



Constitution of the

Ontario Band Association

Revised: November 4, 2011

Version 1.0 (rough copy)

ARTICLE I INTERPRETATION

1. Definitions

In this Constitution:

- i) "OBA" shall mean the Ontario Band Association;
- ii) "CMIEC" shall mean the Canadian Music Industry Education Council;
- iii) "Members" shall mean those persons who satisfy the requirements of Article IV of the Constitution;
- iv) "Board of Directors" shall mean the combined Executive, Director, and Position of Responsibility members of the OBA;
- v) "Executive" shall mean the Executive members of the OBA who hold a specific portfolio as defined in Article VIII of the Constitution;
- vi) "Director" shall mean a Director members of the OBA who holds a specific portfolio as defined in Article IX of the Constitution;
- vii) "Ex officio" shall mean a non-voting member who holds a position of responsibility;
- viii) "Fiscal Year" shall mean the period commencing November 1 up to and including October 31 of a calendar year;
- ix) "School Year" shall mean the period commencing September 1 until the last day of school scheduled by a school board in the province of Ontario in June;
- x) "Calendar Year" shall mean the period commencing January 1 up to and including December 31, and;
- xi) "Policies and Procedures" shall mean the rules and regulations for ways to run the OBA outside of the Constitution.

ARTICLE II NAME

1. Name

The name of the organization shall be the Ontario Band Association, herein in the Constitution referred to as the OBA.

ARTICLE III MISSION STATEMENT

1. Goals and Objectives of the OBA

The goals and objectives of the OBA is to serve music directors and students efficiently and visibly to promote and foster excellence in music education in Ontario through band. This is to be accomplished by:

- i) Establishing a community of band educators in Ontario;
- ii) Identify, create and distribute resource materials amongst band educators;
- iii) Organize and plan professional development activities;
- iv) Arrange opportunities for collaboration between band educators;
- v) Provide growth opportunities for students, and;
- vi) Raise awareness of the importance of music education/advocacy.

ARTICLE IV MEMBERSHIP AND FEES

1. Membership

Membership in the OBA shall be available to those that support the goals and objectives of the OBA, upon receipt of the annual membership fee (if applicable). There shall be five types of membership. They are, in no particular order:

- i) Regular Member
 - a) A Regular Member is a person whom is employed and receiving a salary as a band educator in the province of Ontario;
 - b) A Regular Members pays an Annual Membership Fee as determined in Article IV 2 (iii).
- ii) Student Member
 - a) A Student Member is a person whom is registered as a full or part-time student at a recognized secondary or post-secondary education institution in the province of Ontario;
 - b) A Student Member pays 2/3 of the Annual Membership Fee of a Regular Member as determined in Article IV 2 (iii).
- iii) Retired Member
 - a) A Retired Member is a person whom has ceased to receive a salary as a band educator in the province of Ontario;
 - b) A Retired Member pays 2/3 of the Annual Membership Fee of a Regular Member as determined in Article IV 2 (iii).
- iv) Lifetime Member
 - a) A Lifetime Member is a person whom it has been determined by a majority vote of the Executive, as given a significant contribution to the OBA and shall be recognized by granting Lifetime Membership;
 - b) A Lifetime Member pays no Annual Membership Fee.
- v) Industry Member
 - a) An Industry Member is a representative of a registered corporation who holds membership within the CMIEC;
 - b) An Industry Member pays no Annual Membership Fee.

2. Annual Membership Fees

- i) The annual membership fee shall be determined by the Board of Directors and voted on by the membership at the Annual General Meeting;
- ii) The OBA Membership Secretary shall collect the Annual Membership Fee through collection at various times of the year;
- iii) Membership Fees entitle the Member to all privileges associated with said position for 365 days.
 - a) If the date of membership expiry is in the middle of a calendar month, membership shall be extended to the end of said month, at which time the member ceases to be a member of the OBA.

**ARTICLE V
MEMBERS**

1. Elected Executive Members

- i) One (1) President;
- ii) One (1) President-elect;
- iii) One (1) Treasurer;
- iv) One (1) Secretary of the Board;
- v) One (1) Past President;

2. Elected Director Members

- i) One (1) Beginning Band Symposium;
- ii) One (1) Concert Band Festival;
- iii) One (1) Development;
- iv) One (1) Jazz Symposium;
- v) One (1) Ontario Provincial Honour Band;
- vi) One (1) Industry Representative;
- vii) One (1) York University Wind Conductors' Symposium;
- viii) One (1) University Liaison;

3. Ex-officio (Appointed)

- i) One (1) Chamber Music Festival
- ii) One (1) Membership Coordinator
- iii) One (1) Online Forum
- iv) One (1) Ottawa Wind Conductors' Symposium
- v) One (1) Web Maestro

4. Voting Privileges

- i) Each Elected member shall be entitled to one (1) vote, unless multiple positions are held by one member;

- ii) Each Ex-officio appointed position shall not be entitled to a vote, but shall enjoy all rights and privileges extended to elected members.

ARTICLE VI ELECTIONS AND NOMINATIONS

1. Eligibility

- i) Any member who satisfies Article IV 1. is eligible for nomination.

2. Chief Returning Officer (CRO)

- i) The Chief Returning Officer (CRO) is in charge of the entire election process;
- ii) The CRO shall be the Past-President of the OBA. The CRO shall only cast a vote in the event of a tie.

3. Nomination of Executive and Director Candidates

- i) The CRO, with help from the Web Maestro and Membership Coordinator, shall present the election process to the membership through publication in “E-Harmony”, the electronic publication of the OBA, in the issue that occurs at least twenty-eight (28) days before the Annual General Meeting;
- ii) The CRO shall ask the membership for written nominations for Executive Candidates (President-elect; Secretary; Treasurer) and Director Candidates (Beginning Band Symposium; Concert Band Festival; Development; Jazz; York University Wind Conductors’ Symposium; Ontario Provincial Honour Band; Industry; University Liaison) to be submitted to the CRO via e-mail no later than fourteen (14) days before the Annual General Meeting.
 - a) Nominations must be made by at least one member as defined in Article IV 1.;
 - b) A member may nominate themselves;
 - c) Members must accept or decline no later than fourteen (14) days before the Annual General Meeting.
- iii) A member may not be nominated for more than one office in any one year;
- iv) Members may be re-nominated for their current positions. There shall be a two-year, renewable term limit on positions;
- v) Should an Executive or Director position remain vacant, nominations shall be called for from the floor of the Annual General Meeting. Members may be nominated by another member, and asked to verbally accept.

4. Election of the Executive and Directors

- i) At the Annual General Meeting, the CRO shall conduct the business of the election at a pre-determined time, as outlined on the duly published agenda;
- ii) All candidates for each contested position shall be given up two (2) minutes to speak to their candidacy for each Executive or Director position;

- iii) At the conclusion of candidate speeches, one ballot containing names of each nominee shall be issued to each member present;
- iv) Members shall mark their ballot for each office by means of an “X” beside one (1) candidate only for each contested position and return the ballot to the CRO for tabulation. Ballots with more than one (1) “X” or other means other than an “X” shall be deemed ineligible and spoiled;
- v) The CRO shall immediately tabulate the votes, and the results of the vote shall be announced immediately after tabulation;
- vi) In case of a tie vote, the CRO shall immediately cast the deciding vote;
- vii) Members who will be absent from the Annual General Meeting may vote in advance by notifying the CRO to request a ballot and returning it to the CRO prior to the election. Members not present shall not be able to vote for vacant Executive and Director position nominated from the floor;
- viii) Voting by proxy shall not be allowed.

5. Closing of Elections

- i) Following the election, the ballot shall be turned over to the Secretary of the Board, who shall retain them for one (1) month and then destroy them.
- ii) The new Executive and Directors shall assume office at the conclusion of the Annual General Meeting.

**ARTICLE VII
MEETING OF MEMBERS**

1. Definitions of Meetings

There shall be four types of meetings of members:

- i) Executive;
- ii) Board of Directors;
- iii) Committee;
- iv) Annual General.

2. Procedure

Robert’s Rules of Order (latest version) shall govern the rules and procedures of all Meetings as defined in Article VII, 1. of the Constitution.

3. Quorum

- i) Quorum for all Meetings of the Board of Directors and Committee’s shall be fifty (50) percent (%) + 1 of eligible voting members;
- ii) Quorum for the Annual General Meeting shall be three (3) percent (%) of the OBA as defined in Article IV of the Constitution.

4. Proxies

No proxies shall be allowed for all Meetings as defined in Article VII, 1. of the Constitution.

5. Notice

- i) Notice of the date, time, and place of Board of Director and Committee Meetings shall be given to Members by the Membership Secretary by any means possible, including, but not limited to, publication in monthly newsletter “In Harmony”; electronic conferences and email, and; website, no less than one week before the date of the meeting;
- ii) Notice of the date, time, and place of the Annual General meeting shall be given to Members by the Secretary of the Board by any means possible, including, but not limited to, publication in monthly newsletter “In Harmony”; electronic conferences and email, and; website, no less than one calendar month before the date of the meeting.

6. Meeting of the Executive

- i) The Executive shall meet from time to time during the calendar year, at the discretion of the President;
- ii) Meetings of the Executive shall be chaired by the President;
- iii) Quorum for Executive meetings shall be considered a simple majority of the eligible voting members of the Executive;
- iv) Executive meetings shall be open to all members of the OBA;
- v) At all meetings of the Executive, speaking privileges are reserved for members of the Executive, although non-Executive members may be invited to speak;
- vi) Special Executive meetings may be called by the President of the OBA, or upon the written petition of at the majority of all eligible voting members of the Executive. At least three days notice of a Special Executive meeting must be given to Members by all means possible, as defined in Article VII, 5. of the Constitution;
- vii) Members of the Executive must submit any motions for the agenda to the Secretary of the Board in writing, no later than twenty-four (24) hours before a scheduled Executive meeting;
- viii) At every Executive meeting, each member of the Executive shall make a written report and submit it to the Secretary of the Board no later than twenty-four (24) hours before a scheduled Executive meeting, even if there is “no business”;
- ix) Within one week of approval, minutes shall be posted on-line on the OBA website. A written copy of the minutes shall be provided to any member upon request.

7. Meeting of the Board of Directors

- i) The Board of Directors shall meet at least eight times during the calendar year, at the discretion of the President;
- ii) Meetings of the Board of Directors shall be chaired by the Secretary of the Board;

- iii) Quorum for Board of Directors meetings shall be considered a simple majority of the eligible voting members of the Board of Directors;
- iv) Board of Director meetings shall be open to all members of the OBA;
- v) At all meetings of the Board of Directors, speaking privileges are reserved for members of the Board of Directors, although non-Board of Directors members may be invited to speak;
- vi) Special Board of Directors meetings may be called by the President of the OBA, or upon the written petition of a minimum of one (1) percent (%) of eligible members as defined in Article IV, 1. of the Constitution. At least one weeks notice of a Special Board of Directors meeting must be given to Members by all means possible, as defined in Article VII, 5. of the Constitution;
- vii) Members of the Board of Directors must submit any motions for the agenda to the Secretary of the Board in writing, no later than seventy-two (72) hours before a scheduled Board of Directors meeting;
- viii) At every Board of Directors meeting;
 - a) Each member of the Board of Directors shall make a written report and submit it to the Secretary of the Board no later than seventy-two (72) hours before a scheduled Board of Directors meeting, even if there is “no business”;
 - b) Each Position of Responsibility and Standing Committee Chair shall report to the Board of Directors, and copies of the report shall become a matter of record for the Membership. These reports shall be assimilated into the minutes of the meetings.
- ix) Within one week of approval, minutes shall be posted on-line on the OBA website. A written copy of the minutes shall be provided to any member upon request.

8. Committee Meetings

Please see Article X of the Constitution.

9. Annual General Meeting

- i) An Annual General Meeting of all Members shall take place at least once during a calendar year, usually during the month of November, usually coinciding with the Ontario Music Educators Association (OMEA) annual conference, at a time and place to be determined by the President in consultation with the OMEA, during which the following business shall be conducted:
 - a) Presentation of the financial statements and the auditor’s report thereon;
 - b) Amendments to the Constitution;
 - c) Reports by and questions to the Board of Directors;
 - d) Members’ business.
- ii) A Special Annual General meeting will be called by the Speaker upon presentation of a petition, stating the reasons and requested time, signed by no less than ten (10) percent of Members;

- iii) At the Annual General Meeting each Member is entitled to one vote, except ex-officio members of the OBA;
- iv) Annual General Meetings shall be open to all Members of the OBA, and to the OBA's auditors. Any other person may be admitted only on the invitation of the President or with the consent of Members present;
- v) Members must submit any motions for the agenda to the Secretary of the Board in writing, no less than fourteen (14) days before the start of a General Meeting;
- vi) Within one week of approval, minutes shall be posted on-line on the OBA website. A written copy of the minutes shall be provided to any member upon request.

ARTICLE VIII EXECUTIVE

1. Composition of the Executive

The Executive shall consist of:

- i) One President;
- ii) One President-elect;
- iii) One Secretary of the Board;
- iv) One Treasurer;
- v) One Past-President.

2. Election of the Executive

- i) The rules and procedures for elections and appointment of the Executive shall be laid out in Article VI of the Constitution;
- ii) Any member of the OBA is entitled to nominate or be nominated for elected Executive office;
- iii) Each member of the OBA is entitled to one vote with respect to each elected Executive position;
- iv) Election for Executive positions shall be conducted at the Annual General Meeting in accordance with Article VI of the Constitution.

3. Voting Rights

There shall be only one vote per position.

4. Powers of the Executive

The Executive shall have the power of the Board of Directors while the Board of Directors is not in session.

5. Collective Responsibilities of the Executive

- i) Unless otherwise specified, each member of the Executive shall serve a term of two (2) years;
- ii) On advice of the Treasurer, the Executive shall receive, budget, and administer all monies that may be placed in the custody of the OBA;
- iii) On advice of the Treasurer, the Executive shall prepare an annual budget for the OBA for the following year at the Annual General Meeting;
- iv) The Executive shall present to the Board of Directors no later than the fourth meeting of the fiscal year proposed revisions to the OBA's annual budget for the current fiscal year;
- v) The Executive shall be responsible for the hiring and direction of all staff of the OBA;
- vi) The Executive shall be responsible for all functions that may be necessary to conduct the affairs of the Union;
- vii) Submit a report to the Secretary of the Board at least seventy-two (72) hours prior to each scheduled Executive and Assembly meeting, reporting on issues within her portfolio and upcoming initiatives.

6. Responsibilities of Individual Executive Members

- i) The President shall:
 - a) Manage and supervise the affairs and operations of the OBA;
 - b) The President reports to the Executive, Board of Directors, and to the Members of the OBA;
 - c) Be the official spokesperson of the OBA;
 - d) Coordinate the activities of the Executive and Board of Directors;
 - e) Chair meetings of Executive members;
 - f) Submit reports on activities of the OBA to affiliate organizations;
 - g) Shall serve a maximum of one (1) term, or two years, at which time they will automatically cede to the position of Past-President;
 - h) Ex-officio, non-voting member of all committees of the OBA.
- ii) The President-elect shall:
 - a) Report to the President;
 - b) Assist the President in any aspects of her portfolio where reasonable and when requested, and fulfill the duties of the President if she is unable;
 - c) Act as Speaker for the Annual General Meeting;
 - d) Act as Deputy Speaker for all meetings of the Executive and Board of Directors Meetings;
 - e) Work with the Secretary of the Board to ensure due diligence for all Board of Directors members pertaining to attendance at meetings and events;
 - f) Be the official delegate to OBA affiliate organizations, including the Canadian Band Association and the Ontario Music Educators' Association;
 - g) Shall serve a maximum of one (1) term, or two years, at which time they will automatically cede to the position of President;
- iii) The Secretary of the Board shall:

- a) Report to the President;
 - b) Work with the Membership Coordinator to ensure communication with the Board of Directors and Membership at large is undertaken, including notices for meetings, and circulation of meeting agendas and materials as required;
 - c) Act as Speaker at all Board of Directors Meetings;
 - d) Chair the Constitution and Bylaws Reform Standing Committee;
 - e) Record, type, and distribute the minutes of all Executive, Board of Directors, and Annual General Meetings within one week after each meeting;
 - f) Record attendance at all Meetings;
 - g) Advise President as to members of the Board of directors who fail to attend two or more consecutive meetings;
 - h) Collect reports from members of the Board of Directors at least seventy-two (72) hours prior to each scheduled Executive and Board of Directors meetings and distribute as necessary;
 - i) Keep records of all OBA events and happenings, to be submitted to the Archives of Ontario during certain intervals;
- iv) The Treasurer shall:
- a) Report to the President;
 - b) Be responsible for the management of all OBA bank accounts;
 - c) Regularly check the ledgers, receipts, deposit books, and other financial records and ensure that they conform to generally accepted accounting principles;
 - d) Keep full and accurate accounts of all receipts and disbursements of the OBA in proper books of account, and deposit all monies or other valuable effects in the name and to the credit of the OBA in such bank(s) as may be designated by the Executive;
 - e) Disburse the funds of the OBA under the direction of the Board of Directors;
 - f) Present monthly report to the Executive and Board of Directors;
 - g) Ensure that the financial statements are maintained and available for review by the Membership of the OBA;
 - h) Prepare budget recommendations for all portfolios for the following year, to be presented at the Annual General Meeting;
 - i) Ensure that an audit is conducted annually.
- v) The Past-President shall:
- a) Report to the President;
 - b) Act as an advisor and mentor to the Executive and to the Board of Directors;
 - c) Act as the Chief Returning Officer for all OBA elections;
 - d) Pursue corporate sponsorship on behalf of the OBA;
 - e) Shall serve a maximum of one (1) term, or two years, at which time they will automatically cease to be involved as Past-President.

ARTICLE IX

BOARD OF DIRECTORS

1. Composition of the Board of Directors

The Board of Directors shall consist of:

- i) The Executive, as defined in Article VIII, 1;
- ii) One (1) Beginning Band Symposium;
- iii) One (1) Concert Band Festival;
- iv) One (1) Development;
- v) One (1) Jazz;
- vi) One (1) York University Wind Conductors' Symposium;
- vii) One (1) Ontario Provincial Honour Band;
- viii) One (1) Industry;
- ix) One (1) University Liaison;
- x) One (1) Membership Coordinator (ex-officio);
- xi) One (1) Online Forum Moderator (ex-officio);
- xii) One (1) Ottawa Wind Conductors' Symposium (ex-officio);
- xiii) One (1) University of Western Ontario Creative Arts Symposium (ex-officio);
- xiv) One (1) Chamber Music Festival (ex-officio);
- xv) One (1) Web Maestro (ex-officio);

2. Election of the Board of Directors

- i) The rules and procedures for elections and appointment of the Board of Directors shall be laid out in Article VI of the Constitution;
- ii) Any member of the OBA is entitled to nominate or be nominated for elected Board of Directors office;
- iii) Each member of the OBA is entitled to one vote with respect to each elected Board of Directors position;
- iv) Election for Executive positions shall be conducted at the Annual General Meeting in accordance with Article VI of the Constitution.

3. Voting Rights

There shall be only one vote per position.

4. Duties of Voting Members of the Board of Directors

- i) Unless otherwise specified, each member of the Board of Directors shall serve a two (2) year term;
- ii) Members of the Board of Directors shall act in accordance with their duties as described within the Constitution;
- iii) The Board of Directors has the power to ratify or reject any and all actions of the OBA Executive and Committees, through its ratification of Executive and Committee reports;
- iv) Members of the Board of Directors shall represent and defend the interests of their portfolio before the Members and the Executive of the OBA;

- v) Submit a report to the Secretary of the Board at least seventy-two (72) hours prior to each scheduled Executive and Assembly meeting, reporting on issues within her portfolio and upcoming initiatives.

5. Responsibilities of Individual Board Members

- i) Beginning Band Symposium
 - a) Report to the President;
 - b) Organize a Beginning Band Symposium for members at least once each calendar year;
 - c) Attain sufficient clinicians to present a comprehensive workshop on beginning band techniques and pedagogy. In consultation with the Treasurer, ensure said clinician signs a contract, and work out transportation, nourishment, and accommodation issues;
 - d) Retain a beginning band to perform as the workshop ensemble;
 - e) Book a venue in which to hold the symposium. Ask for adequate student volunteers in which to staff said event;
 - f) Design, in consultation with the Web Maestro, promotional material related to the event. Ensure both the Membership Coordinator and Web Maestro adequately distributes said material;
 - g) Contact and invite industry sponsors to the event, in consultation with the Industry Director;
 - h) Create a delegate package, including feedback forms for the event;
 - i) Work with the Treasurer and provide a breakdown of expenses and revenues of the symposium;
 - j) Write a report detailing initiatives and issues about the symposium, to be presented at the next Board of Directors meeting.

- ii) Concert Band Festival
 - a) Report to the President;
 - b) Organize a Concert Band Festival for members and their ensembles at least once each calendar year;
 - c) Attain sufficient clinicians to conduct comprehensive reviews of ensembles, provide workshops and enhance director feedback throughout the length of the festival. In consultation with the Treasurer, ensure said clinicians sign contracts, and work out transportation, nourishment, and accommodation issues;
 - d) Book a venue in which to hold the festival. Ask for adequate student volunteers in which to staff said event;
 - e) Design, in consultation with the Web Maestro, promotional material related to the event. Ensure both the Membership Coordinator and Web Maestro adequately distributes said material;
 - f) Contact and invite industry sponsors to the event, in consultation with the Industry Director;
 - g) Offer a Band Directors' reception, to be held during the festival for all participants and members;

- h) Create a delegate package, including feedback forms for the event.
 - i) Work with the Treasurer and provide a breakdown of expenses and revenues of the festival;
 - j) Write a report detailing initiatives and issues about the festival, to be presented at the next Board of Directors meeting.
- iii) Development
- a) Report to the President;
 - b) To liaise with other directors and positions of responsibility for expansion of OBA symposiums, participation in existing initiatives, and expansion of membership throughout the province of Ontario;
 - c) Work with the Treasurer and provide a breakdown of expenses and revenues of the portfolio;
 - d) Write a report detailing initiatives and issues concerning developing aforementioned initiatives, to be presented at the next Board of Directors meeting.
- iv) Jazz
- a) Report to the President;
 - b) Organize a Jazz Symposium for members at least once each calendar year;
 - c) Attain sufficient clinicians to present a comprehensive workshop on jazz techniques and pedagogy;
 - d) In consultation with the Treasurer, ensure clinician(s) signs a contract, and work out transportation, nourishment, and accommodation issues;
 - e) Retain an ensemble to perform as the workshop ensemble, if necessary;
 - f) Book a venue in which to hold the symposium. Ask for adequate student volunteers in which to staff said event;
 - g) Design, in consultation with the Web Maestro, promotional material related to the event. Ensure both the Membership Coordinator and Web Maestro adequately distributes said material;
 - h) Contact and invite industry sponsors to the event, in consultation with the Industry Director;
 - i) Create a delegate package, including feedback forms for the event;
 - j) Work with the Treasurer and provide a breakdown of expenses and revenues of the symposium;
 - k) Write a report detailing initiatives and issues about the symposium, to be presented at the next Board of Directors meeting.
- v) York University Wind Conductors' Symposium
- a) Report to the President;
 - b) Organize a Wind Conductors' Symposium for members at least once each calendar year;
 - c) Attain sufficient clinicians to present a comprehensive workshop on wind conducting techniques and pedagogy;
 - d) In consultation with the Treasurer, ensure clinician(s) signs a contract, and work out transportation, nourishment, and accommodation issues;
 - e) Retain an ensemble to perform as the workshop ensemble, if necessary;

- f) Book a venue in which to hold the symposium. Ask for adequate student volunteers in which to staff said event;
 - g) Design, in consultation with the Web Maestro, promotional material related to the event. Ensure both the Membership Coordinator and Web Maestro adequately distributes said material;
 - h) Contact and invite industry sponsors to the event, in consultation with the Industry Director;
 - i) Create a delegate package, including feedback forms for the event;
 - j) Work with the Treasurer and provide a breakdown of expenses and revenues of the symposium;
 - k) Write a report detailing initiatives and issues about the symposium, to be presented at the next Board of Directors meeting;
- vi) Ontario Provincial Honour Band
- a) Report to the President;
 - b) Provide the opportunity for secondary band players in grades 10, 11, or 12 from Ontario to perform with their peers
 - c) Attain a conductor of international repute to lead the band and choose appropriate level music for Ontario high school students;
 - d) In consultation with the Treasurer, ensure the conductor signs a contract, and work out transportation, nourishment, and accommodation issues;
 - e) Book a venue in which to host the Ontario Provincial Honour Band participants so they may rehearse;
 - f) Book venues for a provincial tour, after sufficient rehearsal time, so secondary students across the province may hear their peers perform;
 - g) Negotiate with the Ontario Music Educators' Association (OMEA) to be a featured ensemble during their annual conference during November of each calendar year.
 - h) Design, in consultation with the Web Maestro, promotional material related to the event. This should include contact information and a recommendation form for teachers. Ensure both the Membership Coordinator and Web Maestro adequately distribute said material;
 - i) Coordinate the selection of audition materials for performers;
 - j) Create a delegate package, including feedback forms for the event, to be distributed to each member and their recommending teacher;
 - k) Chair the Ontario Provincial Honour Band Standing Committee;
 - l) Arrange the Standing Committee to listen to auditions and rank students based on set criteria;
 - m) Work with the Treasurer and provide a breakdown of expenses and revenues associated with the Ontario Provincial Honour Band;
 - n) Write a report detailing initiatives and issues concerning the Honour Band, to be presented at the next Board of Directors meeting.
- vii) Industry
- a) Report to the President;

- b) To advise and consult with the OBA Board of Directors concerning matters with and within the music industry;
 - c) Must be an employee of a recognized CMIEC workplace, and a member in good standing with CMIEC;
 - d) Work with the Treasurer and provide a breakdown of expenses and revenues of the portfolio;
 - e) Write a report detailing initiatives and issues concerning industry, to be presented at the next Board of Directors meeting.
- viii) University Liaison
- a) Report to the President;
 - b) To advise and consult with the OBA Board of Directors concerning matters with and within the universities and college music program music industry;
 - c) Link OBA initiatives and vision to post-secondary institutions in Ontario;
 - d) Liaise with student music educator association post-secondary institutions to provide connections to the OBA;
 - e) Must be an employee of a recognized publically funded post-secondary institution;
 - f) Work with the Treasurer and provide a breakdown of expenses and revenues of the portfolio;
 - g) Write a report detailing initiatives and issues concerning industry, to be presented at the next Board of Directors meeting.

6. Duties of Non-Voting Members (ex-officio) of the Board of Directors

- i) Membership Coordinator
 - a) Report to the President;
 - b) Oversee the delivery of OBA materials, either through Canada post or electronically;
 - c) Editor of e-newsletter “In Harmony”:
 - i) Responsible for format and content of e-newsletter;
 - ii) Will be published ten (10) times per calendar year;
 - iii) Contact and invite industry to sponsor publication, in consultation with the Industry Director;
 - iv) Solicit articles of interest to the members from leading band educators;
 - v) Work with the Web Maestro to publish on OBA website.
 - d) Complete an annual review of OBA membership form;
 - e) Keep accurate records of members;
 - f) Forward membership dues to Treasurer upon receipt;
 - g) Solicit renewal notices on a monthly basis according to membership;
 - h) Recruit new members through planned OBA events, festivals, and symposiums;
 - i) Communicate with members regarding upcoming OBA events, festivals, and symposiums;
 - j) Work with the Treasurer and provide a breakdown of expenses and revenues of the portfolio;
 - k) Write a report detailing initiatives and issues concerning industry, to be presented at the next Board of Directors meeting;

- l) The Membership Coordinator is a part-time employee of the OBA, and as such, shall receive an honourarium as outlined in the OBA Financial Policy.
- ii) Online Forum Moderator
 - a) Report to the President;
 - b) Monitor on-line OBA Forum on OBA website and manage membership and postings contained there within;
 - c) Work with Web Maestro to ensure proper utilization of on-line resources;
 - d) Utilize the forum as an additional form of communication and promotion for OBA events, festivals, and symposiums.
 - iii) Ottawa Wind Conductors Symposium
 - a) Report to the President;
 - b) Organize a Wind Conductors Symposium for members at least once each calendar year;
 - c) Attain sufficient clinicians to present a comprehensive workshop on wind conducting techniques and pedagogy;
 - d) In consultation with the Treasurer, ensure clinician(s) signs a contract, and work out transportation, nourishment, and accommodation issues;
 - e) Retain an ensemble to perform as the workshop ensemble, if necessary;
 - f) Book a venue in which to hold the symposium. Ask for adequate student volunteers in which to staff said event;
 - g) Design, in consultation with the Web Maestro, promotional material related to the event. Ensure both the Membership Coordinator and Web Maestro adequately distributes said material;
 - h) Contact and invite industry sponsors to the event, in consultation with the Industry Director;
 - i) Create a delegate package, including feedback forms for the event;
 - j) Work with the Treasurer and provide a breakdown of expenses and revenues of the symposium;
 - k) Write a report detailing initiatives and issues about the symposium, to be presented at the next Board of Directors meeting;
 - iv) University of Western Ontario Creative Arts Symposium
 - a) Report to the President;
 - b) Organize a Creative Arts Symposium for members at least once every other calendar year;
 - c) Attain a clinician or clinicians to present a comprehensive workshop on creative arts techniques and pedagogy;
 - d) In consultation with the Treasurer, ensure clinician(s) signs a contract, and work out transportation, nourishment, and accommodation issues;
 - e) Retain an ensemble to perform as the workshop ensemble, if necessary;
 - f) Book a venue in which to hold the symposium. Ask for adequate student volunteers in which to staff said event;

- g) Design, in consultation with the Web Maestro, promotional material related to the event. Ensure both the Membership Coordinator and Web Maestro adequately distributes said material;
 - h) Contact and invite industry sponsors to the event, in consultation with the Industry Director;
 - i) Create a delegate package, including feedback forms for the event;
 - j) Work with the Treasurer and provide a breakdown of expenses and revenues of the symposium;
 - k) Write a report detailing initiatives and issues about the symposium, to be presented at the next Board of Directors meeting;
- v) Chamber Music Festival
- a) Report to the President;
 - b) Organize a Chamber Music Festival for members and their ensembles at least once each calendar year;
 - c) Attain sufficient clinicians to conduct comprehensive reviews of ensembles, provide workshops and enhance director feedback throughout the length of the festival;
 - d) In consultation with the Treasurer, ensure said clinicians sign contracts, and work out transportation, nourishment, and accommodation issues;
 - e) Book a venue in which to hold the festival. Ask for adequate student volunteers in which to staff said event;
 - f) Design, in consultation with the Web Maestro, promotional material related to the event. Ensure both the Membership Coordinator and Web Maestro adequately distributes said material;
 - g) Contact and invite industry sponsors to the event, in consultation with the Industry Director;
 - h) Offer a Band Directors' reception, to be held during the festival for all participants and members;
 - i) Create a delegate package, including feedback forms for the event;
 - j) Work with the Treasurer and provide a breakdown of expenses and revenues of the festival;
 - k) Write a report detailing initiatives and issues about the festival, to be presented at the next Board of Directors meeting;
- vi) Web Maestro
- a) Report to the President;
 - b) Is responsible for the upkeep of the OBA website www.onband.ca and all related pages;
 - c) Must post information relating to all programs, initiatives, and activities as asked by the Board of Directors in a timely manner;
 - d) Shall work with Directors of events, festivals, and symposiums to ensure their data is communicated effectively to members and the world;
 - e) Will set up and maintain common electronic communication initiatives with regard to directors and their specific portfolios;
 - f) Shall review all webpages related to www.onband.ca on a semi-annual basis;

- g) Will assist Directors with preparation of promotional materials and registration brochures for activities, events, festivals, and symposiums run by the OBA;
- h) Will assist Membership Coordinator in formatting and electronically producing monthly e-publication "In Harmony";
- i) Write a report detailing initiatives and issues concerning industry, to be presented at the next Board of Directors meeting;
- j) The Web Maestro is a part-time employee of the OBA, and as such, shall receive an honourarium as outlined in the OBA Financial Policy.

7. Voting Rights

All members of the Board of Directors, with the exception of ex-officio members, may vote at Board of Directors Meetings.

**ARTICLE X
COMMITTEES**

1. Definitions of a Committee

- i) A committee is wherein any interested Member of the OBA may hold membership on a volunteer or appointed basis. Each committee shall be led by a Chair who will carry out its duties and responsibilities as directed and/or approved by the Board of Directors.
 - a) A volunteer committee is one wherein Members are not interviewed, or otherwise specially selected to gain membership;
 - b) An appointed committee is one wherein members are appointed, usually by the Chair of the committee, according to the guidelines of each committee.
- ii) There shall be three types of committees:
 - a) Standing Committees: one that continually exist each calendar year. These committees are chaired by the corresponding Executive Officer as detailed in Article VII, 6 of the Constitution;
 - b) Sub-committees of Standing Committees: Selected to deal with specific business within a certain committee;
 - c) Ad-hoc Committees: Formed occasionally to deal with business not dealt with in Standing Committees or Sub-committees.
- iii) All Members must meet attendance requirements as set out by the committee Chair.

2. Procedure for Membership Selection to Committees

- i) Standing Committees:
 - a) As defined in Article VIII, membership shall encompass:
 - i) one (1) Executive member;
 - ii) at least one (1) voting Board of Director members, and;

- iii) at least one (1) Member of the OBA who does not hold on the Board of Directors.
 - b) Standing Committee membership shall be Volunteer, except where indicated.
- ii) Sub-committees of Standing Committees:
 - a) Membership shall be taken from the membership of a Standing Committee where the Chair is from;
 - b) Sub-committee membership shall be Appointed;
 - c) The Chair of the Standing Committee shall appoint the Chair of a Sub-committee.
- iii) Ad-hoc Committees:
 - a) Membership shall be from Members of the OBA, and may be Volunteer or Appointed;
 - b) The President shall have the power to create an ad-hoc committee as required by the Board of Directors;
 - c) Ad-hoc membership shall be Appointed.

2. Standing Committees

- i) Ontario Provincial Honour Band Committee
 - a) Chaired by the Ontario Provincial Honour Band Director;
 - b) Composition of the committee shall include, but is not limited to: Ontario Provincial Honour Band director (chair), no more than five (5) members of the OBA;
 - c) Responsible for the selection and implementation of the Ontario Provincial Honour Band;
 - d) Membership of the Committee shall be Appointed by the President of the OBA, in consultation with the Ontario Provincial Honour Band director.
- ii) Constitutional Reform and By-law Review Committee
 - a) chaired by the Secretary of the Board;
 - b) composition of the committee shall include, but is not limited to: Secretary of the Board (chair), no more than five (5) members of the OBA;
 - c) responsible for the annual upkeep and reform of the constitution and bylaws;
 - d) will propose changes to the constitution and bylaws, to be presented to the members of Executive and the Board of Directors at the Annual General Meeting;
 - e) Membership of the Committee shall be Appointed by the President of the OBA.

3. Sub-Committees of Standing Committees

Throughout the course of the academic year, the Chair of a Standing Committee may wish to establish an additional committee with such powers and duties and for such purposes and terms as the Chair and Members of the Standing Committee deem

necessary. The Chair of the Standing Committee shall be responsible for the appointment of the Chair, the members, and for the mandate of said sub-committee.

4. Ad-hoc Committees

Throughout the course of the academic year, the Executive and/or Board of Directors may, from time to time, establish an ad-hoc committee with such powers and duties and for such purposes and terms as the Executive and/or Board of Directors deem necessary. The Executive shall be responsible for the appointment of such student representation as may be required, subject to ratification by the Board of Directors.

4. Duties of a Chair or Co-Chair of a Committee

Each chair or co-chair shall ensure that the responsibilities and duties of their committee are fulfilled. In addition, each chair or co-chair shall ensure that:

- i) Meetings are convened on a regular basis;
- ii) She acts as the coordinator of committee activities;
- iii) Funds allocated to the committee are dispensed and accounted for, in consultation with the Treasurer, and;
- iv) Issues or information arising in committee shall be reported to the Assembly for information and/or action.

**ARTICLE XI
FINANCES**

1. Financial Policy

The Treasurer of the OBA and all Members shall adhere to the Union Financial Policy, as set out in the By-laws.

2. Signing Officers

- i) The Signing Officers for the OBA shall be:
 - a) the Treasurer, President, and President-elect.
- ii) Two out of three signatures of the signing officers shall be required for the execution of any legal documents or for the disbursement of any funds on behalf of the OBA.

3. Fiscal Year

The fiscal year of the Union shall commence January 1 and end December 31.

4. Annual Audit

- i) The financial records of the OBA shall be subjected to an annual audit by a firm of chartered accountants;
- ii) The auditors of the OBA shall have the right to examine all books, records and accounts of the OBA, and shall be entitled to request from any and all members of the OBA, including the Executive, such information and explanations as may be required by the auditors for the due performance of their duties;
- iii) The current financial statement, including the report of the auditor(s), shall be available, without material omission, to OBA members upon request.

5. Budget Process

- i) The Executive shall draft an annual budget for the following fiscal year and table it at the second last Board of Directors meeting, to be voted upon at the last Board of Directors meeting before the Annual General Meeting;
- ii) The Executive shall present to the Board of Directors no later than the fourth meeting of the year proposed revisions to the current year's annual budget;
- iii) The budget must conform to Generally Accepted Accounting Principles;
- v) The OBA's annual budget shall not show a deficit. The budget may be reviewed and periodically amended to ensure that the zero-deficit target is met. If at the end of the fiscal year a debt has been incurred, the payment of this debt should be accounted for and reflected in the following year's budget;

ARTICLE XII
OBA RECORDS

1. Inspection by Members

- i) The books and records of the OBA, including all committees and subcommittees, may be inspected by members of the OBA, upon request to the Secretary of the Board. The maintenance and availability of these records shall be the responsibility of the Secretary of the Board;
- ii) All receipts, financial statements, and related financial records of the OBA may be inspected by members of the OBA, upon request to the Treasurer. The maintenance and availability of these records shall be the responsibility of the Treasurer.

2. Custody of Minutes

- i) Custody of all minutes of all Board of Directors, General, and Executive meetings of the OBA shall be kept with the Secretary of the Board and posted forthwith on the OBA website;
- ii) Once every three years, the Secretary of the Board will deposit all items related to the OBA with the Archives of Ontario.

ARTICLE XIII

REMOVAL FROM OFFICE

1. Removal from Office

A member of the Executive or Board of Directors shall cease to remain in office if the member:

- i) ceases to be a member of the Union;
- ii) submits a written resignation from such office;
- iii) fails to attend two (2) duly called consecutive meetings of the Board of Directors, and the OBA does not otherwise resolve that such member shall continue to be eligible to remain in such office;
- iv) in the case of a member of the Executive, fails to attend two (2) consecutive meetings of the Executive, and the Board of Directors does not otherwise resolve that such member shall continue to be eligible to remain in such office.

2. Procedure for the Removal of Office

- i) A motion shall be brought forward in “Other Business” at the next duly called Board of Director meeting President, or President-elect;
- ii) The defendant and the plaintiff shall have five minutes each to present their cases to the Board of Directors. The defendant shall proceed first;
- iii) Once complete, a question period for Members will be allowed;
- iv) A secret ballot vote shall be held for voting Members only. A two-thirds plus one majority vote of those present is required for removal from office.

3. Impeachment

- i) Impeachment is the removal of all duties, rights and privileges involved with and inherent to a Board of Director or Executive position. The causes for removal of an Executive or Board of Director member are as follows:
 - a) neglect of duties;
 - b) misappropriation, theft or embezzlement of funds;
 - c) flagrant abuse of powers and responsibilities of the position;
 - d) conflict of interests.

4. Procedure for Impeachment of an Executive or Board of Directors Member

- i) Impeachment proceedings of a member of the Executive or Board of Directors may be initiated by a petition stating the reasons why, signed by not less than 33% of the voting members of the Board of Directors, or 5% of the members of the OBA, presented to the President or President-elect;
- ii) A motion shall be brought forward at a Special Meeting of the Board of Directors, called by the President or President-elect, to be held within one week of

presentation of the petition. This shall be the only item of discussion at the meeting;

- iii) The defendant and the plaintiff shall have five minutes each to present their cases to the Board of Directors. The defendant shall proceed first;
- iv) Once complete, a question period for Members will be allowed;
- v) A secret ballot vote shall be held for voting Board of Directors Members only. A two-thirds plus one majority vote of those present is required for removal from office.

3. Vacancies

- i) In the event of a vacancy in the position of an Executive or Board of Director member, applications will be solicited forthwith from the Members of the OBA to fill said position on an interim basis.;
- ii) The position shall be available for election at the next Annual General Meeting.

ARTICLE XIV CONFLICT OF INTEREST

1. Definition of Conflict

A conflict of interest may occur when a person in a position to effect an official decision has a personal or financial interest in the outcome of the decision, or when a person is involved in two or more organizations and the interests of one are at odds with the interests of the other.

2. Procedure

In cases where a conflict of interest arises, individuals must declare their conflict and must not participate in the decision taken related to the conflict.

ARTICLE XV CONSTITUTIONAL CONSIDERATIONS

1. Constitutional Amendments

- i) Amendments to the Constitution may only be adopted at the Annual General Meeting of Members;
- ii) Amendments may be proposed by any member of the OBA;
- iii) Proposed amendments must be presented in writing to the Secretary no later than fourteen (14) days before the start of a Annual General Meeting of members. The Secretary shall post the proposed amendments within 24 hours of receipt;

- iv) Amendments to the Constitution must be approved by a two-thirds (67%) majority of members present and voting at the Annual General Meeting in order to be adopted.

2. Referenda and Plebiscites

- i) A referendum may be called by the Board of Directors subsequent to a majority vote of the Board of Directors, on any matters not covered by the procedures of this Constitution or Bylaws, or any matters on which the Board of Directors requires the input and guidance of the members of the OBA;
- ii) The Executive shall be responsible for the organization and the running of referenda. The results of any referendum shall be communicated and ratified by the Board of Directors at the first Board of Directors meeting following the referendum;
- iii) Referendum and plebiscites shall be conducted in accordance with the OBA Election Code.

ARTICLE XVI
AGENCY CLAUSE

1. Agency Clause

The Ontario Band Association is not an agent or representative of any other organization. The views and actions of the OBA in no way represent any other organization.