

Preamble

Our desire is to become members of the Ames Collegiate Chapter of the Iowa Bandmasters Association (IBA). We as members have the opportunity to enjoy IBA student membership, to share its responsibilities, and to increase interest, knowledge, and productivity in all areas of music education- primarily that of the band area.

Article I — Name and Affiliation

Section 1

This chapter shall be known as the Ames Collegiate Chapter of the Iowa Bandmasters Association.

Section 2

This chapter shall have an affiliated relationship with the South-Central Iowa Bandmasters Association (SCIBA).

Article II — Purpose

It shall be the purpose of this organization to:

- ❖ make available to members opportunities for professional development
- ❖ acquaint students with the privileges and responsibilities of the band directing profession
- ❖ provide all members with the opportunity to become acquainted with (but not limited to) the band directing and music education profession through participation in programs, demonstrations, discussions, workshops, and performances planned by this chapter and the state and district IBA organizations
- ❖ assist the chapter school in various projects throughout the year
- ❖ provide the opportunity to have organized contact with student members from other schools
- ❖ encourage, strengthen and promote IBA through the regular association with other student members

Article III — Membership Eligibility and Benefits

Section 1

Membership shall be open to any student enrolled at Iowa State University who is interested in the band directing profession.

Section 2

High School student members of IBA may affiliate themselves with the collegiate Student Chapter in the area.

Section 3

Students who fulfill the requirements as stated in Section 1 or 2 may become members of this chapter on payment of dues (stated in Article IV).

Section 4

Any member of this chapter may participate in the activities carried out by this Student Chapter and/or by the IBA, including its district and state association conferences, clinics, and other related events.

Section 5

Every student member of this chapter will receive issues of the IBA Magazine and membership directory, contingent upon payment of dues and meeting of appropriate deadlines.

Section 6

All student members shall have voice and vote in their Student Chapter.

Section 7

All Student members must belong to the IBA District in which their school resides.

Section 8

The Ames Collegiate Chapter of IBA abides by and supports established Iowa State University Policies, State and Federal Laws, and follows local ordinances and regulations. The Ames Collegiate Chapter of IBA agrees to annually complete Presidents and Treasurer Training.

Section 9

Iowa State University and the Iowa Bandmasters Association do not discriminate on the basis of genetic information, pregnancy, physical or mental disability, race, ethnicity, sex, color, religion, national origin, age, marital status, sexual orientation, gender identity, or status as a U.S Veteran.

Article IV — Finance

Section 1

Membership Fees are determined by the state IBA and District affiliate. Students eligible for IBA Student membership become members of IBA and their district when proper fees are sent to the appropriate officers.

Section 2

All monies belonging to this organization shall be deposited and disbursed through a bank account established for this organization at the Campus Organizations Accounting Office and/or approved institution/office (must receive authorization via Campus Organizations Accounting Office). All funds must be deposited within 48 hours of collection. The advisor to this organization must approve and sign each expenditure before payment.

Section 3

Excess local chapter dues are not to exceed \$30.

Article V —Officers

Section 1

The chapter shall elect the following officer positions in accordance with Robert's Rules of Order: President, Vice President, Treasurer, and Secretary.

Section 2

The officer election process shall be as follows:

- ❖ Open nominations will be collected in March.
- ❖ Nominees will be given a chance to accept or deny the nomination. Those that accept the nomination will have the opportunity to address the membership.
- ❖ Elections will take place in person no later than the third week in April. Refer to Article VIII for more detail.

Section 3

Any candidate for office shall have been a member of this chapter for at least one full semester prior to nomination. (Exception will be immediately following chapter formation.)

Section 4

Each officer shall assume their office at the conclusion of the Iowa Bandmasters Association Conference in May of each year. Each term is approximately one calendar year.

Section 5

The officers shall be considered the Chapter Council for the chapter.

Section 6

Officer Duties are described as follows:

1. President
 - a. Create agendas for and preside over meetings
 - b. Represent the chapter
 - c. Maintain communication with the chapter advisor
 - d. Ensure our chapter is operating in compliance with all Iowa State University and Iowa Bandmasters Association policies.
 - e. Responsible for handling risk management procedures
 - i. Help minimize potential risks for club activities
 - ii. Recommend risk management policies or procedures
 - iii. Submit documentation to ISU's Risk Management Office
 - iv. Ensure that proper waivers and background checks are on file with Risk Management for events
 - f. Individuals may serve only one (1) term as President.
2. Vice President
 - a. Ensure the chapter has a meeting location and all necessary equipment
 - b. Represent the Chapter
 - c. Assist the president with planning duties
 - d. Preside in the absence of the president
 - e. Individuals may serve only one (1) term as Vice President
3. Treasurer
 - a. Keep accurate records of chapter financial information
 - b. Complete all trainings required by Iowa State
 - c. Collect yearly dues
 - d. Develop a budget
 - e. Individuals may serve up to two (2) terms as Treasurer, pending re-election
4. Secretary
 - a. Keep an accurate record of all chapter meetings
 - b. Keep an accurate record of attendance for all members
 - c. Assist the president in writing formal communications to the chapter, Iowa State University, and Iowa Bandmasters Association
 - d. Individuals may serve up to two (2) terms as Secretary, pending re-election.

Section 7

The officers of this organization must meet the following requirements:

- a) Be in good standing with the university and enrolled:
 - ❖ at least half time (**six or more credit hours**) if an **undergraduate student** (unless fewer credits are required to graduate in the spring and fall semesters) during the term of office;
 - ❖ at least half time (**four or more credit hours**) if a **graduate-level student** (unless fewer credits are required in the final stages of their degree as defined by the Continuous Registration Requirement) during their term of office.

- b) Have a minimum cumulative grade point average (GPA) as stated below and meet that minimum GPA in the semester immediately prior to the election/appointment, the semester of election/appointment and semesters during the term of office.

For undergraduate, graduate, and professional students, the minimum GPA is 2.00. In order for this provision to be met, at least six hours (half-time credits) must have been taken for the semester under consideration.

Elected officers are ineligible to hold an office should they (the student) fail to maintain the requirements as prescribed in (a) and (b).

Section 8

Officers can be removed from office through the process of impeachment. Impeachment proceedings may be brought against any officer of the organization by any 3 members of the organization. Grounds for impeachment include:

- ❖ negligence or abandonment of duty to the organization;
- ❖ severe infraction of university policy while acting under the authority or representation of the organization;
- ❖ any action which intentionally and maliciously harms the organization and/or any of its members.

Such claims must be submitted in writing to the executive board no later than one week prior to a hearing in which all charges will be discussed and decided upon by the Chapter Council. The Chapter Council (see Article VII) shall inform the officer of any such charges or claims immediately, or as soon as reasonably possible. The impeachment vote shall be taken at this meeting. The individual being considered for expulsion shall not have a vote and shall not be counted amongst the number of voting members present. A two-thirds vote of the voting members is required to remove a member from office. If the President is the member being considered for expulsion, the Vice President shall run the proceedings.

Section 9

Vacant officer positions shall be filled by appointment from the president, with approval from the Chapter Advisor.

Section 10

In the event that a vacancy occurs in the office of president, the other officers in rank order shall assume the duties of president for the remainder of the term of office. If no other officers are used, the vacancy shall be filled by election.

Article VI — Chapter Advisor

Section 1

There shall be a chapter advisor who is a member of the music faculty at Iowa State University and who is a member of both state and district IBA. The chapter advisor shall serve as ex officio on the Executive Council.

Section 2

The responsibilities of the chapter advisor shall be to:

- ❖ act as a representative of IBA to the students
- ❖ inform the students of the nature, purpose, and function of IBA
- ❖ encourage interest and participation of students in IBA activities
- ❖ act as a liaison with the various levels of IBA
- ❖ serve as an advisor and guide in formulation of chapter programs and policies;
- ❖ serve as a resource person
- ❖ receive and distribute fall enrollment materials to potential members
- ❖ explain the benefits of IBA student membership during orientation meetings, methods classes, and other functions that involve music education students
- ❖ encourage the development of student initiative, leadership, and imagination, to build a sense of responsibility on the part of students
- ❖ help officers in fulfilling their respective duties, including the maintenance of chapter records
- ❖ meet with chapter officers to help with planning and implementing chapter activities;
- ❖ promote professional attitudes among chapter members
- ❖ work for support of the chapter by members of the college faculty and explore with department chairpersons the possible funding of chapter activities
- ❖ represent the interests of the chapter on campus and at IBA functions
- ❖ specifically assist with the identification and cultivating of area high school members
- ❖ promote the concept of chapter importance in training music education students

Section 3

Chapter advisors shall be elected by the membership of the chapter and serve year to year.

Section 4

Should the need for removing an advisor arise, the same impeachment proceedings as outlined in Article V, Section 8 shall be followed. A new advisor shall be recommended by the Chapter Council, then to be voted on by the general membership of the chapter.

Article VII — Chapter Council

Section 1

The Chapter Council shall consist of the officers of this chapter and the chapter advisor as an ex officio member (see Article VI)

Section 2

Management of this chapter is the responsibility of the Chapter Council and is upheld by this constitution.

Section 3

The Chapter Council shall meet at least once between regular meetings of the chapter to organize and plan future activities.

Section 4

The Chapter Council shall have the power to make necessary decisions in all matters not specifically acted upon by the group.

Article VIII — Election of Officers

Section 1

Election of officers shall be held in the spring of the current year for the following school year.

Section 2

Nominations will be collected for all offices via electronic survey in March. Self-nominations are allowed.

Section 3

Nominees will be asked to accept or deny their nomination. Those who accept their nomination will be given the opportunity to address the membership prior to elections.

Section 4

Elections will take place in person no later than the third week in April. Any registered member of this chapter is qualified to vote in the chapter's election of officers.

Section 5

A candidate must receive a majority of the votes cast for that office to be elected.

Article IX — Committees

Section 1

There may be a standing committee for programs and activities. This committee is appointed by the president, with approval of the Chapter Council.

Section 2

The president shall have the power to appoint special committees with the approval of the Chapter Council.

Article X — Meetings

Section 1

Meetings shall be held as deemed necessary by the Chapter.

Section 2

Meetings may be called at any time as determined by the Chapter Council.

Article XI — Amendments

Section 1

This constitution may be amended by a two-thirds majority vote of the membership.

Section 2

All members shall receive notice of proposed amendments ten days before the meeting in which the vote will take place.

Section 3

In the event that the constitution is amended, an updated constitution and bylaws should be promptly sent to the Iowa State University Student Engagement and the State Iowa Bandmasters Association.

Amendment I - Edits for Clarity (Proposed as a subset of *Article XIII Amendments*)

While important documents such as constitutions are painstakingly put together, edited, and reviewed, it is recognized that imperfections may exist that impact the clarity of said document. To meet the needs of members both present and future, minor edits for clarification of intent will be allowed without prior approval by the membership body.

Examples of Minor Edits include:

- ❖ Spelling Corrections
- ❖ Syntax/Grammar Corrections
- ❖ Numbering Corrections
- ❖ Minor Re-Formatting
 - Changing text alignment; changes to bold, italics, or underlining

This contrasts with what is entailed in an Amendment, which would include but not be limited to:

- ❖ Changes to Content
- ❖ Major Reformatting

- Rearrangement of Articles, adjustment of sections within articles, etc.
- ❖ Complete Re-Writes of Articles or Sections

Minor edits can only be made by a constitution committee (established as a special committee in accordance with Article X) and must be approved by vote of the chapter council before minor edits become active.