



Statement of Purpose

The material contained in these General Rules and Regulations are designed for the instruction, definition and interpretation of all activities and events. If further clarification is necessary, administrators from the Board of Directors, Marching Band, Indoor or Jazz divisions will explain in writing, any interpretation as to intent of this information.

This detail has been prepared and published for a better understanding from anyone participating or attending various uniformed group events. Proposed changes must be presented in writing to the Board of Directors. Upon approval by the Board of Directors, these changes must be presented to the general membership. Adoption of any change will be granted by a majority vote of the general membership at a published general meeting.

CBA events are in a continuing process of development and improvement to meet the ever-changing musical landscape and opportunities to enhance the performing pageantry arts. The Board of Directors, Marching Band, Indoor Jazz band divisions welcomes any suggestions or constructive criticism for the improvement of the association.

Constitution

ARTICLE I

Name - The name of this corporation shall be the Cavalcade of Bands Association, Inc. (herein referred to as the CBA).

ARTICLE II - Purpose

Section 1 - Promote Music. To organize a program that will promote music and its related activities.

Section 2 - Education. To formulate and maintain policies that will safeguard the educational values of CBA competition and cultivate high ideals in performing arts.

Section 3 - Competition. To promote uniformity of standards in all CBA events.

Overview - The CBA is composed of member schools marching bands, jazz bands, and indoor ensembles. Control of the CBA is vested in the band directors in cooperation with the administrators of their respective schools. Any organization is welcome to participate regardless of the number or experience of its performers. The CBA supports all member ensembles and is committed to their continued learning and growth.

Philosophy - It is the continuing philosophy of the CBA to provide students with a broad array of educational opportunities for the development of abilities in music and the performing arts. Through

competitive and noncompetitive evaluation, the primary goal is to promote the ongoing development and mastery of cumulative technical and artistic skills reflecting contemporary educational principles.

Motto - Education Through Musical Involvement

ARTICLE III - Membership

Section 1 - Members. All public school districts, nonpublic schools, and colleges/universities are eligible for membership in CBA. Only secondary and college level units are eligible to participate.

Section 2 - Application for Membership. Application for membership in CBA shall be made in writing to the Board of Directors. Each application for membership shall be signed by the school principal and the band director.

Section 3 - When Membership Becomes Effective. Membership in CBA shall become effective when the school district's or non-public school's application and dues have been received by the CBA Executive Director.

Section 4 - Quorum. A quorum shall be constituted as those voting members present. Each member school shall have one vote.

ARTICLE IV - Dues

Section 1 - Amount of Dues. The annual dues of each member public school district, or member nonpublic school of the CBA shall be \$200.00. There will be an additional \$75.00 fee per participating unit.

Section 2 - Membership fees due.

- A. Membership fees are due September 1 of each year. A band's failure to submit payment or approved purchase order will result in forfeiture of participation fee to all CBA shows until payment is received.
- B. At the discretion of the Executive Director, bands that fail to submit payment or approved purchase order will also perform first on the Championship schedule. If there is more than one band that has not paid, the latest payment after September 1 will perform first, other to follow by payment date.
- C. Membership invoices will be sent on or before May 15 of each year.
- D. For Indoor units not paying by January 31, the delinquent school will be considered ineligible to participate in CBA activities. Applicants for new membership (not on the previous year's membership list) must pay on or before October 1st for the outdoor season and January 31st for the indoor season.
- E. ***A non CBA member jazz band may participate in at least two sanctioned jazz band shows and be judged. If they select to participate in more than 3shows, they may only perform as a non-judged exhibition.***

Section 3 - Fiscal Year. The fiscal year shall be July 30th to June 30th inclusive.

ARTICLE V - Board of Directors

Section 1 - Board of Directors. The executive and administrative body of the CBA shall be known as the Board of Directors.

Section 2 - Membership of the Board of Directors. The Board of Directors shall consist of eight (8) members elected by the membership. The membership shall elect the corporate offices of President, Vice-President, Secretary, Treasurer, Marching Band Liaison, Jazz Band Liaison and Cavalcade Indoor Liaison. Each voting Board Member must be a band director in a member school district or school (nonpublic). The additional Board of Director member (advisory and nonvoting status) will be the Executive Director, having been recommended by the above named corporate officers from all applications received.

Section 3 - Term of Office. The voting members of the Board of Directors shall serve for a period of two (2) years beginning July 1 following their election.

Section 4 - Executive Committee. The CBA Executive Committee will consist of the corporate offices of President, Vice- President, Secretary, and Treasurer.

Section 5 - Time of Meetings. The Board of Directors shall meet as determined by need and at such times thereafter as the President or a majority of the members of the Board of Directors may request.

Section 6 - Election of Board of Directors. The President, Secretary, CI Liaison, and Jazz Liaison will be elected in even years. The Vice President, Treasurer, and Marching Band Liaison will be elected in odd year's election of

Section 7 - Executive Director and Coordinators. The Executive Director, Judging Coordinator, Education Coordinator, CI Administrator, and Jazz Administrator shall be elected in odd years. The Administrative Coordinator, Communications Coordinator and Marching Band Administrator shall be elected in even years. Additional procedures include:

- A) Notify directors and judges of Executive Director, Coordinator, and Administrator position openings by the summer clinic or July 1st, whichever occurs first.
- B) Applications are to be received by the third Saturday in October.
- C) CBA Executive Committee will, if necessary, conduct interviews prior to the November Board Meeting.
- D) CBA Executive Committee will present its recommendations to the membership at the December meeting.
- E) After the Executive Committee offers rationale and justification for selections, a vote will be taken by members present at the December general membership meeting for approval of the proposed persons for Executive Director, Coordinator, and Administrator.

ARTICLE VI – Board of Directors Responsibilities

Section 1 – Powers and Duties of the Board of Directors

- A) To maintain general control over all CBA-sponsored activities within the provisions of the Constitution, By-Laws, Rules and Regulations, and Operations Manual.
- B) To interpret the provisions of the Constitution, By-Laws, Rules and Regulations, and Operations Manual.
- C) To administer the finances of the CBA.
- D) To decide matters in dispute between member schools. The Board shall not be required to consider protests after one year from the date of the alleged infraction of the CBA Constitution, By-Laws, Rules and Regulations, and Operations Manual.
- E) To enforce penalties, within the limits described in these documents, for any violation of the Constitution, By-Laws, and Rules and Regulations of the CBA.
- F) If necessary, to suspend from membership in CBA any school that is in violation of the CBA Constitution, By-Laws, Rules & Regulations.
- G) A majority of the voting Board of Directors shall constitute a quorum for the transaction of business as the Board of Directors.

Section 2 - Standing Committees. All standing committees including Marching Band, Jazz Band, and Cavalcade Indoor will consist of no more than five (5) members, including the Liaison, and all of whom shall be the band director of the CBA member school. Committee members shall be recommended by the Liaison and approved by the Board of Directors.

Section 3 - Advisory Panels. Advisory panels for each standing committee (as described in Section 2 above) may be created at the direction of the Liaison. Advisory panels will consist of no more than three (3) members and will exist for the purpose of counseling the standing committee itself.

Advisory Panel members, within the context of their counseling function to the Standing Committee, will not have CBA standing committee voting privileges.

ARTICLE VII – Local Management and Control

Section 1 - Responsibility of the Band Director. The Band Director is responsible to CBA in all matters pertaining to CBA and the member school. The Band Director may delegate some of these responsibilities, but such delegation shall not relieve the Band Director of the obligation for any infraction by the member school unit when in violation of the CBA Constitution, By-Laws, and Rules & Regulations.

Section 2 - Powers and Duties of the Band Director.

The Band Director shall have the following powers and duties:

- A) To have control over all CBA event relations in which the member school participates.
- B) As a band director of a school sponsoring a CBA event, the right to exclude any participating unit from the event which, because of poor habits or improper conduct, would not represent their school in a professional manner.
- C) To ensure that all contracts for CBA events in which the member school participates are in writing and bear his/her signature.
- D) The band director shall have other powers concerning CBA events at his/her school in meeting and fulfilling the growth and needs of the school and are in keeping with the provisions of the Constitution, By-Laws, and Rules & Regulations.
- E) Only the band director of the member school shall vote in all CBA matters. The band director may not delegate a representative for this purpose.

ARTICLE VIII - Amendments

Section 1 - Approval of Constitution, By-Laws, and Rules & Regulations. Amendments to this Constitution, By-Laws, and Rules & Regulations must be approved by a two-thirds vote of the members present.

Section 2 - When Amendments to the Constitution, By-Laws, and Rules and Regulations Must Be Submitted For Approval. Amendments shall be presented to the Board of Directors at least thirty (30) days before a membership meeting and mailed to all members at least fifteen (15) days prior to the general meeting.

Section 3 - When Amendments to the Constitution, By-Laws, and Rules & Regulations Must Be Voted By the Membership. Amendments to the Constitution, By-Laws, and Rules and Regulations, received by the Board of Directors, shall be submitted to the members for approval at the next advertised and sanctioned membership meeting.

Section 4 - Clarification of Procedure for Submission, Analysis, Discussion, and Voting of Proposed Changes to the CBA Constitution, By-Laws, and Rules & Regulations.

B) Indoor and Jazz Activities

1. Immediately upon conclusion of the Indoor and Jazz seasons, the Liaison will advertise and conduct a meeting/rules congress for the purpose of discussing any proposed changes to the CBA Constitution, By-Laws or Rules & Regulations regarding these activities.

2. Recommendations

* Emanating from the committees will then be immediately forwarded to both the Board of Directors and the membership for review.

* Only conference/division representatives may vote on the proposals.

3. All submissions received will then be presented to the CBA membership at the annual spring meeting.

4. The general membership will discuss each submission and vote on whether or not the item should be returned to the committee for clarification and/or review.
5. Proposals returned to the committee must then be reviewed/approved for final submission to both the Board of Directors and the CBA general membership.
6. All proposals will then be mailed to both the Board of Directors and the general membership immediately following their ultimate approval by the committee. This should take place no later than July 1st.
7. The Liaison will then present said items to the CBA general membership at the annual CBA clinic meeting, where comprehensive explanation, discussion, and voting for approval of said items will take place.
8. Precise discussion description and voting details will be included in the general meeting minutes.
9. The CBA President and Administrative Coordinator will be charged with the responsibility of insuring that all approved changes are correctly inserted into every applicable CBA document.

ARTICLE IX

Dissolving Cavalcade of Bands, Inc.

Section 1 - Dissolution. In the event the Cavalcade of Bands, Inc. would dissolve as an association, any funds remaining in the Treasury would be donated to a nonprofit charitable organization (i.e. the American Cancer Society, the Boys and Girls Club, etc.). This nonprofit charitable organization would be determined by the Board of Directors.

By-Laws

ARTICLE I – Attendance

Section 1 - Where Enrolled For Attendance. In order to be eligible to participate in any CBA event a pupil must be enrolled in a member secondary school (Middle School, Junior High, High School) and in full time attendance in said school according to individual School District Policy.

ARTICLE II – Migration

Section 1 - Transfer from One School District to Another. A pupil transferring into a member school district or member school (nonpublic) becomes immediately eligible to participate in all CBA events.

ARTICLE III - Period of Participation

Section 1 - When a Pupil Participates In a Contest. A pupil is considered as representing his or her school if s/he has participated in any part of the CBA event.

Section 2 - High School Graduates Ineligible. A person who has graduated from senior high school is ineligible to compete or participate, as a student member, in a CBA event.

ARTICLE IV - Certificate of Participants

Section 1 - Information to Be Furnished In Cases of Dispute. When the eligibility of a participant in a member organization is questioned, the band director of the member school in question shall furnish to the Board of Directors all data required to establish the participant's eligibility. This information is due to the Executive Director within seventy-two (72) hours after the alleged violation. A school which does not furnish this data within seventy two (72) hours may be denied championship honors and may be excluded from future CBA events.

ARTICLE V – Penalties

Section 1 - Violations. Any violation of the Constitution or By-Laws of the CBA will be brought before the Executive Director, who will inform the Board of Directors of said violation. The Board of Directors may then impose any appropriate penalties. The CBA Board of Directors will review any penalties levied against a school if a change in director or directors of the program occurs.

ARTICLE VI - CBA Code of Ethics

Section 1 - Professional Responsibilities and Conduct.

A. Directors, Staff, Judges, CBA Board of Directors

1. The Code of Ethics for the CBA.

a. All persons will keep in mind that the CBA is an educational co-curricular activity and will attempt to keep the objectives and standards of education as a top priority.

b. All persons will conduct themselves professionally in regard to personal behavior, language, actions, and dress. c. Individuals will maintain mutual respect and confidence in each other. Whenever a person has a reason to question a colleague it should be handled professionally and according to CBA guidelines. d. Individuals will not publicly display a negative response to, or ridicule any unit. e. Every unit is responsible for the care and condition of any area used by that unit during and after CBA events.

2. Any violation of the Code of Ethics will be dealt with in the following manner:

a. All issues must be brought to the CBA Board of Directors for review, with a hearing to be held to determine the validity of the issue.

b. Following an initial violation, a verbal reprimand will be issued by the CBA Liaison to the violator.

c. Following a second violation, a verbal reprimand will be issued by the CBA Liaison to the violator, with a copy to the Band Director of the member school.

d. Following a third violation, a written reprimand will be sent to the Band Director with copies to the violator/instructor and to the Principal of the school.

3. Any flagrant, obscene language, actions or unsportsmanlike conduct by a member director, instructor, or staff member at a CBA contest will be brought to the attention of the CBA Board of Directors and may result in a hearing. The individual in question should be present at said hearing, which will be scheduled by the CBA Executive Director in writing (certified mail) to the person in question, the member school band director, and the member school principal, within ten (10) days of the incident. If no attempt is made by the person in question to attend the hearing an immediate suspension of the unit will take place until there is a hearing.

ARTICLE VII – Directors

Section 1 - Band Director. The Band Director must be the appointed authority of the member school district or nonpublic school.