

1 **THE TENNESSEE BANDMASTERS ASSOCIATION**
2 **GOVERNING GUIDELINES**

3
4 **The Association**

5 SECTION 1. The name of this Association shall be the Tennessee Bandmasters
6 Association and/or represented herein by its abbreviation (TBA).

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8 SECTION 2. The purpose of the Association shall be to promote the study and
9 performance of instrumental wind and percussion music through graded public schools,
10 accredited private schools, or post-secondary institutions within the State of Tennessee.

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12 SECTION 3. The Association shall be affiliated with the Tennessee Music Education
13 Association, the National Association for Music Education, American School Band
14 Directors Association as well as other organizations deemed appropriate, and through
15 these bodies with the Tennessee Education Association and the National Education
16 Association respectively.

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18 SECTION 4. Membership.

19 A. ACTIVE MEMBERSHIP and voting power shall be extended to any active band
20 director of a graded public schools, accredited private schools, or post-secondary
21 institutions within the State of Tennessee upon payment of annual dues and
22 completed registration as set forth by the Association. Directors wishing to
23 register after the Regional deadline will contact the TBA Secretary-Treasurer for
24 the necessary procedure.

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26 B. RETIREE MEMBERSHIP shall be extended to any previously active Band
27 Director. Retirees wishing to register may go through their Regional Association
28 or contact the TBA Secretary-Treasurer.

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30 SECTION 5. The function and duties of the Association shall be:

- 31 A. To continue all ongoing student-based activities and outreaches enhancing
32 student-learning and professional-development of Band Directors,
33 B. To seek and develop new and innovative actions and activities that accentuate
34 student-experiences across Tennessee,
35 C. To elect, maintain and support all Offices of TBA and the duties as listed,
36 D. To alter and amend activities as provided herein and beyond,

- 1 E. To develop and maintain proper financing to facilitate the sustainable actions
- 2 and activities of TBA.
- 3 F. To hold active membership meetings as determined by the Executive Board.
- 4 G. To hold business meetings with the Executive Board as deemed necessary by
- 5 the President.

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7 SECTION 6: The fiscal year will be defined as July 1 – June 30.

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9 **TBA Executive Board**

10 SECTION 1. The elected TBA Executive Board is accountable for directing the mission of

11 TBA, its continued activities and its overall health in supporting Band programs in

12 Tennessee.

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14 SECTION 2. The TBA Executive Board will consist of:

- 15 President
- 16 President-Elect
- 17 Immediate Past-President
- 18 Executive Secretary-Treasurer

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20 SECTION 3. The Executive Board, led by the President and acting as one, shall have

21 administrative duties:

- 22 A. Protecting the Governing Guidelines approved by the Association membership.
- 23 B. Control of expenditures and annual financial audit.
- 24 C. Development and holding membership meetings to conduct Association
- 25 business.
- 26 D. Facilitating all current activities and extensions.
- 27 E. Maintaining official website and media outlets for communication and
- 28 celebration.
- 29 F. Establishing and appointing necessary Event Chairpersons to facilitate various
- 30 Association events from year to year.
 - 31 1. Event Chairpersons hold term for one school year,
 - 32 2. The Executive Board shall replace any Chair that is unable to fulfill the
 - 33 duties as a Chairperson.
 - 34 3. Event Chairpersons will be responsible for other duties as assigned by
 - 35 the Executive Board.

1 **Officer Elections and Duties**

2 SECTION 1. Election of Officers of the Association shall be held during the final meeting
3 of each school year in which elections are required, and Officers shall assume office on
4 July 1st following said meeting.

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6 SECTION 2. The election of and subsequent installation of Officers will represent the
7 best interests of each of the three Grand Divisions of Tennessee.

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9 SECTION 3. The Executive Board will act unanimously, as one voice, in its leadership of
10 TBA.

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12 SECTION 4. In the event the office of an Executive Board position is vacated before the
13 end of said term, remaining Board members will matriculate accordingly, and a special
14 election may be held at the next meeting to fill said vacated office.

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16 **Duties of the Officers**

17 SECTION 1. The President-Elect shall serve the TBA Executive Board and perform all
18 duties upon the request of the President.

- 19 A. The term of office for the President-Elect shall be two (2) years
- 20 B. In case the office of the President becomes vacant for any reason, the
21 President-Elect shall fill the unexpired term.
- 22 C. At term completion, the President-Elect will move sequentially to the office of
23 the President.

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25 SECTION 2. The President shall preside at all meetings of the Association and shall be
26 chairperson of the Executive Board.

- 27 A. The President shall uphold and act as chief-administrator of all Association Rules
28 and Guidelines.
- 29 B. The term of office for the President shall be two (2) years
- 30 C. In case the office of the President becomes vacant for any reason, the President-
31 Elect shall fill the unexpired term.
- 32 D. At term completion, the President will move sequentially to the office of the
33 Immediate Past-President.

1 SECTION 3. The Immediate Past President shall assist with any duties as listed of the
2 Executive Board and/or act upon the request of the TBA President and President-Elect

- 3 A. The Immediate Past-President may perform all duties of the Executive Board upon
4 the request of the President.
- 5 B. The term of office for the Immediate Past-President shall be two (2) years
- 6 C. In case the office of the Immediate Past-President becomes vacant, the Executive
7 Board may appoint a suitable replacement from previous Past Presidents of TBA
- 8 D. At term completion, the Immediate Past-President will continue to advise the
9 Executive Board and TBA through historic insight and experience of the offices.

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11 SECTION 4. The Executive Secretary-Treasurer

- 12 A. The office of Executive Secretary-Treasurer shall:
 - 13 1. Be nominated by the Executive Board and Past Presidents and
14 approved by vote of the TBA membership during election meeting.
 - 15 2. The term of office for the Executive Secretary-Treasurer will be determined by
16 the Executive Board.
- 17 B. Responsibility for keeping accurate records of all proceedings of the Association.
- 18 C. Charged with maintaining all books and financial records.
- 19 D. Recording and maintenance of the membership roster for communication to the
20 membership.
- 21 E. He/she shall conduct other Association business as requested by the President.

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23 **General Meetings**

24 SECTION 1. This organization shall hold 2 general meetings per year with time and
25 location of said meetings determined by the Executive Board.

26 SECTION 2. Special meetings may be called by the President and/or the Executive Board.
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1 **Order of Business**

2 SECTION 1. The President or presiding Officer shall call for TBA business in the following
3 order:

- 4 A. Minutes of the last meeting.
- 5 B. Minutes of any special or called meeting.
- 6 C. Treasurer’s report.
- 7 D. President’s report.
- 8 E. Reports of standing committees.
- 9 F. Old or unfinished business.
- 10 G. Elections (if any)
- 11 H. New business.

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13 SECTION 2. Robert’s Rules of Order (revised version) shall govern procedures during all
14 meetings.

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16 **Amendments and Revisions**

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18 SECTION 1. Revisions to the Governing Guidelines may be proposed at any TBA meeting
19 for review by the standing Executive Board. The Executive Board will review proposed
20 revisions, vote, and present for TBA membership approval.

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23 Revised June 4, 2022

- 24
- 25 Susan Waters
- 26 Barry Trobaugh
- 27 Carol Chipman
- 28 David Chipman
- 29 Frank Norris
- 30 Carole Grooms
- 31 Debbie Burton
- 32 Michael Chester
- 33 Mark Garey

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