

**Texas Community College**  
**Band Directors Association Constitution**  
Formally adopted \_\_\_\_\_

**ARTICLE I:**                    **NAME & MEMBERSHIP**

- Section 1     The name of the organization shall be the Texas Community College Band Directors Association (TCCBDA).
- Section 2     Membership is available to participating band directors from community colleges in the state of Texas.
- Section 3     The Association will sponsor Symphonic Band and Jazz Ensemble All-State clinic/concerts held at the Texas Music Educators Association Convention in San Antonio.
- Section 4     An annual Institutional Membership (IM) fee will be paid with submission of audition tapes and fees for the all-state ensemble(s).
- a.     Schools who submit no audition tapes will not pay an IM fee.
  - b.     A school pays the IM fee when submitting one or more audition tapes, whether for the Symphonic Band or the Jazz Ensemble. The fee is paid only once each year.
  - c.     The amount of the fee will be set in the Policies and Procedures Manual.

**ARTICLE II:**                    **PURPOSE**

- Section 1     To promote outstanding students in community college bands through participation in the all-state band audition process, clinic and concert.
- Section 2     To raise awareness throughout the state of community college band programs and what they have to offer.

**ARTICLE III:**                    **MEETINGS**

- Section 1     Two regularly scheduled meetings shall be held annually to take place at the Texas Bandmasters Association Convention (TBA) and the Texas Music Educators Association Convention (TMEA).
- Section 2     The meeting held at TBA will be for the purpose of selecting audition etudes and cuts for the All-State audition process as well as general business for consideration and discussion.
- Section 3     The meeting held at TMEA will be considered the annual business meeting of TCCBDA. It will include selection of future clinicians for the All-State organizations, selection of judges for the next audition process, nomination and election of officers, approval of a budget, and any constitutional and operations decisions that must be brought to a vote.
- Section 4     Minutes will be posted on the TCCBDA website. If there are any additions/corrections needed, contact the secretary. After 30 days from the meeting date the minutes will be considered approved as posted.

**ARTICLE IV:**                    **OFFICERS AND COMMITTEE MEMBERS**

- Section 1     The officers shall consist of a President, Vice-President, Secretary/Treasurer, and Immediate Past-President. All offices are held for a two-year term.

- Section 2      The Officers, under direction of the President, shall be responsible for providing at least one nominee for each position vacancy.
- Section 3      The duties of the **PRESIDENT** shall include, but not be limited to:
- a.      Preside over all meetings of the full membership of TCCBDA;
  - b.      Serve as a liaison between the membership and officers in order to solve any issues that arise between meetings;
  - c.      Arrange the meeting dates and times for the Texas Bandmasters Association (TBA) convention and the Texas Music Educators Association (TMEA) convention; serve as a liaison between the membership and these two organizations;
  - d.      Contact and confirm the clinician for the All-State Symphonic Band; serve as liaison between the clinician and the membership as needed, including obtaining a signed contract; inform clinician of results of Concerto Competition;
  - e.      Contact the hotel to be used for TMEA and confirm billings procedures, availability of audition and rehearsal rooms, and arrangements for the membership breakfast and meeting;
  - f.      Correspond regularly with the membership regarding any new information or changes to procedures;
  - g.      Correspond regularly with Jazz Ensemble Organizer;
  - h.      Arrange to have the all-state concert program printed; arrange for editing and pick-up of program in San Antonio.
- Section 4      The duties of the **VICE-PRESIDENT** shall include, but not be limited to:
- a.      Preside at meetings in the absence of the President;
  - b.      Compile the audition music selections at the TBA meeting in San Antonio and have them posted on the TCCBDA website;
  - c.      Collect audition recordings from all students auditioning for the All-State Symphonic Band and/or All-State Jazz Ensemble; re-code the recordings and send to panel chairs with instructions and deadlines for returning results (results should be posted by Thanksgiving if possible); panel chairs are to be decided at the previous TMEA meeting and confirmed at the TBA meeting; Symphonic Band should have a separate panel for each instrument if possible; Jazz Ensemble should have a brass panel chair and a woodwind/percussion panel chair;
  - d.      Compile audition results and send them to membership; reconcile any problems that occur with students that qualified for the band on multiple instruments or qualified for both Symphonic Band and Jazz Ensemble; bring in alternates as necessary due to cancellations or changes;
  - e.      Enforce all deadlines as set by the membership;
  - f.      Collect audition fees and send to treasurer; keep records of payment due and payment made;
  - g.      Compile room lists using preferences and information provided by directors on Forms 1-3 (Audition Forms and Housing Request for Faculty); Fax room list to TMEA Housing; Serve as liaison between membership and host hotel;
  - h.      Inform the Music Organizer and the Treasurer of any changes to the band roster as soon as they occur so that the music folders and fees will be accurate.
- Section 5      The duties of the **SECRETARY/TREASURER** shall include, but not be limited to:
- a.      Keep and post minutes of meetings;
  - b.      Maintain a record of the membership and their contact information;
  - c.      Control the receipts, disbursements and records of all moneys;

- d. From Form 4 (Calculation of All-State Fees), make a list of each director attending TMEA and what instrument they play so they can serve on an audition panel at TMEA; Send this list the Symphonic Band Seating Audition Organizer.
- e. Apply and submit fee to TMEA for TCCBDA's information booth (outside the exhibit hall during the TMEA convention) by October 1<sup>st</sup> of each year.
- f. Collect any delinquent fees or monies owed to TCCBDA;
- g. Submit TMEA Student Membership Forms and fees to TMEA;
- h. Provide a financial report to the membership at meetings;
- i. Submit recommendations concerning the financial policies of TCCBDA as may be required.

Section 6 The duties of the **IMMEDIATE PAST PRESIDENT** shall be to serve as an advisor and aid in the decision-making process of the officers.

Section 7 The Committee Members shall consist of the Symphonic Band Organizer, Symphonic Band Music Organizer, Symphonic Band Seating Audition Organizer, Symphonic Band Percussion Organizer, Jazz Ensemble Organizer, and the Concerto Competition Organizer.

Section 8 The duties of the **SYMPHONIC BAND ORGANIZER** shall include, but not be limited to:

- a. Provide a podium and director's stand for the clinician;
- b. Coordinate set-up of first rehearsal of the Symphonic Band and each subsequent rehearsal thereafter;
- c. Attendance of all rehearsals of the All-State Symphonic Band in order to aid the clinician or students in any way possible; may arrange for other members to cover rehearsals as necessary;
- d. Coordinate move to convention center and set-up before the concert.

Section 9 The duties of the **SYMPHONIC BAND MUSIC ORGANIZER** shall include, but not be limited to:

- a. Acquire the repertoire selections made by the clinician;
- b. Send copies of 1<sup>st</sup> parts to the Symphonic Band Seating Audition Organizer to be included in the judges' packets for the Seating Auditions to be held in San Antonio;
- c. Compile folders for each band member for rehearsals/concert;
- d. Bring originals/complete parts to San Antonio in case extras or changes are needed.

Section 10 The duties of the **SYMPHONIC BAND SEATING AUDITION ORGANIZER** shall include, but not be limited to:

- a. Obtain list of attending directors and their instruments from the Secretary/Treasurer (information from Form 4) and compile judging panels of five judges for each section;
- b. Assign audition rooms for each section; post the audition order on the door of rooms that will be used for the auditions of multiple instruments;
- c. Compile the judges' forms – Use TMEA audition forms – and supplies (pencils, scratch paper) for each audition;
- d. Acquire audition music from Music Organizer prior to the convention; Create folders of the audition music to be distributed to judging panels for seating auditions (at least 3 folders per panel of 5 judges);
- e. Arrange for monitors to assist in running each seating audition, including assigning of audition letters to students; may want to approach jazz ensemble students or Symphonic Band members not required to audition.
- f. Post results as they become available including providing a lap top/printer as necessary.

- Section 11 The duties of the **SYMPHONIC BAND PERCUSSION ORGANIZER** shall include, but not be limited to:
- a. Obtain a list of necessary percussion equipment (if not the actual percussion parts) and provide instruments and equipment as needed;
  - b. Provide transportation of percussion instruments and equipment to the convention;
  - c. Hold an organizational meeting for student percussionists during the seating auditions in order to assign and distribute percussion parts;
  - d. Serve as general guidance to the percussion section during rehearsals as necessary;
  - e. Help facilitate the move of percussion instruments and equipment to the concert site.
- Section 12 The duties of the **JAZZ ENSEMBLE ORGANIZER** shall include, but not be limited to:
- a. Contact and confirm the clinician for the All-State Jazz Ensemble; serve as liaison between the clinician and the membership as needed, including obtaining a signed contract and repertoire selections from the clinician prior to November 1<sup>st</sup>;
  - b. Acquire audition music at TBA in July;
  - c. Coordinate with guest conductor regarding ensemble's abilities based on judges comments; discuss possible guest artist; Contact TAJE president for possible monetary help if guest artist is needed or wanted;
  - d. Receive music from conductor; copy and distribute by mail to selected ensemble members via school address and band directors;
  - e. Make sure that each student is aware of required equipment to bring (i.e. stands, mutes, soprano sax, etc.) in letter via e-mail to directors;
  - f. Provide complete PA system for the jazz ensemble along with copies of music at TMEA;
  - g. Coordinate set-up of first rehearsal of the Jazz Ensemble and each subsequent rehearsal thereafter;
  - h. Coordinate with conductor regarding his needs for rehearsals and performance throughout the course of the convention;
  - i. Coordinate move to convention center and set-up before the concert;
  - j. Set up sound systems at TMEA prior to concert and have sound person run it during performance;
  - k. Introduce the Jazz Ensemble, conductor and guest artist at the concert;
  - l. Tear down after the concert and pack up sound system.
- Section 13 The duties of the **CONCERTO COMPETITION ORGANIZER** shall include, but not be limited to:
- a. Receive audition recordings and copies of music from the membership;
  - b. Compile a panel to judge audition recordings and select a winner; if there is no audition submitted that is of the quality desired of a soloist, the panel has the right to opt not to select a winner;
  - c. Report name of winner and repertoire selected to the President so the results may be made known to the clinician and the membership;
  - d. Serve as a liaison for directors (not students) concerning questions regarding the competition; students should take their questions to their director.
- Section 14 Nomination and election of new Officers and Committee Members shall be held at the annual business meeting at TMEA. Election shall require a simple majority vote by the members present. The Officers, under direction of the President, shall be responsible for providing at least one nominee for each position vacancy. Nominations are not limited to those provided by the officers.

Section 15 In the event of the resignation of an Officer or Committee Member, the position shall be filled by a volunteer from the membership, appointed by the President.

**ARTICLE V:**            **FINANCES**

- Section 1 Changes to existing financial policies (fees, honoraria, etc.) as set forth in the Policies and Procedures document shall require a majority vote of the attending membership at the annual business meeting at TMEA.
- Section 2 All money will be placed in a checking account under TCCBDA's name. The Secretary/Treasurer will handle the deposit and disbursement of all monies.
- Section 3 There will be two signators on the account. These will be the present and past treasurer. Only one signature will be required on a check.
- Section 4 Both the Treasurer and the President shall have online access to the checking account. However, the President shall not be added as a signator to the account and is only permitted to view transactions and balances. The password for online access shall be changed as often as necessary to maintain the security of the account.

**ARTICLE VI:**            **AMENDMENTS**

- Section 1 This Constitution, and the Policies and Procedures document may be amended by a majority vote of the attending membership at the annual business meeting at TMEA.
- Section 2 Upon the acceptance of an amendment by the membership, it shall be incorporated into the body of this constitution and renumbered appropriately.

**ARTICLE VII:**            **APPROVAL**

This constitution shall be adopted by a two-thirds majority of the voting members present at the meeting.