

Musical Arts Conference

Constitution & By-Laws

(herein referred to as MAC)

Adopted

ARTICLE 1

Name

The name of this organization shall be the *Musical Arts Conference, Inc.*
(Herein referred to as MAC.)

ARTICLE 2

Purpose & Philosophy

PURPOSE:

The Musical Arts Conference was formed on March 9, 2001 for the purpose of regulating and scheduling musical and visual competitions. These events will take place in the states of Connecticut, New Jersey, New York, and Massachusetts.

PHILOSOPHY:

It shall be the philosophy of Musical Arts Conference to encourage and provide a positive and educational experience to all participants. The conference will address these need through the procedures it implements regarding competitions.

ARTICLE 3

Membership

Section 1 - Members

All secondary schools and independent groups are eligible for membership in MAC.

Section 2 - Application for Membership

Application for membership in MAC shall be made in writing to the Treasurer. Each application for membership shall be signed by the Principal and Band Director. The application shall be accompanied by the annual dues.

Section 3 - Withdrawal of Membership

Request for withdrawal of membership from MAC shall be made in writing by the Principal and Band Director, to the MAC President on or before September 1 for the current year, stating the reason for withdrawal. No fees shall be refunded.

Section 4 - Membership Meetings

Membership meetings will be held monthly for organizational purposes. The site of meetings will rotate through member schools.

Section 5 - Quorum

A quorum shall constitute thirty percent of the schools represented at an official meeting.

Section 6 - Voting Privileges

Each member school in good standing shall have one vote. This vote should be cast by the band director or an authorized representative prescribed by the school district.

Article 4 **Dues**

Section 1 - Amount of Dues

Fall marching band season dues for each member school of MAC shall be \$300.00.

Section 2 - When Dues are Payable

Dues are payable to the Treasurer on or before July 1st of each
_____ year. Non-member bands must pay dues prior to competing in their third show.

Section 3 - Voting Privilege

Member bands must have dues paid in full to vote at meetings.

Article 5 **Officers**

Section 1 - Officers

The officers of the Musical Arts Conference, Inc. shall be President, Vice-President, Treasurer, Secretary and Publicity Director.

Section 2 - Executive Council

The executive and administrative body of MAC shall be known as the Executive Council.

Section 3 - Membership in the Executive Council

The Executive Council shall include the officers, committee chairs, and class representatives.

Section 4 - Terms of Office

The Executive Council shall agree to a two year term.

Section 5 - Time of Meetings

The Executive Council shall meet at such times as the President, or a majority of the Executive Council may request.

Section 6 - Election of Officers

The election of officers whose terms expire that year, shall be held at the winter meeting. The President shall select a nominating committee of three members to present a slate of candidates for election for the membership. Nominations will be accepted from the floor.

ARTICLE 6 **Executive Council**

Section 1 - Powers and Duties of the Executive Council

The Executive Council shall have the following powers and duties, in the event time does not permit a full membership meeting:

- A. General control over all MAC contests in which a member school of this conference participates
- B. Interpret the provisions of the Constitution and By-Laws of the MAC and such other rules and regulations it may, in time adopt
- C. Administer the finances of MAC
- D. Decide matters in dispute between member schools (The Executive Council shall not be required to consider protests of the Constitution and By-Laws of the MAC after one year from the date of the alleged infraction.
- E. Fix and enforce penalties for violation of the Constitution and By-Laws of the MAC within the limits prescribed by said documents
- F. General control of the Championships and all contests.
- G. All others powers as are in keeping with the growth and needs of MAC

- H. A majority of its members shall constitute a quorum for the transaction of business by the Executive Board

Section 2 - Powers and Duties of the President

The President shall have the following powers and duties:

- A. Perform the duties ordinarily incident to the office
- B. Liaison, in conjunction with the Board of Ethics, between MAC and the judges (Arbitrate any protests entered either against a judge, band director, or band and report all findings to the Executive Council and/or judge coordinator/judge association, along with recommendations for action.)
- C. Attend and preside over all MAC and Executive Council meetings
- D. Assist in the development of new techniques in adjudication and design score sheets.
- E. Recruit new bands in MAC

Section 3 - Powers and Duties of the Vice President

The Vice President shall have the following powers and duties:

- A. Maintain, edited, improve, and amend the Constitution, By-Laws and Amendments of MAC
- B. Maintain papers of incorporation, liability, and tax exemption
- C. Liaison, in conjunction with the Executive Council and President, between MAC legal counsel
- D. Assume control of the Presidency in the event the Executive Council deems the President unable to administer the prescribed duties

Section 4 - Powers and Duties of the Treasurer

The Treasurer shall have the following powers and duties:

- A. Collect all monies for incorporation
- B. Administer the checking account
- C. Pay all association bills
- D. Prepare an annual budget
- E. Prepare the financial report for each meeting
- F. Be responsible for federal and state tax reports

Section 5 - Powers and Duties of the Secretary

The Secretary shall have the following powers and duties:

- A. Maintain all correspondences of MAC
- B. Record and report minutes of all Executive Council and membership meetings of MAC
- C. Record and maintain attendance records of all Executive

- Council and membership meetings of MAC
- D. Record and maintain membership records

Section 6 - Powers and Duties of the Publicity Coordinator

The Publicity Coordinator shall have the following powers and duties:

- A. Maintain, update and improve MAC web site
- B. Publicize all meetings, contests, and events related to the functioning of MAC and member schools
- C. Recruit new members and judges
- D. Archive all data pertaining to the results of all competitive events
- E. Maintain, update and coordinate a listing of all contest results

Section 7 - Other Executive Council Committees

The following committees are members of the Executive Council

- A. Each competitive class shall have a representative to the Executive Council
 - 1. Class 1 representative
 - 2. Class 2 representative
 - 3. Class 3 representative
 - 4. Class 4 representative
 - 5. Class 5 representative
 - 6. Festival Class representative
- B. The Fall Show Coordinator shall work in conjunction with the Judge Coordinator, Judge Liaison Committee and Executive Council to create the annual fall competitive schedule.
- C. The Winter Guard Show Coordinator shall work in conjunction with the Judge Coordinator, Judge Liaison Committee and Executive Council to create the annual winter guard competitive schedule.
- D. The Winter Percussion Show Coordinator shall work in conjunction with the Judge Coordinator, Judge Liaison Committee and Executive Council to create the annual fall competitive schedule.
- E. Judge Liaison Committee will consist of two members that work in direct communication with the Judge Coordinator for the sole purpose of judge selection, judge scheduling and judge evaluation. They will report directly to the Executive Council.
- F. The Ethics Committee will consist of four members. They will arbitrate any protests entered either against a judge, band director, band parent, or band and report all findings to the Executive Council and/or judge coordinator/judge association, along with recommendations for action.

and

ARTICLE 7

Amendments

Section 1 - Two-thirds Majority Approval

Amendments to the Constitution and/or By-Laws must be approved by two-thirds of the schools voting.

Section 2 - Submission of Amendments

Amendments shall be presented to the Secretary at least fifteen minutes prior to the commencement of each general membership meeting.

Section 3 - Voting on Amendments

Amendments received by the Secretary will be submitted to the membership for approval.

By-Laws

Adopted April 21, 2001

ARTICLE 1

Student Participation

Section 1 - Competing Participants

Competing participants must be members of the student body of the school district which they represent.

Violation Penalty: Disqualification of the band

Section 2 - Certification of Participants

When the eligibility of a participant is questioned, the band director for the participants

school in question, shall furnish certified documentation of the

enrollment in the school to the Executive Council. This information is to be sent to the President within seventy-two hours after the supposed violation. Any school which does not furnish this data shall be denied participation in MAC contests.

Section 3 - Transfer of Participant to Member School

A pupil transferring from one school district to another is immediately eligible to participate in all contest with the new school district.

Section 4 - Pupil Participates in a Contest

in A pupil is considered as representing his/her school if he/she participates any part of the MAC contest.

ARTICLE 2

Penalties

Section 1 - Violations

Any flagrant violation of the Constitution, By-Laws or Rules and Regulations of MAC, or any violation of the Code of Ethics will be brought before the Executive Council of MAC. Decisions of the Executive Council will be final.

Section 2 - Expulsion

A school may be expelled:

- A. The band director is not responsible in the control of the contest sponsored by his school or band parents
- B. The band, band director, staff, and/or band parents refuse to abide by the decisions of the Executive Council
- C. Band director, staff, and judge contact occurs outside of a post contest meeting during the competitive season
- D. Expulsion shall be for whatever period time set by the Executive Council. The expelled school shall not be allowed to participate in MAC events until a written request is submitted to the membership by the band director and principal.

Section 3 - Suspension

School may be suspended for:

- A. Violation of commitments to assigned contests or schools.
 - 1. No band may withdraw from a contest less than 30 days prior to said contest without the approval of the Executive Council. The request must be on school stationery with the signature of the band director and principal. The President shall notify the contest sponsor and the band in question of the results, upon the receiving the decision of the Executive Council.
 - 2. A band may withdraw from a contest prior to 30 days of the contest with the Executive Council's approval, without recriminations. All such requests must be made in writing to the President and contest sponsor. Written requests must be received by the aforementioned parties no less than 30 days prior to the contest. The President will notify the host band director, competing band director and contest chairman.
- B. Competing at or with an expelled school at a MAC show

- C. Use of an ineligible performer
- D. Neglecting to provide reasonable safeguards for the protection of judges and visiting bands
- E. Flagrant violation of the Constitution, By-Laws and Rules and Regulations of MAC
- F. The conduct of its administration, faculty, instructional staff, band director or band followers result in actions which are determined detrimental to an individual, school, and/or public and which are prejudicial to the purposes of MAC.
- G. The band director, staff and judge contact occurs outside of a post contest meeting during the competitive season
- H. Time of suspension shall be set by the Executive Council.

Section 4 - Forfeit of Contest

A school may be required to forfeit a contest for:

- A. Using an ineligible performer
- B. Violations of the Constitution, By-Laws or Rules and Regulations of MAC

Section 5 - Forfeit of Championship Privileges

A school may be required to forfeit championship rights and privileges for any violation of the Constitution, By-Laws or Rules and Regulations of MAC.

Section 6 - Probation

A school may be placed on probation in addition to, or in lieu of, such other penalties as provided by the By-Laws or Rules and Regulations. Probation is a warning of violations that, if continued, could result in suspension or expulsion.

Section 7 - Appeal

A school which has been suspended or expelled may appeal, at any time, directly to the MAC Membership for reinstatement. Such appeal may be at an official meeting or through a mailed ballot. A three-fourths membership affirmative vote is required for reinstatement.

ARTICLE 3

Local Management and Control

Section 1 - Band Director

The band director must be the appointed authority of the school district.

Section 2 - Responsibility of Band Director

The band director, in all matters pertaining to contest relations, is responsible to MAC. Powers may be delegated to others, but the responsibility for infraction of the Constitution, By-Laws or Rules and Regulations of MAC rests solely with the offending school's band

director.

Section 3 - Powers and Duties of the Band Director and/or Contest Chairperson

The band director and/or contest chairperson shall have the following duties:

- A. Control over all MAC competition relations in which his/her school participates
- B. Exclude any band from the contest which, because of bad habits, behavior, or improper conduct, would not represent their school in a becoming manner
- C. Responsible for the treatment of all visitors and judges attending a contest conducted by his/her school. Penalties may be imposed upon a member school whose band director fails to promote reasonable protection for judges and visitors at his/her contest.
- D. All contracts for contests in which his/her school participates are in writing and bear his/her signature
- E. Powers concerning contests at his/her school as are in keeping with the growth and needs of MAC and which are consistent with the Constitution, By-Laws or Rules and Regulations of MAC

Section 4 - Code of Ethics

Upon membership in MAC, all band directors and staff members in a position of authority are responsible to uphold and adhere to the Code of Ethics. This is printed as a separate document and is attached to the Constitution, By-Laws or Rules and Regulations of MAC. Violation of the Code of Ethics, or any part thereof, by the band director or staff, will require an immediate written explanation to the Executive Council. The Executive Council may recommend censure or suspension, depending

upon

the circumstances.

ARTICLE 4

Contest Adjudication

Section 1 - Number of Adjudicators

A minimum of eight judges will adjudicate each MAC contest and MAC Championships. The following judges will be assigned to each contest by the MAC Judge Coordinator.

- A. One Field Music
- B. One Ensemble Music
- C. One General Effect Music
- D. One Field Visual (score averaged with Ensemble Visual)
- E. One Ensemble Visual (score averaged with Field Visual)
- F. One General Effect Visual

- G. One Judge Coordinator
- H. One Timing and Penalties

Section 2 - Number of Adjudicators at an indoor (rainout)show

Indoor shows will be judged by three music judges.

ARTICLE 5

Contests

Section 1 - Official MAC Contest

Only member bands in good standing, who meet the MAC Show Host criteria will be permitted to sponsor an official MAC contest.

Applications must be made to the Executive Council by March 1st.

Section 2 - Schedules and Positions

Schedules will be decided by MAC at the April meeting. Any band e entering a contest after the official drawing will be scheduled first in their class. Drawing for positions at all contests will be decided by MAC at the August meeting.

Section 3 - MAC Scoring

Official MAC Rules and Regulations and score sheets will be used by all MAC approved contests. Exceptions are subject to the approval of the Executive Council.

Section 4 - Complete Contest

A contest shall be determined complete if:

- A. Fifty percent of the bands have completed their shows.
- B. Unusual circumstances will be decided by the Judge Coordinator in consultation with the contest

chairperson.

Section 5 - Awards and Rating System

Trophies must be given for all bands in each show. They must be of equal size for each class with the place of the finish engraved.

- A. All bands in a contest receive an award.
- B. No awards and/or announced scores shall be give if all

bands

in a class have not completed their shows.

- C. The rating system will be used at the Championship Show (in addition to trophies) and at indoor marching shows during the regular season. All groups within the following scores will receive:

73.0-82.9	Excellent
83.0-91.9	Outstanding
92-100	Superior

- D. Indoor shows are “Ratings Only”. The judges are to use scores only to determine ratings. The scores are then

discarded. The ratings are to be announced in show order. there is to be no ranking of bands. Therefore, no trophies are to be awarded.

Section 6 - Rain

In case weather prohibits the holding of an event outdoors, provisions should be made for moving the show indoors (gymnasium or auditorium). The indoor contest will be judged only from a musical standpoint in a standstill performance. No scores will be announced.

Section 7 - Lightning

In the event that lightning is observed, all activities should be immediately suspended. All students, staff, and judges shall seek shelter. The following are the guidelines in case of lightning.

- A. If lightning is visible within 20 minutes or less to the start of or during a contest the MAC Judge Coordinator in consultation with the band director shall suspend further competition and have all students, staff and judges seek shelter. After no less than 20 minutes after the observance and conclusion of lightning, the Judge Coordinator will evaluate weather and field conditions and determine if the contest should continue or be moved indoors. The Judge Coordinator will make the final decision. In the event of any of these scenarios, all band directors will meet with the host band director and judge coordinator at a designated place and time.

Section 8 - Band Director and Judge Contact

At all contests there is to be no contact between band director or staff personnel, and the judging panel. Any discussion of rules, declarations, and other such matters will be dealt with by the Judge Coordinator. Moreover, there shall be no contact outside a post contest meeting or critique between band directors, staff and a judge.

Section 9 - Press Box and Judging Area

Band directors and staff are prohibited from entering the press box or other judging areas during an actual competition.

ARTICLE 6

Parliamentary Authority

Section 1 - Roberts Rules of Order

Roberts Rules of Order (Revised) shall govern when not in direct conflict with the By-Laws.

ARTICLE 7
Ratification of By-Laws

Section 1 - Ratification of By-Laws

MAC By-Laws shall be approved at the April meeting. Amendments may be presented at future meetings. No amendments may occur during the competitive season.

ARTICLE 8
Ratification of Rules and Regulations

Section 1 - Ratification of Rules and Regulations

Changes to Rules and Regulations must be submitted to the Secretary prior to a General Membership meeting.

Rules and Regulations
(Adopted April 21, 2001)

Band Classification

1. Band Classification is divided into six categories based on the number of band proper members (does not include drum major or guard)
 - Class 1 (35 and under)
 - Class 2 (36-50)
 - Class 3 (51-70)
 - Class 4 (71-91)
 - Class 5 (92+)
 - Festival Class (non-competitive)
2. Festival Class is a non-competing class (exhibition only). It is available for bands that would like to participate and receive judges comments. If a Festival Class band wishes to participate in more than two shows, they will be charged the \$300 membership dues. A band in this class may opt to become a competitive band in one of the five competitive classes. Any Festival Class band wishing to compete must apply in writing to the Executive Council.

Band Director/Adjudicator

1. There will be no contact between band director/staff and judges at any time.
2. Adjudicator evaluation forms must be completed and give to the Judge Coordinator by the conclusion of critique.
3. A Letter of Concern should be used to point out a problem or concern with a judge or adjudication process. This is a request for the Judge Coordinator to review the situation and communicate with the judge and concerned band director. The Letter of Concern should be addressed to the Judge Coordinator, President, Ethics Committee Chair and Class Representative. Include the judge's tape in the letter to the Judge Coordinator. NOTE: Contact
4. A Letter of Protest should be used only in the most severe circumstances. The protest would request the censure of a judge. The letter must be filed within 72 hours of the contest during regular season contest or within 15 days of the Championships. A Letter of Protest must be filed with a Protest Form. The original letter and tape will be set to the Judge Coordinator and copies sent to the President, Ethics Committee Chair and Class Representative. A ruling on the protest will be made by the Executive Council within 3 days.

Event Policies

1. The ticket price for MAC shows will be \$7.00.
2. The ticket price for MAC Championships will be \$10.00. Seven dollars goes to the host school and \$3.00 to the MAC general fund.
3. All contests except the Championships, will begin at the discretion of the host band director.

4. Competing bands will be given 12 passes for staff members and one one chaperone pass for every 10 band members (to a maximum of 20 chaperone passes).
5. Judges, with the exception of Judge Coordinator, will use personal tape recorders at all MAC shows. All tape recorders are to be battery operated and batteries should be replenished, at least every eight bands.
6. Judges tapes will be made available to band directors immediately following their performance.
7. Standard retreat procedures at a regular show will be a Drum Major Retreat.

Judge Coordinator

A Judge Coordinator will be appointed on an annual basis by the Executive Council of MAC. The Judge Coordinator will be responsible to MAC on matters pertaining to the following:

1. Compile a list of accredited and qualified judges with Judge Liaison Committee
2. Submit judging list in conjunction with the Judge Liaison Committee to Executive Council for approval by March 1st.
3. Assign all panels for Fall shows by the August meeting.
4. Announce Championship Show judging panel by the Monday before Championships.
5. Attend one show each weekend in a supervisory capacity.
6. Provide materials to outside judges and judging associations.
7. Oversee the education and development of judges.
8. Coordinate the evaluation program o judges.
9. Report regularly to the Executive Council on the status of the judging program.
10. Provide the Executive Council with cost projections.

Judge Sources

The Judge Coordinator will compile a list of preferred judges from:

1. A prioritized list from the Musical Arts Conference
2. Personal contacts with judges outside of the competitive arena
3. Recommendations submitted by MAC members
4. All attempts will be made to obtain an outside judge from a major adjudication association.

Judge Compensation

1. The Judge Coordinator will be paid \$300 per show he/she attends. The Timing and Penalties Judge will be \$150 per show. Caption adjudicators will be paid \$200 for a ten band show and \$40 per hour after the completion of the tenth bands performance (excluding critique time). It is the responsibility of the Show Host to give each judge their salary at the completion of the show.
2. At the discretion of the Judge Coordinator, travel, lodging and a \$20 meal allowance will be paid by the host school to judges who must stay

overnight.

Obligations of Show Sponsor

1. Provide rest facilities for participants.
2. Provide adequate security, ie. police, traffic control and first aid. The security of each school's equipment is the responsibility of the participants.
3. Provide a diagram of the competing area and surroundings, including warm-up area, schedules, bus parking, equipment parking, rest rooms, and potential restrictive objects. Copies of all information should be sent to Judge Coordinator, Show Coordinator, Vice President and President.
4. Provide a podium for participants to use if they so choose.
5. Provide 4 tabulated re-cap sheets of all scores by each judge to participants immediately following the contest retreat.
6. Provide adequate publicity before and after the event. Results should be called in to local newspaper, radio and TV stations at the conclusion of the event. E-mail MAC webmaster with results.
7. MAC supplies cassette tapes for all shows.
8. Provide adjudicator/score sheets for each participant. These are supplied by MAC.
9. The National Anthem will be played at all MAC events. The National Anthem will not be played by mass bands.

Show Host Criteria

1. Prospective show hosts must file an application with MAC by March 1st of each year. The application will be available at the conclusion of the January general meeting. Show applications are to be sent to the individual show coordinator.
2. Show host schools must compete in at least FOUR other regular season contests and the Championship Show within the season in which that school wishes to host a MAC show.
3. Show hosts have two options with regard to participating in their own show.
 - A. Perform in exhibition with an adjudication
 - B. Compete for a score only - no trophy - is taken and the score is not announced. Placement will show only on the recap sheets
4. Shows will be awarded by the Executive Council of MAC based on the school's longevity as a show host, geographic location and ability to attract a minimum of five bands.

Show Application and Assignment Procedure

1. Application must be received by the Show Coordinator in writing no later than March 1st.
2. At the August General Meeting a drawing will be held for placement of

all ensembles at each show in which they selected to participate. Any band joining a show after this meeting will perform first in their class.

Championship Show Seeding

1. Seeding for Championships will be done by using a random drawing at the August General meeting. Bands joining after August will perform prior to the previously scheduled bands. Defending champions, of a specific class, will perform last.

Field Band Rules

Until presented and voted upon, please refer to Bands of America Rules and Regulations.

Winter Guard Rules

Until presented and voted upon, please refer to Winter Guard International Rules and Regulations.

Winter Percussion Rules

Until presented and voted upon, please refer to Winter Guard International Percussion Rules and Regulations.