



**CONSTITUTION AND BY-LAWS**  
(Amended July 25, 2025)

# CONSTITUTION

## ARTICLE I

### Name

The name of the organization shall be the Association of Texas Small School Bands, hereinafter referred to as "ATSSB."

## ARTICLE II

### Purpose

ATSSB is organized to promote, encourage participation in and maintain small school bands in the state of Texas. The organization shall maintain cooperative relationships with other agencies and organizations which have as their purpose the development of music education in Texas schools.

This Association is organized exclusively for educational purposes, including for such purposes the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code or any future federal tax code.

No part of the net earnings of the Association shall inure to the benefit of, or be distributable to, its members, trustees, officers, or any other private persons, except that the Association shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in this Article above. Notwithstanding any other provisions of these Articles, the Association shall not carry on any other activities not permitted to be carried on by the Association exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code or corresponding sections of any future federal tax code.

Upon dissolution of the Association assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code or any corresponding sections of any future federal tax code, or shall be distributed to the federal government, or to a state or local government for a public purpose. Any such assets not so disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the Association is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purpose.

## ARTICLE III

### Membership

ATSSB membership shall be defined according to the following categories:

**ACTIVE (RM, CM, FCM, Retiree)** - A current director or assistant director of a Class 1A, 2A, 3A, or 4A high school band in Texas or a current director or assistant director of a junior high or middle school band which feeds a Class 1A, 2A, 3A, or 4A high school band in Texas as defined by the University Interscholastic League by counting enrollment in grades 9-12 (or proportionate enrollment if the high school does not encompass grades 9-12; i.e.: if a high school has only one grade in it, its enrollment would be multiplied by 4; if two grades, its enrollment would be multiplied by two; and if only three grades, its enrollment would be multiplied by 1.333), or a current director or assistant director of a private middle school through the eighth grade, or anyone who has retired from any of these positions as an Active Member. These schools must be certified by the Texas Education Agency or an accrediting agency approved by the Texas Private School Accreditation Commission (TEPSAC). A middle school that matriculates any students to a 5A or 6A school will not be eligible to participate in ATSSB activities. Payment of the prescribed dues will allow the individual the following privileges: Participation in ATSSB activities, the right to vote, the right to hold office under the provisions of Article I, Section 3, ACTIVE MEMBERSHIP in the BY-LAWS and admittance to scheduled or called General Sessions upon compliance with registration requirements.

**ASSOCIATE (AM)** - Open to those not eligible for Active Membership, including individuals, organizations, business firms, schools, colleges, universities, booster clubs, etc., and any other interested person, including - although not restricted to - 5A

or 6A band directors, assistants or Fine Arts Directors, directors of other musical disciplines, institutions, other groups, and lay citizens. Payment of the prescribed dues will allow the individual to be listed in the ATSSB Membership Database. They will also be allowed admittance to scheduled or called General Sessions upon compliance with registration requirements. Associate members do not have the right to vote, hold office, or participate in ATSSB activities.

**HONORARY LIFE (HLM)** - An Honorary Life Membership shall be awarded to all Past Presidents of the Association. Honorary Life Membership may also be awarded to persons deemed worthy by unanimous decision of the ATSSB State Board of Directors meeting in a regular session. If bestowed on an individual currently holding an Active Membership, all privileges of Active Membership will continue for life. Honorary Life Members may participate in ATSSB activities, have the right to vote, the right to hold office, and admittance to scheduled or called General Sessions upon compliance with registration requirements. Honorary Life Members shall be assessed no dues.

**COLLEGE DIVISION (CD)** - Instrumental music education majors who are enrolled in a college or university music program. Shall be open to instrumental music education majors who are enrolled in a college or university music program. Payment of the prescribed state dues will allow the individual admittance to scheduled or called General Sessions upon compliance with registration requirements. College Division Members will not have the right to vote, enter students in the audition process leading toward membership in the ATSSB All-State Band, or be allowed to hold office.

**FOUNDING CHARTER MEMBERS** - Those in attendance at the original meeting held March 16, 1991 at Wylie High School in Abilene, Texas at which the Association was formed and whose dues are current. Founding charter members shall have all the rights and privileges of Active Members.

**CHARTER MEMBERS** - Those who paid an initial \$100 membership fee before the first Business Session (as their dues for the first year) in order to fund the fledgling organization's efforts and whose dues are current. Charter members shall have all the rights and privileges of Active Members.

## ARTICLE IV

### Dues

Dues for membership shall be determined by the State Board of Directors. The membership year shall be August 1 through July 31.

## ARTICLE V

### State Government

**SECTION 1. THE PRESIDENT.** The President shall assume office in the manner prescribed in the By-Laws. The President shall be a current Active Member of ATSSB. The President shall be the presiding officer at all official meetings of ATSSB and shall appoint committees as needed to service the needs of the Association.

**SECTION 2. THE PRESIDENT-ELECT.** The President-Elect shall assume office in the manner prescribed in the By-Laws. The President-Elect shall be a current Active Member of ATSSB. To be elected to this office, the President-Elect shall be concurrently employed as a band director in an ATSSB-eligible school. The President-Elect shall be chairman of the State Audition Review Committee.

**SECTION 3. THE EXECUTIVE DIRECTOR.** The Executive Director shall assume office in the manner prescribed in the By-Laws. The Executive Director may be a current or retired Active Member of ATSSB.

**SECTION 4. AT-LARGE REPRESENTATIVES.** One representative from each Class (1C, 2C/3C, 1A, 2A, 3A, 4A) shall assume office in the manner prescribed in the By-Laws. Each of the six representatives shall be voting members of the State Board of Directors. Each Representative must be concurrently employed in the school classification they represent when they run for the office. Should a Representative move to a different Class school classification, the President shall name a replacement to serve out the term of office until a new one can be elected. Should a Representative retire from the school classification they represent, they may, at their option, complete the term of office. Should they resign the position on retirement, the President shall name a replacement to serve out the term of office until a new one can be elected.

**SECTION 5. STATE BOARD OF DIRECTORS.** The State Board of Directors shall be composed of the President, President-Elect, the Immediate Past-President, Executive Director, At-Large Representatives, Founding Charter Members and Region Coordinators who are currently in good standing with the Association. It shall also include Past-Presidents as ex-officio members.

The Executive Committee shall be composed of the President, President-Elect, the Immediate Past-President, Executive Director, and At-Large Representatives. The Presidents' Committee shall be composed of the President, the President-Elect, the Immediate Past-President, and the Executive Director.

**SECTION 6. ELECTIONS.** Election of state officers shall be held as prescribed in the By-Laws.

## ARTICLE VI

### Regional Government

**SECTION 1. REGIONAL BOUNDARIES.** Texas shall be divided into geographical subdivisions called Regions to carry out ATSSB objectives at the local level, to guarantee representation on the State Board of Directors and to provide opportunity for individual participation in, and responsibility for, ATSSB activities. The powers and authority not specifically defined, reserved or restricted to the State shall be left to the respective Regions.

**SECTION 2. REGION OFFICERS.** Each Region shall elect a Region Coordinator who shall assume duties as set forth in the By-Laws. The Region Coordinator shall be concurrently employed as a band director or assistant director in a Class 1A, 2A, 3A, or 4A high school in Texas, or a current director or assistant director of a junior high or middle school band which feeds a Class 1A, 2A, 3A, or 4A high school band in Texas as defined by the University Interscholastic League, or a current director or assistant director of a private middle school through the eighth grade, or anyone who has retired from any of these positions as an Active Member.

## ARTICLE VII

### Finances and Assets

Except as provided in the By-Laws, fiscal responsibility for the operation of ATSSB shall rest in the State Board of Directors.

## ARTICLE VIII

### Convention-Clinic

**SECTION 1.(a).** The ultimate governing authority of ATSSB shall be exercised by its membership in a Business Session which may be held in conjunction with a Convention-Clinic. Decisions of the State Board of Directors may be appealed to the general membership in any Business Session.

**SECTION 1.(b).** The date, time and place of a Business Session and /or Convention-Clinic shall be fixed by the State Board of Directors.

**SECTION 2.** The State Board of Directors shall have the authority to plan and execute educational activities for the convention-clinic, including presentation of musical organizations and classes. It may delegate this authority to the President.

## ARTICLE IX

### Publications

The State Board of Directors shall have full supervision and control of ATSSB publications.

# ARTICLE X

## Rules of Order

**Robert's Rules of Order, Revised** shall be the authority whenever correct parliamentary procedures are required.

# ARTICLE XI

## Constitutional Amendments

This Constitution may be amended by a vote of two-thirds of the Active Members, Honorary Life Members and Charter Members present or by electronic ballot at the option of the ATSSB Executive Committee so long as 10% of eligible voters cast the ballot. To be considered by the membership, a proposed amendment must be submitted by a current Active Member, Charter Member or Honorary Life Member of ATSSB to the Executive Director prior to the State Board of Directors meeting in July for verification. All collected proposals will be announced to the State Board of Directors, then published in the September and December Newsletters and in Fall Region Agendas before the vote is taken at the February General Session or email ballot at the option of the ATSSB Executive Committee after the December Newsletter is online. In emergency situations the Executive Board shall have the power to approve a proposed Constitutional Amendment. Should the Executive Committee deem it necessary to approve a proposed Constitutional Amendment, the proposed Amendment must have a unanimous vote from all members of the Executive Board. Written notice of these Executive Committee approved proposed amendments shall be given by email and shall appear in the official publication of the Association at least two weeks prior to the ballot.

# BY-LAWS

## ARTICLE I

### Membership and Dues

**SECTION 1. FOUNDING CHARTER MEMBERS** are those in attendance at the original meeting held March 16, 1991 at Wylie High School in Abilene, Texas at which the Association was formed and whose dues are current. Founding charter members shall have all the rights and privileges of Active Members.

**SECTION 2. CHARTER MEMBERS** are those who paid an initial \$100 membership fee before the first Business Session (as their dues for the first year) to fund the fledgling organization's efforts. Charter members who are current in their dues shall have all the rights and privileges of Active Members.

**SECTION 3. ACTIVE MEMBERSHIP** shall be open to any individual currently serving as a band director or assistant director in a Class 1A, 2A, 3A, or 4A high school in Texas or is a band director or assistant director in a junior high or middle school which feeds a Class 1A, 2A, 3A, or 4A high school as defined by the University Interscholastic League by counting enrollment in grades 9-12 (or proportionate enrollment if the high school does not encompass grades 9-12; i.e.: if a high school has only one grade in it, its enrollment would be multiplied by 4; if two grades, its enrollment would be multiplied by two; and if only three grades, its enrollment would be multiplied by 1.333), or a current director or assistant director of a private middle school through the eighth grade. These schools must be certified by the Texas Education Agency or an accrediting agency approved by the Texas Private School Accreditation Commission (TEPSAC). Payment of the prescribed dues will allow the individual to participate in ATSSB activities, the right to vote and hold office, admittance to meetings upon compliance with registration requirements, and to enter students in grades 9-12 in the audition process leading to membership in the ATSSB All-State Band. A Regular Member who retires may continue Active Membership so long as dues are kept current. Payment of the prescribed Retiree dues will allow the individual to participate in ATSSB activities, the right to vote, admittance to scheduled or called General Sessions upon compliance with registration requirements, and hold an appointed office. If the retiree is a current State officer, they may remain in office until the end of the prescribed term.

**SECTION 4. ASSOCIATE MEMBERSHIP** shall be open to those not eligible for Active Membership, including individuals, organizations, business firms, schools, colleges, universities, booster clubs, etc., and any other interested person, including - although not restricted to - 5A or 6A band directors, assistants or Fine Arts Directors, directors of other musical disciplines, institutions, other groups, and lay citizens. Payment of the prescribed dues will allow the individual to be listed in the ATSSB Membership Database. They will also be allowed admittance to scheduled or called General Sessions upon compliance with registration requirements. Associate members do not have the right to vote, hold office, or participate in ATSSB activities. Payment of the prescribed dues will allow the individual to attend scheduled or called General Sessions upon compliance with registration requirements.

**SECTION 5. COLLEGE DIVISION (CD)** - Instrumental music education majors who are enrolled in a college or university music program. Shall be open to instrumental music education majors who are enrolled in a college or university music program. Payment of the prescribed state dues will allow the individual admittance to meeting upon compliance with registration requirements. College Division Members will not have the right to vote, enter students in the audition process leading toward membership in the ATSSB All-State Band, or be allowed to hold office.

**SECTION 6. HONORARY LIFE (HLM)** - An Honorary Life Membership shall be awarded to all Past Presidents of the Association. Honorary Life Membership may also be awarded to persons deemed worthy by unanimous decision of the ATSSB State Board of Directors meeting in a regular session. If bestowed on an individual currently holding an Active Membership, all privileges of Active Membership will continue for life. Honorary Life Members may participate in ATSSB activities, have the right to vote, the right to hold office, and admittance to scheduled or called General Sessions upon compliance with registration requirements.

**SECTION 7. THE MEMBERSHIP YEAR** shall be August 1 through July 31.

## ARTICLE II

### State Government

**SECTION 1.(a). DUTIES OF THE PRESIDENT.** The President shall be the presiding officer of ATSSB meetings and of the State Board of Directors. They shall appoint Area Coordinators, the All-State Band Organizers, the All-State Band Percussion Organizers, and the All-State Band Seating Audition Coordinator. They shall also appoint members to committees and shall represent ATSSB, or appoint an alternate in his place, at meetings deemed relevant to the welfare of ATSSB. They shall be responsible for the overall program at the Convention-Clinic at the discretion of the State Board of Directors and shall perform all other duties pertaining to the office. They may appoint a Parliamentarian as needed and shall be an ex-officio member of all committees.

**SECTION 1.(b). PRESIDENTIAL TERM OF OFFICE.** The President shall serve a term of two years. The term shall begin immediately upon the conclusion of the All-State Band concert in odd-numbered years.

**SECTION 1.(c). ELECTION.** The current President-Elect shall assume the office of President immediately upon the conclusion of the All-State Band concert in odd-numbered years.

**SECTION 1.(d). VACANCY IN OFFICE.** In the event of a vacancy in the office of President for any reason, a President Pro tem shall be elected from and by the State Board of Directors who shall serve for the unexpired term.

**SECTION 2.(a). DUTIES OF THE PRESIDENT-ELECT.** The President-Elect shall preside at ATSSB meetings and at meetings of the State Board of Directors in the absence of the President. They shall appoint special committees necessary to the operation of his duties and shall be chairman of the State Audition Review Committee which is charged with the continuous review of the 5-year rotating Prescribed Audition List.

**SECTION 2.(b). NOMINATION.** At the Spring or Fall Region Meetings in even years, each Region may submit one name for the office of President-Elect to be nominated for election at the forthcoming Clinic/Convention. The presiding officer of each Region shall file the name of the candidate with the Executive Director. The Executive Director shall notify each candidate of their nomination. If the nominated candidate does not accept the nomination by December 1 by submitting a biography and picture for the December Newsletter, the name(s) will be deleted from the list of candidates. Nominations for the office may be made from the floor.

**SECTION 2.(c). PRESIDENT-ELECT TERM OF OFFICE.** The President-Elect shall serve a term of two years and will immediately assume the office of President. The term shall begin immediately upon the conclusion of the All-State Band concert in odd-numbered years.

**SECTION 2.(d). ELECTION.** Active Members of ATSSB shall vote by secret ballot either in the Business Session or by electronic ballot at the option of the ATSSB Executive Committee on the office of President-Elect in odd-numbered years. If there is no clear majority, the winner is the candidate with the most votes, provided the runner-up has a shortfall from 50% that is at least double that of the leading candidate; if there is no such candidate, then a secret ballot will be cast between the top two with the individual receiving a simple majority of the total votes cast being declared the winner. Proxy voting is not allowed in the election of President-Elect.

**SECTION 2.(e). VACANCY IN OFFICE.** In the event of a vacancy in the office of President-Elect for any reason, the President shall appoint a nominating committee which shall have two weeks to solicit a minimum of two candidates for the office (including those names which appeared on the last President-Elect ballot). The Executive Director shall send a ballot to all Active Members of record. If there is no clear majority, the winner is the candidate with the most votes, provided the runner-up has a shortfall from 50% that is at least double that of the leading candidate; if there is no such candidate, then a second ballot will be cast between the top two with the individual receiving a simple majority of the total votes cast being declared the winner.

**SECTION 3.(a). DUTIES OF THE EXECUTIVE DIRECTOR.** The Executive Director shall keep a complete record of all ATSSB Business Sessions and regular or called meetings of the Association and State Board of Directors, keep an accurate record of membership of the Association, receive all monies due ATSSB, countersign all disbursements, keep an accurate and true account of all money received and paid out by him, be custodian of all ATSSB property and publish an account of ATSSB finances annually in the ATSSB Newsletter, be responsible for the formulation, editing, printing, and distribution of the ATSSB Newsletter, and fulfill other duties customarily assigned to his office or directed by the State Board of Directors. The Executive Director shall conduct the business of the Association in accordance with the Constitution and By-Laws and in all matters shall be under the direction of the State Board of Directors. He may engage assistants as needed to whom he may delegate authority in the execution of ATSSB business.

**SECTION 3.(b). EXECUTIVE DIRECTOR TERM OF OFFICE.** The Executive Director shall serve a term of two years, after which the appointment shall be reviewed by the State Board of Directors.

**SECTION 3.(c). SELECTION.** The Executive Director shall be appointed by the Executive Committee of the Association (minus the Executive Director) and approved by the State Board of Directors. The appointment is subject to review by the Executive Committee in odd-numbered years. The Executive Committee will recommend reappointment or appointment as needed to the State Board of Directors.

**SECTION 3.(d). VACANCY IN OFFICE.** In the event of a vacancy in the office of Executive Director for any reason, the President shall immediately assume the responsibilities of the Executive Director. The President shall take possession of all files, equipment, and supplies stored by the Executive Director. The President shall assume responsibility for all financial receipts and disbursements. The President may delegate certain responsibilities to members of the Executive Committee as may be necessary. The Executive Committee shall post the vacancy within thirty (30) days through the websites of ATSSB, TMEA, TBA, and/or any other appropriate sites. If time allows, the vacancy may also be published in various music association journals, newsletters, and/or magazines. The position shall be posted for a period of at least two weeks. Upon receipt of applications, the Executive Committee shall review and interview applicants. The Executive Committee shall select and appoint the new Executive Director, subject to review by the State Board of Directors at its next scheduled or called meeting.

**SECTION 4.(a). DUTIES OF THE AT-LARGE REPRESENTATIVES.** Each of the six At-Large Representatives (one from Class 1C, one from Class 2C or 3C, one from Class 1A, one from Class 2A, one from Class 3A, and one from Class 4A) must be concurrently employed in the school classification they represent when they are elected. They shall serve as voting members of the State Board of Directors so as to maintain a balance of opinion among the different classifications of schools. Should a Representative move to a different school classification, the President shall name a replacement to serve out the term of office until a new one can be elected. Should a Representative retire from the Class school classification they represent, they may, at their option, complete the term of office. Should they resign the position on retirement, the President shall name a replacement to serve out the term of the office until a new one can be elected.

**SECTION 4.(b). NOMINATION.** At the Spring or Fall Region Meeting of odd years, each Region may submit one name for the office of Class 2C/3C Representative, one name for class 2A Representative, and one name for Class 4A Representative to be nominated for election at the forthcoming Clinic/Convention. At the Spring or Fall Meeting of even years, each Region

may submit one name for the office of Class 1C Representative, one name for Class 1A Representative and one name for 3A Representative to be nominated for election at the forthcoming Clinic/Convention. The presiding officer of each Region shall file the name of the candidate with the Executive Director. The Executive Director shall notify each candidate of their nomination. If the nominated candidate does not accept the nomination by December 1 by submitting a biography and picture for the December Newsletter, the name(s) will be deleted from the list of candidates. Nominations for the office may be made from the floor.

**SECTION 4.(c). AT-LARGE REPRESENTATIVE TERM OF OFFICE.** The At-Large Representatives shall serve a term of two years. The term shall begin immediately upon election and shall last until successors are duly elected.

**SECTION 4.(d). ELECTION.** The general membership of ATSSB shall vote by secret ballot either in the Business Session or by electronic ballot at the option of the ATSSB Executive Committee on At- Large Representatives. If there is no clear majority, the winner is the candidate with the most votes, provided the runner-up has a shortfall from 50% that is at least double that of the leading candidate; if there is no such candidate, then a secret ballot will be cast between the top two with the individual receiving a simple majority of the total votes cast being declared the winner. Only Active Members who are involved with Class 1C schools may vote on the Class 1C At-Large Representative, only Active Members who are involved with Class 2C/3C schools may vote on the Class 2C/3C At-Large Representative, only Active Members who are involved with class 1A schools may vote on the Class 1A At-Large Representative, only Active Members who are involved with Class 2A schools may vote on the Class 2A At-Large Representative, only Active Members who are involved with Class 3A schools may vote on the Class 3A At-Large Representative, and only Active Members who are involved with Class 4A schools may vote on the Class 4A At-Large Representative. Class 2C/3C, Class 2A and Class 4A Representatives shall be elected in even-numbered years; Class 1C, Class 1A and Class 3A Representatives shall be elected in odd- numbered years. Proxy voting is not allowed in the election of At-Large Representatives. Retired Active Members in good standing may vote on the class representatives of their choice.

**SECTION 4.(e). VACANCY IN OFFICE.** In the event of a vacancy of an At-Large Representative for any reason, the President shall appoint a replacement to fill the unexpired term.

**SECTION 5.(a). THE STATE BOARD OF DIRECTORS.** The State Board of Directors shall be composed of all Founding Charter Members, current Region Coordinators, the President, the President-Elect, the Immediate Past-President, the Executive Director, and the six At-Large Representatives, each of whom must be a member in good standing for the current year.

The State Board of Directors shall also include Past-Presidents in good standing as ex-officio members. The State Board of Directors shall be responsible for: 1) the business management and operation of ATSSB and for the management and control of funds thereof; (2) fixing the time and place of meetings and cooperating with the President in planning details of such meetings; (3) adopting annual budgets as needed; (4) approving Presidential appointments filling vacancies as they occur; (5) fixing the amount of dues for memberships; (6) fixing Regional and Area boundaries; (7) interpreting the Constitution and By-Laws; and (8) having the authority to act upon all matters referred to it by the membership in Business Sessions and by the President.

The Executive Committee shall be composed of the President, President-Elect, the Immediate Past-President, Executive Director, and At-Large Representatives. It shall be responsible for hearing appeals in the prescribed Appeal Process and for carrying on the business of the Association when it is impractical to convene the State Board of Directors or when expediency is required.

The Presidents' Committee shall be composed of the President, the President-Elect, the Immediate Past-President, and the Executive Director. It shall be responsible for representing ATSSB on the ATSSB/TMEA Dialogue Committee and other matters conferred upon it by the State Board of Directors.

**SECTION 5.(b). MEETINGS OF THE STATE BOARD OF DIRECTORS.** The State Board of Directors shall meet on call of the President or on a request of two-thirds of the membership of the Board. A majority of its voting members present shall constitute a quorum. Proxy voting is allowed in State Board of Director meetings so long as the proxy is made in writing and presented to the Executive Director prior to the beginning of a State Board of Directors meeting.

**SECTION 5.(c).** Executive authority not defined, delegated or prohibited herein is reserved to the State Board of Directors.

**SECTION 5.(d).** The State Board of Directors shall have the authority to deny membership to any applicant and may suspend or in the case of severe infractions remove any member or officer who violates a part of the Constitution and By-Laws or established rules and regulations, including the TMEA Code of Ethics and Standard Practices.

**SECTION 5.(e). APPEAL.** A decision of the State Board of Directors may be appealed to the ATSSB membership in a regular or called Business Session.

**SECTION 6. STANDING COMMITTEES.** The State Audition Review Committee shall be a standing committee, chaired by the President-Elect, charged with annually reviewing the 5-year rotating Prescribed Audition List, considering errata and making recommendations to the State Board of Directors regarding changes. The Past President Committee shall be a standing committee, chaired by the Immediate Past President, charged with recruitment, mentoring, and member welfare. Other standing committees may be formed at the discretion of the State Board of Directors.

## **ARTICLE III**

### **Regional Government**

**SECTION 1. REGIONAL BOUNDARIES** shall be fixed by the State Board of Directors in cooperation with the Director of Music Activities of the University Interscholastic League.

**SECTION 2. REGION COORDINATORS** shall be elected by the membership of ATSSB in regional meetings to be held annually to conduct the local business of ATSSB. The Region Coordinator shall be concurrently employed as a band director or assistant director in a Class 1A, 2A, 3A, or 4A high school in Texas, or a current director or assistant director of a junior high or middle school band which feeds a Class 1A, 2A, 3A, or 4A high school band in Texas as defined by the University Interscholastic League, or a current director or assistant director of a private middle school through the eighth grade, or anyone who has retired from any of these positions as an Active Member. He shall be a member of the State Board of Directors and shall call meetings, appoint committees as he may deem necessary and perform other duties pertaining to the presiding office. He shall encourage, solicit and enlist members within his region.

**SECTION 3.(a). OTHER REGION OFFICES** may be originated at the local level as needed to carry out the functions of ATSSB at the local level, including the office of ASSISTANT COORDINATOR to serve in the absence of the Coordinator and to plan and implement audition procedures at the regional level and SECRETARY-TREASURER to keep an accurate account of meetings and funds expended locally as necessary to carry out the mandates of ATSSB on the regional level. These offices shall be filled by nomination and election at annual regional meetings as needed.

**SECTION 3.(b). TERMS OF OFFICES AND VACANCIES.** Region Coordinators and other elected officials shall serve for a term of two years. Vacancies shall be filled by appointment of the President to fill unexpired terms or until the Region membership can meet to elect a successor.

**SECTION 4. REGION MEETINGS AND QUORUM.** Region meetings shall be called by the Region Coordinator or, upon request of ten active members, by the President. Twenty percent of the Active Members of a Region present shall constitute a quorum. Notification of Region meetings shall be made in writing or electronically.

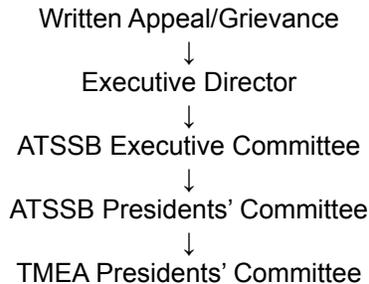
# ARTICLE IV

## Appeals/Grievances

**SECTION 1. AUDITION APPEALS.** Appeals regarding the Region, Area or State audition process shall follow the ATSSB Appeals process outlined in the audition process and will be conducted in affiliation with TMEA.

**SECTION 2. OTHER APPEALS/GRIEVANCES.** Only current Active Members may register an appeal or grievance. Appeals/Grievances must be submitted in writing to the Executive Director within 72 hours of the issue in question.

Once written notice has been sent to the Executive Director, it will follow this process:



Appeals/Grievances once presented in writing to the Executive Director will be reviewed by the ATSSB Executive Committee. Should an acceptable resolution not be reached, it will then pass to the ATSSB Presidents' Committee. Should an acceptable resolution not be reached through the Presidents' Committee the issue shall be referred to the TMEA Presidents' Committee for final resolution.

# ARTICLE V

## Publications

**SECTION 1. OFFICIAL PUBLICATION.** The ATSSB Newsletter shall be the official publication of the ATSSB. Notices, rules, regulations, policies, and any other actions of the Association appearing therein become official.

**SECTION 2. OTHER PUBLICATIONS.** Books, brochures, pamphlets, or other publications pertaining to ATSSB shall be approved by the State Board of Directors.

# ARTICLE VI

## Convention-Clinic

**SECTION 1.** Business of the Association not covered in any other meetings for the year shall be conducted at a Business Session held in conjunction with a Convention-Clinic at a site, date and time designated by the State Board of Directors. Twenty percent of the Active Members registered at this Convention-Clinic present at the Business Session shall constitute a quorum.

**SECTION 2. PROGRAMS.** The President shall plan and execute a comprehensive program which shall benefit the membership of ATSSB. Region Coordinators shall suggest clinicians, teachers, performing organizations, and other activities for inclusion in the Convention program.

# **ARTICLE VII**

## **Fiscal Year and Special Funds**

The Fiscal Year shall be from August 1 through July 31.

# **ARTICLE VIII**

## **Oath of Office**

I, (repeat your full name), realizing the dignity attendant upon the position I hold and the responsibility involved as (repeat the name of your office), do promise to carry out the duties of this position to the best of my ability until my successor has been duly appointed or elected and installed. I furthermore promise to uphold the Constitution and By-Laws, rules and regulations, and to serve ATSSB faithfully, always working for the advancement of small school bands in the state of Texas.

# **ARTICLE IX**

## **Order of Business**

1. Call to Order
2. Invocation
3. Approval of Minutes
4. Reports of Special Committees
5. Reports of Standing Committees
6. Unfinished Business
7. New Business
8. Adjournment