



**Revised Spring 2018**

## **Statement of Purpose**

The material contained here is designed for the instruction, definition and interpretation of all Cavalcade activities and events. If further clarification is necessary, administrators from the Board of Directors, Marching Band, Jazz Band or Indoor 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.

Cavalcade of Bands 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, Jazz Band or Indoor divisions welcomes any suggestions or constructive criticism for the improvement of the association.

## **By-Laws of Cavalcade of Bands Association, Inc**

**Name** – The name of the organization shall be Cavalcade of Bands Association, Inc. It shall be a nonprofit organization incorporated under the laws of the state of Pennsylvania. (herein referred to as Cavalcade).

**Purpose** – There are three main areas of concentration for Cavalcade. These are:

- Promote Music. To organize a program that will promote music and its related activities.
- Education. To formulate and maintain policies that will safeguard the educational values of Cavalcade competition and cultivate high ideals in performing arts.
- Competition. To promote uniformity of standards in all Cavalcade events.

**Overview** – Cavalcade is composed of member schools marching bands, jazz bands, and indoor ensembles. Control of Cavalcade is vested in 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. Cavalcade supports all member ensembles and is committed to their continued learning and growth.

**Philosophy** – It is the continuing philosophy of Cavalcade 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

### **Membership**

- All public-school districts, nonpublic schools, and colleges/universities are eligible for membership in Cavalcade. Only secondary and college level units are eligible to participate.
- Anyone wishing to be a Cavalcade member must complete the online membership form by the appropriate date for each performing season of the year.
- Membership in Cavalcade shall become effective when the school district's or non-public school's application and dues have been received by the Cavalcade Executive Director.
- Members in good standing shall be entitled to vote on issues brought before the Organization by the Board of Directors for ratification. Such issues shall be decided by simple majority affirmations.
- The Board of Directors may terminate a member school who fails to pay dues or any other obligation within four months after such debt has become due. Any membership so terminated may be reinstated by the Board of Directors once all dues and other obligations are fully satisfied.
- A quorum shall be constituted as those voting members present. Each member school shall have one vote.
- Any member of the organization may terminate his/her own membership by filing a written resignation with the secretary.
- Any school/unit that has resigned and is requesting membership with the organization may do so by writing a letter requesting to be reinstated to be approved by the Board of Directors.

### **Dues**

- The annual dues of each member public school district, or member nonpublic school of Cavalcade shall be \$225. There will be an additional \$75 fee per participating unit.
- Membership fees are due September 1<sup>st</sup> of each year. A band's failure to submit payment or approved purchase order will result in forfeiture of participation fee to all Cavalcade shows until payment is received.
- 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.
- Membership invoices will be sent upon request prior to the appropriate date for each performing season of the year.
- For a non-member band participating in any Cavalcade contest, a onetime participation fee of \$50 will be charged. This payment must be made to Cavalcade two weeks prior to performing in any contest. In order to compete again, that band would need to become a Cavalcade member.
- For Indoor units not paying by January 31, the delinquent school will be considered ineligible to participate in Cavalcade activities. Applicants for new membership (not on the previous year's membership list) must pay on or before October 1<sup>st</sup> for the outdoor season and January 31<sup>st</sup> for the indoor season.
- A non-Cavalcade member jazz band may participate in at least two sanctioned jazz band shows and be judged. If they select to participate in more than three (3) shows, they may only perform as a non-judged exhibition.

**Fiscal Year** – The fiscal year shall be July 30th to June 30th inclusive.

### **Board of Directors**

- The executive and administrative body of Cavalcade shall be known as the Board of Directors.
- The Board of Directors shall consist of four (4) members elected by the membership. The membership shall elect the corporate office of President, Vice-President, Secretary and Treasurer. Each voting member must be a band director in a member school district or school (nonpublic).
- There will also be four (4) at large nonvoting board members in the positions of Marching Band Liaison, Jazz Band Liaison, Indoor Liaison and Executive Director. These must be a band director in a member school district or school (nonpublic) with the exception of the Executive Director.
- Primary governance of the organization will rest with the Board of Directors, whose members shall have the right to vote on all issues before them. From time to time, for the purpose of unity and clarity, matters passed by the Board of Directors may, at the Board's discretion, be brought before the general membership for ratification. In such circumstances, a special organizational business meeting will be either called by voice or written instrument, with a minimum notice of five business days.
- The majority of the Board of Directors cannot be related by blood, marriage or business dealing.
- The voting members of the Board of Directors shall serve for a period of two (2) years beginning July 1 following their election.
- The Cavalcade Executive Committee will consist of the corporate offices of President, Vice-President, Secretary, and Treasurer.
- 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.
- A majority number of board members shall constitute a quorum for the transaction of business at any meeting of the Board of Directors. If less than a majority is present at a meeting, a majority of the director's present may adjourn the meeting from time to time without further notice.
- No Board of Director shall for reason of his/her office be entitled to receive any salary or compensation, but nothing herein shall be construed to prevent a Board of Director from receiving any compensation from the organization for duties other than as a band director.
- The President, Secretary, Indoor Band Director Liaison, and Jazz Band Director Liaison will be elected in even years. The Vice President, Treasurer, and Marching Band Director Liaison will be elected in odd year's.
- The Executive Director, Director of Education and Jazz Administrator shall be elected in odd years.
- The Indoor Administrator will be elected in odd years, but at the May general membership meeting, instead of the December general membership meeting.
- ***The Judging Coordinator, Administrative Coordinator, Communications Coordinator and Marching Band Administrator shall be elected in even years.***
- Any Board of Director may be removed by a unanimous vote of the remaining Board of Directors whenever, in its judgment, the best interests of the corporation will be served thereby, but such removal shall be without prejudice to the contract rights, if any, or the person so removed.
- Additional procedures include:
  - ***Prior to marching band championships each year, the Executive Director will notify directors and judges of all job openings.***
  - Applications are to be received prior to Thanksgiving.
  - Cavalcade Executive Committee will, if necessary, conduct interviews prior to the November Board Meeting.
  - Cavalcade Executive Committee will present its recommendations to the membership at the December meeting.

- 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.

### **Board of Directors Responsibilities**

- To maintain general control overall all Cavalcade sponsored activities within the provisions of the Constitution, By-Laws, Rules and Regulations.
- To interpret the provisions of the Constitution, By-Laws, Rules and Regulations.
- To administer the finances of Cavalcade.
- 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 Cavalcade Constitution, By-Laws, Rules and Regulations.
- To enforce penalties, within the limits describes in these documents, for any violation of the Constitution, By-Laws, Rules and Regulations of Cavalcade.
- If necessary, to suspend from membership in Cavalcade, any school in violation of the Cavalcade Constitution, By-Laws, Rules and Regulations.
- A majority of the voting Board of Directors shall constitute a quorum for the transaction of business as the Board of Directors.
- All standing committees including Marching Band, Jazz Band and Indoor will consist of no more than five (5) members, including the Liaison, and all of whom shall be the band director of the Cavalcade member school. Committee members shall be recommended by the Liaison and approved by the Board of Directors.
- Advisory panels for each standing committee (described 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 Cavalcade standing committee voting privileges.

### **Local Management and Control**

- The Band Director is responsible to Cavalcade in all matters pertaining to Cavalcade 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 Cavalcade Constitution, By-Laws, and Rules & Regulations.
- The Band Director shall have the following powers and duties:
  - To have control over all Cavalcade event relations in which the member school participates.
  - As a band director of a school sponsoring a Cavalcade 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.
  - To ensure all contracts for Cavalcade events in which the member school participates are in writing and bear his/her signature.
  - The band director shall have other powers concerning Cavalcade events at his/her school in meeting and fulfilling the growth and needs of the school and are in keeping with the provision of the Constitution, By-Laws, Rules and Regulations.
  - Only the band director of the member school shall vote in all Cavalcade matters. The band director may not delegate a representative for this purpose.

## **Amendments**

- Amendments to this Constitution, By-Laws, and Rules & Regulations must be approved by a two-thirds vote of the members present.
- 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.
- 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.
- The organization, Board of Directors, officers and employees shall be indemnified by the organization against all expenses and liabilities, including counsel fees. We shall provide to any person who is or was a Board of Director, officer, employee or agent of the organization the indemnity against expenses of a suit, litigation or other proceedings which is specifically permissible under applicable law. The Board of Directors may, in its discretion, direct the purchase of liability insurance by way of implementing the provisions of this amendment.

## **Indoor and Jazz Activities**

- 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 Cavalcade Constitution, By-Laws, Rules and Regulations regarding these activities.
- Recommendations:
  - Information 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.
- All submissions received will then be presented to the Cavalcade membership at the annual spring meeting.
- 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.
- Proposals returned to the committee must then be reviewed/approved for final submission to both the Board of Directors and the Cavalcade general membership.
- All proposals will then be sent 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.
- The Liaison will then present said items to the Cavalcade general membership at the annual Cavalcade clinic meeting, where comprehensive explanation, discussion, and voting for approval of said items will take place.
- Precise discussion description and voting details will be included in the general meeting minutes.
- The Cavalcade President and Administrative Coordinator will be charged with the responsibility of insuring that all approved changes are correctly inserted into every applicable Cavalcade document.

## **Dissolving Cavalcade of Bands, Inc.**

- In the event 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.

### **Attendance**

- In order to be eligible to participate in any Cavalcade 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.

### **Migration**

- A pupil transferring into a member school district or member school (nonpublic) becomes immediately eligible to participate in all Cavalcade events.

### **Period of Participation**

- A pupil is considered as representing his or her school if s/he has participated in any part of the Cavalcade event.
- A person who has graduated from senior high school is ineligible to compete or participate, as a student member, in a Cavalcade event.

### **Certificate of Participants**

- 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 Cavalcade events.

### **Penalties**

- Any violation of the Constitution or By-Laws of Cavalcade 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 Cavalcade Board of Directors will review any penalties levied against a school if a change in director or directors of the program occurs.

### **Code of Ethics**

Professional Responsibilities and Conduct of Directors, Staff, Judges and Cavalcade Board of Directors

- Code of Ethics for Cavalcade.
  - All persons will keep in mind that Cavalcade is an educational co-curricular activity and will attempt to keep the objectives and standards of education as a top priority.
  - All persons will conduct themselves professionally in regard to personal behavior, language, actions, and dress.
  - 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 Cavalcade guidelines.
  - Individuals will not publicly display a negative response to, or ridicule any unit.

- Every unit is responsible for the care and condition of any area used by that unit during and after Cavalcade events.
- Any violation of the Code of Ethics will be dealt with in the following manner:
  - All issues must be brought to the Cavalcade Board of Directors for review, with a hearing to be held to determine the validity of the issue.
  - Following an initial violation, a verbal reprimand will be issued by the Cavalcade Liaison to the violator.
  - Following a second violation, a verbal reprimand will be issued by the Cavalcade Liaison to the violator, with a copy to the Band Director of the member school.
  - 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.
- Any flagrant, obscene language, actions or unsportsmanlike conduct by a member director, instructor, or staff member at a Cavalcade contest will be brought to the attention of the Cavalcade 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 Cavalcade 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.

**Directors**

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

**Signed:**



President \_\_\_\_\_ Date – January 22, 2018



Vice-President \_\_\_\_\_ Date – February 1, 2018



Secretary \_\_\_\_\_ Date – January 29, 2018



Treasurer \_\_\_\_\_ Date – January 15, 2018