



## **Statement of Purpose**

The material contained here is designed for the instruction, definition and interpretation for all Cavalcade of Bands activities and events. If further clarification is necessary, administrators from the Board of Directors, Marching Band and Jazz Band divisions will explain in writing, any interpretation as to the 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 and Jazz Band divisions welcomes any suggestions or constructive criticism for the improvement of the association.

## **By-Laws**

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

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

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

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

**Philosophy** – It is the continuing philosophy of Cavalcade of Bands to provide students with a broad array of educational opportunities for the development of abilities in music and the performing arts. Through competitive and non-competitive evaluations, 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

**Fiscal Year** – The fiscal year shall be July 1<sup>st</sup> to June 30<sup>th</sup> inclusive.

### **Board of Directors**

- The executive and administrative body of Cavalcade of Bands shall be known as the Board of Directors. The Board of Directors shall consist of five (5) members elected by the membership. The membership shall elect the corporate office of President, Vice-President, Secretary, Treasurer and At-Large Member. Each voting member must be a band director in a member school district or school (non-public). The At-Large Member shall have voting privileges and will be included in all board matters. At-Large Member will serve as an additional liaison for all member bands and will be expected to have a greater responsibility to speak for conferences not otherwise represented by the current board.
- There will also be three (3) at large non-voting board members in the positions of Marching Band Director Liaison, Jazz Band Director Liaison and Executive Director. These must be a band director in a member school district or school (non-public) 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 following their election.
- The Cavalcade of Bands Executive Committee will consist of the corporate offices of President, Vice-President, Secretary, Treasurer and At-Large Member.
- The Board of Directors shall meet as determined by the 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.
- Any Board of Director may be removed by a unanimous vote of 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.
- The Executive Director, with board consultation and approval, may remove any administrator from their position. The Executive Director may be removed from their position by the Board of Directors.

### ***Board of Directors Responsibilities***

- To maintain general control over all Cavalcade of Bands sponsored activities within the provisions of the By-Laws, Rules and Regulations.
- To interpret the provisions of the By-Laws, Rules and Regulations.
- To administer the finances of Cavalcade of Bands.
- 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 of Bands By-Laws, Rules and Regulations.
- To enforce penalties, within the limits described in these documents, for any violation of the By-Laws, Rules and Regulations.
- If necessary, to suspend from membership in Cavalcade of Bands, any school in violation of the Cavalcade of Bands 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, and Jazz Band will consist of no more than five (5) members, including the liaison, and all of whom shall be the band director of Cavalcade of Bands 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 of Bands standing committee voting privileges.

### ***Board of Directors Elections***

- The President, Secretary, At-Large Member and the Jazz Band Director Liaison will be elected in even years. The Vice President, Treasurer and Marching Band Director Liaison will be elected in odd years.
- The Executive Director, Director of Education, Financial Controller and Jazz Band Administrator shall be elected in odd years.
- The Judging Coordinator, Administrative Coordinator, Marching Band Administrator and Hall of Fame Coordinator shall be elected in even years.
- All Administrators will be voted on in December and all Board members will be voted on in June of the respective even or odd years.
- 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 of Bands Executive Committee will, if necessary, conduct interviews prior to the November Board Meeting.
- Cavalcade of Bands 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.

### ***Membership***

- All public-school districts, nonpublic schools and colleges/universities are eligible for membership in Cavalcade of Bands. Only secondary and college level units are eligible to participate.
- Anyone wishing to be a Cavalcade of Bands member must complete the online membership form by the appropriate date for each performing season of the year.
- Membership in Cavalcade of Bands shall become effective when the school districts or nonpublic school's application and dues have been received by the Cavalcade of Bands 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.

### ***Membership Dues***

- The annual dues of each member public school district, or member nonpublic school of Cavalcade of Bands 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, either by check or submitted Purchase Order Number (PO). A band's failure to submit payment or approved purchase order will result in forfeiture of participation fee to all Cavalcade of Bands shows until payment is received.
- Payments or PO's received after September 1<sup>st</sup> will result in a \$100 late payment, which must be resolved prior to the Championship draw to be eligible to participate in Championships.
- Membership invoice form is found on the Cavalcade of Bands webpage.
- For jazz bands not paying by January 31<sup>st</sup>, the delinquent school will be considered ineligible to participate in Cavalcade of Bands 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 jazz season.
- A non-Cavalcade of Bands member jazz band may participate in at least two (2) sanctioned jazz band shows and be judged. If they select to participate in more than two (2) shows, they may only perform as a non-judged exhibition.

### ***Code of Ethics***

Professional responsibilities and conduct of director, staff, judges and Cavalcade of Bands Board of Directors:

- All persons will keep in mind that Cavalcade of Bands is an educational co-curricular activity and will attempt to keep their 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 of Bands 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 of Bands events.

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

- All issues must be brought to the Cavalcade of Bands 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 of Bands liaison to the violator.
- Following a second violation, a verbal reprimand will be issued by the Cavalcade of Bands 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 copied 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 of Bands contest will be brought to the attention of the Cavalcade of Bands 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 of Bands 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.

### ***Local Management and Control***

- The band director is responsible to Cavalcade of Bands in all matters pertaining to Cavalcade of Bands 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 of Bands By-Laws, Rules and Regulations.
- The band director shall have the following powers and duties:
  - The band director must be the appointed authority of the member school district or nonpublic school.
  - To have control over all Cavalcade of Bands event relations in which the member school participates.
  - As a band director of a school sponsoring a Cavalcade of Bands 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 of Bands events in which the member school participates are in writing and bear his/her signature.
  - The band director shall have other powers concerning Cavalcade of Bands 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 By-Laws, Rules and Regulations.

- Only the band director of the member school shall vote in all Cavalcade of Bands matters. The band director may not delegate a representative for this purpose.

### ***Student Participation***

- Attendance – In order to be eligible to participate in any Cavalcade of Bands event a pupil must be enrolled in a member secondary school (Middle School, Junior High or 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 of Bands 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 of Bands event. A person who has graduated from senior high school is ineligible to compete or participate, as a student member, in a Cavalcade of Bands event.

### ***Meetings***

The Cavalcade of Bands of Bands will host three (3) meetings annually.

- A December meeting will take place on a Monday in December, agreed upon by the Board of Directors and announced a minimum of 60 days prior to the meeting date. This meeting will allow for the wrap-up of fall marching activities, the kickoff of winter jazz activities and the Marching Band Rules Congress.
- A Late February/Early March meeting will be held for the sole purpose of discussion of final rule proposals before a week-long online ballot is opened. This meeting will be announced a minimum of 30 days prior to the date it will be held.
- A June meeting will be held for the purpose of wrapping up the annual finances, kicking off the marching band season and hosting the Jazz Band Rules Congress.

### ***Amendments***

- Amendments to the By-Laws, Rules and 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 By-Laws, 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 expensed of a suit, litigation or other proceedings which is specifically permissible under applied law. The Board of Directors may, in its discretion, direct the purchase of liability insurance by way of implementing the provision of this amendment.

### ***Jazz Activities***

- Immediately upon conclusion of the jazz season, the liaison will advertise and conduct a meeting/rules congress for the purpose of discussing any proposed changes to the Cavalcade of Bands 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 of Bands 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 of Bands 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 1<sup>st</sup>.
- The liaison will then present said items to the Cavalcade of Bands general membership at the annual Cavalcade of Bands 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 of Bands President and Administrative Coordinator will be charged with the responsibility of insuring that all approved changes are correctly inserted into every applicable Cavalcade of Bands 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., American Cancer Society, Boys and Girls Club, etc.) This nonprofit charitable organization would be determined by the Board of Directors.