF ETHICS

- A. Members of the Association are expected to:

1. Conduct their business and personal affairs on the highest ethical and professional level.
2. Refrain from destructive criticism of other bands and band directors while treating one another with the utmost professionalism.
3. Strive to maintain the highest possible standard of musical performance and educational practice
4. Uphold the By-Laws and Handbook of the Louisiana Bandmasters' Association.
5. The function of the school band director is to properly educate students through the means of music. Louisiana Bandmasters' Association has designed and implemented programs and activities to assist the band director in this endeavor.
6. Management of Organization – The Board of Directors shall promote and support the interests of the membership, the Board and professional activities of this organization.

- B. 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. 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
5. Code of ethics infraction (see handbook)

- C. Code of ethics infraction statement:

A member of the Board of Directors may be asked to observe a period of probation or removal from the Board if actions are deemed non-compliant with the LBA Code of Ethics. Infractions shall be presented to the President with strictest confidentiality. The President has five (5) days to investigate. If so warranted, the President will contact the Board member and inform them of the impending Board meeting. A majority two-thirds (2/3) vote of those present and voting is required to determine the course of action.

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 nine (9) Districts
- I (1) Caldwell, Catahoula, Claiborne, Concordia, East Carroll, Franklin, Jackson, LaSalle, Lincoln, Madison, Morehouse, Ouachita, Richland, Tensas, Union, and West Carroll Parishes
 - II (2) Avoyelles, Grant, Natchitoches, Rapides, Red River, Sabine, and Winn Parishes
 - III (3) Acadia, Evangeline, Iberia, Lafayette, St. Landry, St. Martin, and Vermilion Parishes
 - IV (4) East Baton Rouge, East Feliciana, Iberville, Livingston, Point Coupee, West Baton Rouge, West Feliciana Parishes, and the area east of the Mississippi River in Ascension and St. James Parishes
 - V (5) Allen, Beauregard, Calcasieu, Cameron, Jefferson Davis, and Vernon Parishes– Hillsborough
 - VI (6) Jefferson, Orleans, Plaquemines, and St. Bernard Parishes
 - VII (7) Assumption, Lafourche, St. Charles, St. John, St. Mary, Terrebonne, and the area west of the Mississippi River in Ascension and St James Parishes
 - VIII (8) Bienville, Bossier, Caddo, DeSoto, and Webster Parishes
 - IX (9) St. Helena, St. Tammany, Tangipahoa, and Washington Parish

Section 2. DUTIES AND RESPONSIBILITIES

- A. President:
- 1. Chief executive officer of the Association.
 - 2. Non–voting chairperson of the Executive Board except in the event of a tie vote
 - 3. Ex–officio member of all 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
 - 5. Call special meetings
 - 6. Create and appoint committees and chairpersons

7. Refer specific proposals to committees for study
 8. Approve all financial obligations of the organization
 9. Serves a two (2) year term and moves to the position of Past–President in odd years
- B. Past–President:
1. Voting member of the Executive Board
 2. Sergeant–At–Arms for all meetings
 3. Serves in the absence of the President
 4. Assumes the role of President if the President resigns
 5. Assumes the role of Recording Secretary at an Executive Board Meeting
 6. Wind Ensemble Chair for the Middle School All–Star Band (See LBA Responsibilities)
 - i. Chair will credited one student’s fee of \$60 waived for the current year
 7. Serves a two (2) year term and moves to Active Membership in odd years
- C. 1st Vice–President/President–Elect:
1. Serves in the absence of the President and Past–President
 2. Voting member of the Executive Board
 3. Symphonic Band Chair for the Middle School All–Star Band (See LBA Responsibilities)
 - i. Chair will credited one student’s fee of \$60 waived for the current year
 4. Serves a two (2) year term and moves to the position of President in odd years
- D. 2nd Vice–President:
1. Voting member of the Board of Directors
 2. Concert Band Chair for the Middle School All–Star Band (See LBA Responsibilities)
 - i. Chair will credited one student’s fee of \$60 waived for the current year
 3. Must serve one–term as a member–at–large
 4. Voted on by membership and serves a two (2) year term in odd years
 5. Moves to the position of 1st Vice–President/President–Elect
- E. Executive Secretary:
1. Voting member of the Executive Board
 2. Non–voting member of the Board of Directors (ex–officio)
 3. Maintains financial records pursuant to LBA policies and procedures
 4. Provide a financial report at all meetings
 5. Obtains approval of the President prior to making a purchase at or below two–hundred dollars (\$200)
 6. Obtains approval of the Board of Directors prior to making a purchase above

two-hundred dollars (\$200)

7. Maintain and update all documents for the organization:
 - a. Current membership list
 - b. Articles of Incorporation
 - c. By-laws
 - d. Tax ID
 - e. 5013C- Non-profit status
 - f. LBA Responsibilities
 - g. Past programs
8. Receives a yearly honorarium of five-hundred dollars (\$500)
9. Serves a two (2) year term and is hired by the Executive Board during even years

F. Recording Secretary:

1. Voting member of the Board of Directors
2. Record minutes at Board of Directors and General Membership meetings
3. Provide copies of minutes Board of Directors and General Membership meetings
4. Serves a two (2) year term and is hired by the Executive Board during even years

G. Middle School Coordinator:

1. Voting member of the Board of Directors
2. Prepare a report for all Board meetings
3. Secure All-Star Site
4. Secure clinicians for Wind Ensemble and Concert Band
5. Prepare materials, site and adjudicators for auditions (See LBA Responsibilities)
6. Receives a yearly honorarium of five-hundred dollars (\$500)
7. Serves a two (2) year term and is hired by the Executive Board during even years

H. High School Coordinator:

1. Voting member of the Board of Directors
2. Prepare a report for all Board meetings
3. Handles electronic communication with the high school directors across Louisiana
4. Collect all money & forms for both Blast & Jazz
5. Communicate/disseminate information to the other chairperson in a timely manner
6. Organizes materials for both groups for registration
7. Serves as either the Blast or Jazz chairperson
 - a. Secure the clinician(s) for the ensemble that he/she is chairing

8. Receives a yearly honorarium of five-hundred dollars (\$500)
 9. Serves a two (2) year term and is hired by the Executive Board during even years
- H. Blast/Jazz Chairperson:
1. Voting member of the Board of Directors
 2. Prepare a report for all Board meetings
 3. Serves as either the Blast or Jazz chairperson
 - i. Chair will credited one student's fee of \$60 waived for the current year
 4. Secure clinicians for the ensemble that he/she will be chairing
 5. Communicates with the High School Coordinator
 6. Prepare materials and site (See LBA Responsibilities)
 7. Serves a two (2) year term and is hired by the Executive Board during even years.
- I. Members-at-Large:
1. Voting member of the Board of Directors (See LBA Responsibilities)
 2. Voted on by membership and serves a two (2) year term in odd years

ARTICLE III

ORGANIZATIONAL GOVERNANCE

Section 1. EXECUTIVE BOARD

A. Number of Executive Board:

The Executive Board shall consist of four (4) elected officers: President (ex-officio), Past-President, 1st Vice-President/President Elect, and Executive Secretary.

B. Resignations:

An Executive Board member must submit a letter of resignation to the President prior to resigning. The resignation of a member of the Executive Board shall take effect upon the receipt of a letter.

C. Vacancy Policy:

In the event of a vacancy on the Executive Board, it shall be the responsibility of the remaining Executive Board to fill vacancies by a majority vote. The President shall only vote in the event of a tie.

Section 2. BOARD OF DIRECTORS

A. Number of Board of Directors:

The Board of Directors shall consist of fourteen (14) elected officers: President, Past-President,

1st Vice–President/President Elect, 2nd Vice–President, Executive Secretary (ex–officio), Recording Secretary, Middle School Coordinator, Blast Coordinator, Jazz Coordinator, and five (5) Members–at–Large.

B. Resignations:

A Board member must submit a letter of resignation to the President prior to resigning. The resignation of a member of the Board of Directors shall take effect upon the receipt of a letter.

C. Vacancy Policy:

In the event of a vacancy on the Board of Directors, it shall be the responsibility of the remaining members of the Board to fill such vacancies by a two–thirds (2/3) vote of those present and voting.

D. Emergency Vacancy Policy:

The Board of Directors, by a two–thirds (2/3) vote of those present and voting, may declare any vacancy on the Board of Directors. In lieu of a Board decision the President may, on an emergency basis, declare and fill a vacancy on the Board of Directors, such action requiring confirmation of the Board by a two–thirds (2/3) majority of those present and voting at the next Board meeting.

E. Ethics Infraction:

(see LBA Handbook)

F. Parliamentary Authority:

The rules contained with the current edition of the Robert’s Rules of Order shall govern this Association in all cases to which they are applicable, and to which they are most consistent with these Bylaws.

ARTICLE IV

MEETINGS

Section 1. MEETING LOCATION

A. General Membership Meeting

Annual general membership meeting shall be held during the Louisiana Music Educators Association (LMEA) Conference.

B. Board of Directors Meeting

Board of Directors meetings shall be held during LBA All-Star events and LMEA Conference.

Section 2. SPECIAL MEETINGS

- A. Special meetings may be called by the President and must include no less than one-sixth of the voting members.
- B. The President may designate the meeting location (physical or virtual) for any special meeting.

Section 3. NOTICE OF MEETINGS

- A. Electronic notification for special meetings shall be given twenty-four (24) hours prior to the meeting.

Section 4. QUORUM

- A. General Membership

A quorum shall be constituted by at least thirty percent of the general membership and at least two (2) members of the Executive Board. If a quorum is not present at a duly assembled meeting, a majority of those present may adjourn the meeting from time to time, but not transact any other business until a quorum is secured. A quorum being present, the affirmative vote of the majority of the membership present shall be necessary to decide any questions.

- B. Board of Directors

A majority, fifty-one percent (51%), of the Board of Directors and at least two (2) members of the Executive Board shall constitute a quorum. A quorum shall be necessary to consider any questions that may come before a meeting. If a quorum is not present at a duly assembled meeting, a majority of those present may adjourn the meeting from time to time, but not transact any other business until quorum is secured. The affirmative vote of a majority of the Board of Directors present shall be necessary to decide any questions. The Board of Directors shall have the power to make, alter, and amend such bylaws, rules, and regulations for the government of the affairs of this corporation as it may deem proper.

Section 5. MEETING PROCEDURES

- A. All meetings shall observe the following agenda:
 - 1. Call to Order/Roll Call
 - 2. Reading of the Minutes
 - 3. Executive Secretary Report
 - 4. Coordinator Reports
 - 5. Committee Reports

6. Old Business
7. New Business
8. Adjournment

Section 6. ELECTION OF OFFICE

- A. The election of officers shall take place during the general membership meeting held at the LMEA conference. Officer succession is as follows:
 1. The President shall become immediate Past-President
 2. The First Vice-President/President-Elect shall become President
 3. The Second Vice-President shall become First Vice-President/President-Elect
 4. The vacated office of Second Vice-President shall be elected during the general membership meeting held at the LMEA conference (see duties and responsibilities in Article II Section 2D)
- B. The newly elected Board of Directors shall assume responsibilities during new business at the Board of Directors meeting held following LBA All-Star events.

Section 7. Voting

- A. Each active member present is allowed one vote. A fifty-one percent (51%) majority vote is needed. Voting may be done by electronic ballot when necessary except during officer elections.
- B. A member shall not be allowed to vote by proxy.

**ARTICLE V
AWARDS**

Bandmaster of the Year

The Bandmaster of the Year shall be selected annually. Nominations shall be taken at the general business meeting at the Louisiana Music Educators Conference. A list of nominees will then be placed on a secret ballot and mailed to the membership.

A. Eligibility

- i. Nominees must be active members of LBA
- ii. Nominees must be in good standing
- iii. Nominees must have a minimum of five (5) years' experience as a band director
- iv. Nominees must have had student participation in the All-Star Band for a minimum of three (3) years
- v. Nominees must have dues paid thirty (30) days prior to the mailing of the ballots.

