

BYLAWS OF KANSAS BANDMASTERS ASSOCIATION

Article I – NAME

The Kansas Bandmasters Association, Inc. (KBA) is a non-profit organization under Articles of Incorporation, under the provisions of the State of Kansas.

Article II – PURPOSE

The purpose of this Association is the advancement of instrumental music education.

Article III – MEMBERSHIP AND DUES

Active membership will provide the privileges of participation in KBA activities, including the rights to vote and to hold office, and admission to meetings of the Association, including the annual KBA state convention.

Annual dues will be determined by the Board of Directors.

Membership Types:

1. Active Membership
 - a. Active membership will be open to all persons engaged in band teaching and other persons with an interest in the advancement of instrumental music education.
2. Collegiate Student Active
 - a. Students in college who are preparing for a career in music education.
3. Retired Active
 - a. Persons who are retired music educators.

Article IV – FISCAL YEAR

The fiscal year will be from July 1 to June 30.

Article V – ADMINISTRATION

Administration positions are appointed by the president with approval by the Board of Directors and will serve under the direction of the Executive Committee.

1. Executive Secretary will:
 - a. Be custodian of all legal property and monies of KBA and have all proper records available at all official meetings.
 - b. Be responsible for payment of KBA expenses.
 - c. Keep a complete and accurate accounting ledger containing the record of all monies received and expended. This ledger is property of KBA and will be made available for inspection upon request.

- d. Issue to the Board of Directors detailed financial reports at each Board of Directors meeting.
 - e. Serve as a member of the Executive Committee.
 - f. Work with the representative of Kansas Music Merchants Association (KMMA).
 - g. Secure exhibitors for the annual summer convention.
 - h. Submit annual reports to KBA or other official organizations as requested by the Executive Committee.
 - i. Serve in that office until their successor has been appointed and installed upon appointment and approval of the Board of Directors.
 - j. Turn over to the successor all properties of KBA when vacating the office.
2. Membership Chair will:
- a. Serve as a member of the Board of Directors.
 - b. Keep an accurate record of memberships and compile a directory of current members to be distributed at the request of the Board of Directors.
 - c. Send all monies received for dues or fees to the Executive Secretary.
 - d. Solicit new memberships.
 - e. Be custodian of all membership materials.
 - f. Prepare and staff KBA exhibitor's booth at the KMEA ISW each year.
3. Recording Secretary will:
- a. Keep the minutes of all meetings in a permanent record. This will be the property of KBA and will be available for inspection by members upon request.
 - b. Serve as a member of the Board of Directors.
 - c. Keep an accurate record of attendance at the Board of Directors meetings.
4. Technology Manager will:
- a. Serve under the direction of, and be responsible to, the Board of Directors for maintaining KBA's technology and infrastructure.

Article VI – GOVERNMENT

Section 1 – Officers (voting members)

The officers of KBA will be a President, a President-Elect, and an Immediate Past President. These officers along with the Executive Secretary (non-voting member) constitute the Executive Committee. The duties of these offices will be as follows:

- 1. President will:
 - a. Preside at state conventions, and all business meetings of KBA.
 - b. Serve as presiding officer of the Executive Committee.
 - c. Be responsible for overseeing the annual KBA state convention
 - d. Serve as a liaison to Kansas Music Educators Association (KMEA) and will make a report of those proceedings to KBA Board of Directors.
 - e. Appoint Administrative Positions, Program Chairs for KBA Ensembles, Activities, and other committees in a non-voting position with approval from the Board of Directors.
 - f. Serve as ex-officio member of all committees.
 - g. Have signature on file with KBA's financial institutions.
- 2. President-Elect will:
 - a. Be elected for a term of two years.
 - b. Become president two years following election.
 - c. Assist the President in an advisory capacity, and have such other duties as may be assigned by the President or the Board of Directors.
 - d. Perform the duties of the President in the event of their inability to serve.
 - e. Serve as a member of the Executive Committee.

- f. Attend meetings of the KMEA Executive Board and observe those proceedings in preparation for their term of office as KBA President.
3. Immediate Past President will:
 - a. Serve as advisor to the President.
 - b. Have other duties as assigned by the President or the Board of Directors.

Section 2 – Board of Directors (voting members)

1. The Board of Directors will assist in the administration of the affairs of the Association. It will include the Executive Committee and a representative of each KBA district.
2. KBA districts include:
 - a. Northwest
 - b. North Central
 - c. Northeast
 - d. East Central
 - e. Southwest
 - f. South Central
 - g. Southeast
3. District Representatives will:
 - a. Be elected one per district.
 - b. Serve as a voting member of the KBA Board of Directors.
 - c. Carry the information from the KBA Board of Directors to the districts they represent.
 - d. Represent the wishes of the members of each district to the KBA Board of Directors.
 - e. Attend all meetings of the KBA Board of Directors and make reports of specific activities within that district.

Section 3 – Program Chairs (non-voting members)

1. College Representative
2. Equipment Manager
3. Intercollegiate Band
4. Jazz Championship
5. KMMA Representative
6. Marching Championships
7. Middle Level Honor Band
8. New Director Bootcamp
9. Social Media and Marketing

Article VII – ELECTION OF OFFICERS

1. President-elect:
 - a. Voting for president-elect will occur in July of odd years, during a seven day period ending at 9:00am of the annual convention.
 - b. The candidate receiving the most votes will be elected.
 - c. Campaigning will not be allowed.
2. District Representatives:
 - a. Elections on even years–Northwest, North Central, Northeast, and East Central Districts.
 - b. Elections on odd years–President-Elect, Southwest, South Central, and Southeast Districts.
3. Nominating Committee:

- a. The nominating committee will consist of the President, President-Elect, and Immediate Past President.
- b. Will contact each prospective candidate to ascertain their willingness to serve in the capacity for which they are nominated.
- c. Will advise candidates that if elected they will attend all Board of Directors meetings.
4. If for any reason a prospective candidate is unable to accept the nomination, the Nominating Committee will follow the procedures outlined above until a slate is secured.
5. Voting will be done electronically and be available to all KBA members.

Article VIII – TERMS OF OFFICE

1. President: The President-Elect assumes the office of President for a term of two years beginning at the conclusion of the annual convention following their term as President-Elect. A president may not be re-elected to succeed themselves but may be returned to the same office after a period of one or more terms have elapsed.
2. President-Elect: The President-Elect will serve for a term of two years beginning at the conclusion of the annual convention held on the year of election.
3. Past President: The Past President will serve for a term of two years beginning at the conclusion of the annual convention following their term as president.
4. District Officers: The district officers will serve for a term of two years beginning at the conclusion of the annual convention following their election.
5. Succession to the Presidency: If a President cannot complete the prescribed presidential term due to incapacitation, vacation of post, resignation, change of residence outside of the state, or other reason, the Presidency will be considered vacated.
 - a. President: If the Presidency is vacated during the first year of the presidential term, the presidency will be filled by the Past President, and the District or State will continue without a Past President until the normal succession of officers. If vacation occurs during the second year of the presidential term, the presidency will be filled by the President-Elect, and the President-Elect will complete the duties of President and President-Elect until succession to the presidency occurs at the conclusion of the annual convention.
 - b. President-Elect: If the office of President-Elect is vacated for a reason other than to assume the Presidency (as described above), the office will be filled by the candidate who was not elected to the President-Elect position from the previous election. If that person is unwilling or unable to assume the office, the President will call for a vote of the membership to elect a new President-Elect within 90 days of the vacation by the President-Elect position.
 - c. Past President: If the office of Past President is vacated, that position will remain empty until assumed at the appropriate time by the President.
6. Any officer or employee of KBA may be removed from their position for reason of incapacity, unfitness for office, or non-confidence by a majority vote of the KBA Board of Directors.
7. Vacancies occurring on the Board of Directors will be filled by the President with Executive Committee approval.

Article X – MEETINGS

1. Executive Committee: The Executive Committee will meet at the call of the President. A quorum of all four members of the Executive Committee will be required for the transaction of business. Emergency action may be taken by the Executive Committee and all action thus taken will be

effective until confirmed or reconsidered at the next official meeting of the Board of Directors as needed.

2. Board of Directors: The Board of Directors will meet quarterly and at the call of the President. A quorum of no fewer than six members of the Board of Directors will be required for the transaction of business. Authority for emergency action by the Board of Directors may be secured by mail or e-mail and action thus taken will be effective until confirmed or reconsidered at the next official meeting of the Board of Directors.
3. Conventions: Summer conventions will be annual and at such time and place deemed most advantageous and convenient to the membership. The selection of the site and date will be determined by the Executive Committee.
4. General Meeting Procedures: The President sets the agenda and presides over the General Meeting.

Article XI – AFFILIATIONS

1. KBA will function as an affiliate of KMEA.
2. Affiliate Organizations of KBA:
 - a. Affiliate members will include a KMMA liaison and the president of the Kansas Women Band Directors Association (KWBDA).
 - b. The affiliate members will represent their membership to the KBA President and Board of Directors as non-voting members.

Article XII – PARLIAMENTARY PROCEDURES

The rules contained in **Robert's Rules of Order** will govern the Association in all cases to which they are applicable and in which they are not inconsistent with the bylaws or the special rules of order of KBA.

Article XIII – LIMITATION OF RESPONSIBILITY OF THE OFFICERS

The authority and responsibility for the management and for the maintenance of the good will and credit of the Association is vested in the Board of Directors, but it is expressly understood that neither the Board of Directors, nor any member thereof, nor any salaried officer, nor any member will be required to accept personal financial responsibility for duly authorized bills or obligations, or for suits, or litigation which may develop from authorized activities of the organization carried on in good faith in pursuit of the objectives, purposes, and activities or authorized by the Articles of Incorporation and bylaws.

Article XIV – AMENDMENTS

The bylaws may be altered or amended by an approving vote of two-thirds of the active members, provided formal notice of such contemplated alteration or amendment will be given to all active members of record at least two weeks prior to the vote.

APPROVED AS REVISED
June 16, 2023