



Women Band Directors International, Inc.

Part I: The Constitution of the Women Band Directors International, Inc.

WOMEN BAND DIRECTORS INTERNATIONAL, INC. is an organization that represents every woman band director at the national and international level regardless of the length of her experience or the level at which she works. WOMEN BAND DIRECTORS INTERNATIONAL, INC. is the only international association of women band directors.

ARTICLE I – NAME OF CORPORATION

The name of the corporation is WOMEN BAND DIRECTORS INTERNATIONAL, INCORPORATED.

ARTICLE II – DURATION OF CORPORATION DRAFT

The duration of the corporation shall be perpetual.

ARTICLE III – PURPOSE OF CORPORATION

The corporation is organized exclusively for charitable, educational, religious, or scientific purposes within the meaning of Section 501C of the Internal Revenue Code.

ARTICLE IV – INUREMENT OF INCOME

No part of the net earnings of the corporation shall inure to the benefit of, or be distributable, to the members, trustees, officers, or other private persons except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered.

ARTICLE V – LEGISLATIVE OR POLITICAL ACTIVITIES

No substantial part of the activities of the corporation shall be the carrying on of propaganda or otherwise attempting to influence legislation, and the corporation shall not participate in or intervene (including publishing or distribution of statements) any political campaign on behalf of any candidate for public office.

ARTICLE VI – OPERATIONAL LIMITATIONS

Notwithstanding any other provision of these articles, the corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from Federal Income Tax under section 501(c)3 of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law) or (b) by a corporation contribution to which are deductible under section 170 (c) (2) or the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law).

ARTICLE VII – DISSOLUTION CLAUSE

In the event of dissolution of the corporation, the Board of Directors shall, after paying or making provisions for the payment of all the liabilities of the corporation, dispose of all the assets to the Women Band Directors International Foundation, Inc.

ARTICLE VIII – LIABILITY

No member of the corporation shall ever be held liable or responsible for contracts, debts or defaults of this corporation, nor shall any mere informality in organization have the effect of rendering this Constitution and By-Laws, or expose the members to any liability other than as provided above.

ARTICLE IX – FRATERNAL AND EDUCATIONAL OBJECTIVES

1. To promote and foster a spirit of inclusion, fraternity, fellowship, and cooperation among women band directors.
2. To provide a common meeting ground for an exchange of ideas, methods, and problems unique to women band directors.
3. To provide encouragement for young women of all cultures and ethnicities entering the instrumental music field.
4. To recognize and emphasize the basic and lasting values of a sound instrumental program.
5. To encourage the development of a comprehensive program that will be a musical and educational benefit to women band directors and their students.
6. To recognize and encourage the obligations of the school band to the school and the community in all phases of the instrumental music program and the responsibility of the school and community to reciprocate by supporting the band.
7. To work with administrators and other entities to provide the best music education program possible while providing for the equality of women in the profession.
8. To encourage a genuine spirit of professional ethics and maintain a highly professional attitude in all meetings and functions in keeping with the prestige and importance of the organization.
9. To cooperate with existing organizations whose demonstrated purpose is to further improve the band as a worthwhile medium of musical expression.

ARTICLE X – REGISTERED AGENT OF CORPORATION DRAFT

The full name and post office address of the registered agent of the corporation for service of process is Ruth Petersen, 9121 Culcairn Rd., Huntersville, NC 28078.

ARTICLE XI – REGISTERED MAILING ADDRESS OF CORPORATION

The location and mailing address of this corporation is 9121 Culcairn Rd., Huntersville, NC 28078. It shall continue as a registered office of the corporation until changed by the Board of Directors in manner required by law.

ARTICLE XII – NAME OF INCORPORATION

The name and address of the incorporation shall be the following:

Women Band Directors International, Inc.
c/o Ruth Petersen
9121 Culcairn Rd.
Huntersville, NC 28078

ARTICLE XIII – EXECUTIVE BOARD (OFFICERS)

The corporate powers and management of this corporation shall be vested in, and exercised by an Executive Board of not less than four (4) current officers and three (3) past presidents. The Executive Board shall consist of the President (non-voting), President-Elect, Vice President, Recording Secretary, Executive Secretary (non-voting), Curator of Historic Information (non-voting), Immediate Past-President, and all other Past-Presidents. All positions on the Executive Board, except for the Executive Secretary and Curator of Historic Information, are elected offices. The Executive Secretary and Curator of Historic Information shall be appointed (or re-appointed) by the President and the voting members of the Executive Board.

Any vacancy occurring among the Executive Board of this corporation by death, resignation or otherwise, except that of Past-President or President shall be filled, by appointment for the unexpired term, by the President as soon as possible. Failure to elect officers that require election at the end of their respective terms shall not dissolve the corporation or impair its corporate existence or management, but the Executive Secretary or Officer in office shall remain in office until their successor or successors are elected and installed.

At all elections, as well as at all other meetings of the membership, each qualified voting member shall be entitled to one vote and a majority of all such members shall decide all elections.

The method of election of officers, their terms of office and whether they shall be voting or non-voting members of the Executive Board shall be stated in the Constitution and By-Laws; and the original officers and directors of the corporation, as of the time of the filing of these articles of incorporation are specifically those presently in office pursuant to election under the said Constitution and By-Laws for the current year.

ARTICLE XIV – BOARD OF DIRECTORS

The Board of Directors shall comprise the Executive Board (President (non-voting), President-Elect, Vice President, Recording Secretary, Executive Secretary (non-voting), Curator of Historic Information (non-voting), immediate Past-President, and all other Past-Presidents in attendance), plus the Editor(s) of *The Woman Conductor*, and all Chairpersons of present standing committees. Editor(s), and Chairpersons are non-voting members of the Board of Directors and are appointed by the President.

Members of the Board of Directors shall hold active membership in the organization. Any vacancy occurring among the Board of Directors of this corporation by death, resignation or otherwise, shall be filled by the President by appointment for the unexpired term as soon as possible.

ARTICLE XV – INITIAL EXECUTIVE BOARD

The names and addresses of the initial Executive Board are as follows:

Linda Moorhouse, President: 5233-A Blair Lane, Baton Rouge, LA 70809
Susan Creasap, President-Elect: 123 Oakwood Drive, Morehead, KY 40351
Patricia Backhaus, Vice-President: 2501 Madison Street, Waukesha, WI 53188
Gladys Wright, Executive Secretary: 345 Overlook Drive, West Lafayette, IN 47906
Kathy Harbuck Cox, Recording Secretary: 6304 Lois Lane, Blackshear, GA 31516
Carol Nendza, Treasurer: 10611 Ridgewood Drive, Palos Park, IL 60464
Kay Hawley, Curator of Historic Information: 6816 Point Drive, Edina, MN 55435
Judith Grimes, Immediate Past-President: 1489 Radcliffe Lane, Aurora, IL 60504
Marie Cotaya, Past-President: 6954 Garland Avenue, Baker, LA 70714
Patricia Garren, Past-President: 11 Garren Road, Travelers Rest, SC 29690
Catherine Heard, Past-President: 6954 Garland Avenue, Baker, LA 70714
Jacqueline Hunt, Past-President: 311 Wickersham Drive W, Kokoma, IN 46901
Noreen Linnemann, Past-President: 10000 Garret Street, Vienna, VA 22181
Barbara Lovett, Past-President: 4804 61st Street, Lubbock, TX 79414
Ileane McElwee, Past-President: 601 West Johnson, Payson, AZ 85541
Laurie Neeb, Past-President: 3508 Rothschild Drive, Pensacola, FL 32503
Patricia Root, Past-President: 5350 Waterbury Lane, Crestwood, IL 60445
Gladys Wright, Past-President: 345 Overlook Drive, West Lafayette, IN 47906

ARTICLE XVI – MEMBERSHIP

This corporation is organized on a non-stock basis. There shall be more than one class of membership. The fiscal year of this corporation shall be from January 1 through December 31 of each year unless changed by the Executive Board. Members of the corporation shall be furnished with such evidence of the membership as may be provided in the By-Laws. Members may resign by written resignation submitted to the Executive Board and such resignation shall be effective when accepted by the Executive Board.

Regular membership in this organization shall be based upon qualification, in that:

Active Membership is open to all persons actively engaged in directing bands and all who have been band directors but are not presently directing a band. Voting membership.

Affiliate Membership is open to all persons connected with the instrumental field through private teaching, performance, clinical activities, orchestral conducting, or in any way other than directing a band. Voting membership.

Corporate Membership is open on a yearly basis to any firm or individual interested in, and in agreement with, the purposes of the organization. Non-voting membership.

Institutional Membership is open on a yearly basis to any college or university interested and in agreement with the purpose of the organization. Non-voting membership.

Student Membership is open to high school or college students with an interest in the instrumental music field. Non-voting member.

Tenured Membership is a voting membership and is open to any retired member who has been a paying member for ten (10) years and has thirty (30) years teaching experience or has reached the age of sixty (60).

Retired Membership is a voting membership and is open to any retired band director.

Honorary Membership in this society shall be based upon the following: Persons may be elected to Honorary Membership in WOMEN BAND DIRECTORS INTERNATIONAL, INC. upon a majority vote of the Executive Board at annual or special meetings. Such *Honorary Membership* shall have no right to vote, shall pay no dues, and shall have no interest in property of WOMEN BAND DIRECTORS INTERNATIONAL, INC.

All membership registrations are completed through the WBDI website (womenbanddirectors.org) or may be mailed to the Executive Secretary.

ARTICLE XVII – AMENDMENTS

The Executive Board shall have the power to make, alter, and amend such By-Laws, rules and regulations for the government of the affairs of this corporation as it may deem proper. This includes the right to make and alter By-Laws fixing their qualifications, classification, or terms of office, subject to the power of the membership to change or repeal the By-Laws so made. These Constitution and By-Laws may be amended at any annual or special meeting of the corporation by a vote of two-thirds (2/3) of the membership present; provided that notices setting forth the proposed amendment shall have been sent electronically or mailed to all members at least thirty (30) days prior to the date of such meetings, and provided further, that the Executive Board shall have theretofore approved such amendment in writing.

Whenever an affirmative vote of the membership is required to authorize or constitute corporate action, members who hold voting power on the question may respond in digital or written form without the necessity of a membership meeting. All voting must be held in compliance with these Articles of Incorporation or as required by law.

The Executive Board shall further have authority to exercise all such other powers and to do all such other lawful acts and things which this corporation or its membership might do, unless prohibited from doing so by applicable laws, or by the Constitution and By-Laws.

Part II: The Constitution
of the
Women Band Directors International, Inc.

ARTICLE I – MEMBERSHIP

SECTION 1 – PLACE OF HOLDING MEETINGS

The annual meeting shall be held in connection with The Midwest Clinic held in Chicago in December. This meeting shall be called the *Winter Meeting*.

A *Summer Meeting* shall be held in June or July with the site to be selected by the membership.

Non-business meetings may be scheduled during a *NATIONAL ASSOCIATION FOR MUSIC EDUCATION (NAfME)* Convention or at any other national band convention at the discretion of the Executive Board.

State Meetings may be held in conjunction with the State Music Educators Association or in conjunction with the State Association or at the discretion of the WBDI state chairperson.

Special Meetings may be called at the discretion of the Executive Board.

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SECTION 2 – ANNUAL ELECTION OF OFFICERS AND DIRECTORS

Elections shall be held virtually.

Members will be notified of open voting by November 1, but not before October 21.

The Immediate Past-President coordinates the election logistics with all Past-Presidents. Results shall be announced at the Executive Board Meeting at the annual Winter Meeting. The Nominating Committee shall comprise all Past-Presidents and the Immediate Past-President, who serves as the Chairperson of the Committee. This committee meets at the annual Summer Meeting.

In the absence of the immediate Past President, a Chairperson shall be selected by the Nomination Committee.

Duties of the Nominating Committee are:

- A. one or more members for the offices of President-Elect, Vice President, and Recording Secretary.
- B. Results will be communicated during the Executive Board meeting at the annual Winter Meeting under the supervision and direction of the Immediate Past-President.
- C. If for any reason a prospective candidate is unable to accept the nomination, the Nominating Committee shall follow the procedure outlined until a slate of candidates is complete.
- D. Finalize the slate of candidates and present them to the Immediate Past-President prior to October 1 to ensure distribution of ballots by November 1.
- E. The Virtual Ballot shall be prepared as follows:
 1. Information about each candidate shall be obtained from the candidate for the ballot.
 2. The bios on the candidates shall be equal in length within twenty-five (25) words and shall not be editorial in nature. The bio shall be sent to the candidate for approval and correction.
 3. All candidates shall be listed alphabetically in the ballot for each office.

All officers except President shall be elected by the general membership as provided for above. The President-Elect must be willing to assume the six (6) year responsibility of the office.

SECTION 3 – VOTING

All elections shall be had by plurality, and all questions provided by the Articles or By-Laws. Voting on demand of any member on any question before a meeting shall be by secret ballot. At each meeting of the membership or any vote, a list of the members entitled to vote shall be available on the request of any member. Voting shall be in person, by proxy and/or via a secure digital platform.

SECTION 4 – QUORUM

A quorum shall be constituted by at least fifty percent (50%) of the general membership present at any official general business meeting. For the Executive Board, a 2/3 majority of the four (4) officers plus a minimum of three (3) past-presidents shall constitute a quorum; and a quorum shall be necessary to consider any questions that may come before any meeting of the Board. If a quorum is not present at a duly assembled meeting, a majority of those present may adjourn the meeting, but not transact any other business until a quorum is secured. A quorum being present, the affirmative vote of a majority present shall be necessary to decide any question.

SECTION 5 – ADJOURNMENT OF MEETING

A duly assemble meeting may be adjourned by a majority of those present.

SECTION 6 – SPECIAL MEETING: HOW CALLED

A special meeting of the general membership for any purpose or purposes may be called by the President, or by a resolution of the Executive Board stating the purpose or purposes thereof, delivered to the Executive Secretary and approved by a majority of the Executive Board or by fifty (50%) percent of the members entitle to vote with at least a thirty (30) day notice.

SECTION 7 – MEMBERSHIP DEFINED

See Constitution ARTICLE XVIII.

ARTICLE II – EXECUTIVE BOARD AND BOARD OF DIRECTORS

SECTION 1 – EXECUTIVE BOARD

The corporate powers and management of this corporation shall be vested in, and exercised by an Executive Board of not less than four (4) current officers and three (3) past presidents. The Executive Board shall consist of the President (non-voting), President-Elect, Vice President, Recording Secretary, Executive Secretary (non-voting), Curator of Historic Information (non-voting), Immediate Past-President, and all other Past-Presidents. All positions on the Executive Board, except for the Executive Secretary and Curator of Historic Information, are elected offices. The Executive Secretary and Curator of Historic Information shall be appointed (or re-appointed) by the President and the voting members of the Executive Board.

Any vacancy occurring among the Executive Board of this corporation by death, resignation or otherwise, except that of Past-President or President shall be filled, by appointment for the unexpired term, by the President as soon as possible. Failure to elect officers that require election at the end of their respective terms shall not dissolve the corporation or impair its corporate existence or management, but the Executive Secretary or Officer in office shall remain in office until their successor or successors are elected and installed.

At all elections, as well as at all other meetings of the membership, each qualified voting member shall be entitled to one vote and a majority of all such members shall decide all elections.

The method of election of officers, their terms of office and whether they shall be voting or non-voting members of the Executive Board shall be stated in the Constitution and By-Laws; and the original officers and directors of the corporation, as of the time of the filing of these articles of incorporation are specifically those presently in office pursuant to election under the said Constitution and By-Laws for the current year.

SECTION 2 – BOARD OF DIRECTORS

The Board of Directors shall comprise the Executive Board (President (non-voting), President-Elect, Vice President, Recording Secretary, Executive Secretary (non-voting), Curator of Historic Information (non-voting), immediate Past-President, and all other Past-Presidents in attendance), plus the Editor(s) of *The Woman Conductor*, and all Chairpersons of present standing committees. Editor(s), and Chairpersons are non-voting members of the Board of Directors and are appointed by the President.

Members of the Board of Directors shall hold active membership in the organization. Any vacancy occurring among the Board of Directors of this corporation by death, resignation or otherwise, shall be filled by the President by appointment for the unexpired term as soon as possible.

SECTION 3 – PLACE OF HOLDING MEETINGS

Meetings of the Executive Board, Board of Directors or any other meetings, regular or special, shall be held in any place as the Executive Board may determine.

Meetings of the Executive Board may be held by electronic means.

Winter Meetings will be held at The Midwest Clinic.

Summer Meetings will be held at the location of the Summer Conference. Location of the Summer Conference is determined by the membership.

SECTION 4 – EXECUTIVE BOARD FIRST MEETING DRAFT

The first meeting of each newly elected Executive Board shall be held immediately following the December annual meeting of the membership, and no notice of meeting shall be necessary to the newly elected and appointed officers in order to legally constitute the meeting, provided a quorum is present; or they may meet at such time and place as fixed by the consent of all of the officers, or by notice given by the majority to the remaining officers.

SECTION 5 – REGULAR EXECUTIVE BOARD/BOARD OF DIRECTORS MEETINGS

Regular meetings of the Executive Board and Board of Directors may be held with sixty (60) days written notice at such time and place as may be designated by the President or fifty percent (50%) of the Board. Meetings must be held at least two (2) times during the fiscal year and a quorum must be present to execute any business.

A quorum of the Executive Board (as defined in Article 1, section 3) shall be necessary to consider any question that may come before any meeting of the Executive Board or Board of Directors. If a quorum is not present at a duly assembled meeting, a majority of those present may adjourn the meeting from time to time, but not transact any other business until quorum is secured. A quorum being present, the affirmative vote of a majority of the officers present shall be necessary to carry out business.

Any officer absent from a meeting of the Executive Board or of any committee thereof may be represented by any other officer or member, who may cast the vote of the absent officer according to the written instructions, general or special, of the absent officer.

SECTION 6 – NOTICE OF SPECIAL EXECUTIVE BOARD MEETING

Notice of the place and time of every special meeting of the Executive Board, and of the first meeting of the newly elected Board, if held on notice, shall be delivered to each officer by verbal or written communication.

SECTION 7 – POWERS OF THE EXECUTIVE BOARD

The Executive Board manages the business of the corporation. Subject to the Articles of these By-Laws, the Executive Board may exercise all the powers of the corporation. Without prejudice to such general powers, the officers have the following specific powers:

To delegate any of the powers of the Board to any standing or special committee or to any officer or agent with power to subdelegate, upon such terms as they deem fit.

SECTION 8 – PROCEDURE OF EXECUTIVE BOARD AND BOARD OF DIRECTORS

The Executive Board and Board of Directors shall meet prior to the winter and summer general meetings. Business may be carried on by a quorum of the Executive Board membership present with a simple majority vote necessary to transact business.

SECTION 9 – RESIGNATION OF EXECUTIVE BOARD MEMBER

The resignation of a Board member shall be in writing and shall take effect upon receipt thereof by the President or Executive Secretary or on any later date, not more than thirty (3) days after such receipt specified therein.

ARTICLE III – OFFICERS

SECTION 1 – TITLES

The officers of the corporation shall comprise a President, President-Elect, Vice President, Recording Secretary, Executive Secretary, Curator of Historic Information, and all Past-Presidents.

Officers shall hold active membership in the organization. The President-Elect shall be elected for a term of two years and become President for a term of two years at the end of the two-year term as President-Elect. In the event that the President-Elect cannot assume the office of President, the President shall be elected together with the other officers that year. The Vice President and Recording Secretary shall be elected for a term of two years and may hold office more than one term. The Executive Secretary and Curator of Historic Information shall be appointed by the President and voting members of the Executive Board and may hold office more than one term.

The corporate powers and management of this corporation shall be vested in, and exercised by an Executive Board of not less than five (5) officers: the President, President-Elect, Vice President, Recording Secretary, Immediate Past-President, and all Past-Presidents.

SECTION 2 – PRESIDENT

- A. Shall preside at all national meetings.
- B. Shall serve as presiding officer of the Executive Board.
- C. Shall have the power to make all executive appointments unless specified otherwise herein.
- D. Shall appoint all committees, including committee chairpersons, except for the Nomination Committee unless specified otherwise herein.
- E. Shall serve as an ex-officio member of all committees except for the nomination committee.
- F. Shall make interim appointments to fill vacancies during her term of office unless specified otherwise herein.
- G. Shall become Immediate Past-President at the end of her term.
- H. Shall appoint the Parliamentarian, and all other appointed offices as deemed necessary.
- I. Shall appoint two members of the Executive Board to audit the books annually. Books should also be audited for every transition in personnel.
- J. Shall be responsible for the President's Letter, that is published in The Woman Conductor three (3) times per year.
- K. Shall be a voting member of the Executive Board only when necessary to break a tied vote.
- L. Shall get Board approval for all expenditures over \$400.
- M. Shall respond to all Midwest communications and deadlines and secure Midwest meeting place, times, and room materials (microphone, screen, etc. as needed) for the executive board and general membership meetings a minimum of 30 days prior to the event.
- N. Shall organize and coordinate the Midwest Luncheon.
- O. Shall work shifts at The Midwest Clinic Booth.
- P. Shall organize the Summer Conference with the Summer Conference Host and Committee.

SECTION 3 – IMMEDIATE PAST-PRESIDENT

- A. Shall serve as the chairperson for the Nomination Committee and shall confer with the President, President-Elect and all Past-Presidents in deciding a slate of officers for the coming term. The slate of officers shall be determined at the summer meeting. Meeting attendance via electronic means must be made available to all.

- B. Shall organize and coordinate the bios and ballot format for virtual and/or mail-in voting of the election of officers.
- C. Shall present the newly elected officers at the Winter General Membership Meeting.
- D. Shall serve as the chairperson of the Awards Committee (Director Awards: Hall of Fame, Golden Rose, Silver Baton, Al G. Wright Award, Al and Gladys Wright Lifetime Achievement Award, Legacy Award, Citation of Merit, and Honorary Members).
- E. Shall be a voting member of the Executive Board.
- F. Shall assist the current president upon request.

SECTION 4 – PRESIDENT-ELECT

- A. Shall perform the duties of the President in the event of her absence or incapacity.
- B. Shall become President at the end of her two-year term as President-Elect.
- C. Shall be elected by the membership.
- D. Shall be a voting member of the Executive Board.
- E. Shall oversee all committees with the President in filing chair roles of committees.
- F. Shall assist the President with committees as directed.
- G. Shall attend all Executive Board and General Membership meetings at the Midwest Clinic and Summer Conference.
- H. Shall work with the President in preparation for term as president
- I. Shall assist the Vice-President in contacting delinquent members and those who express an interest in WBDI through the website.
- J. Shall assist the President as requested with organization and implementation of the Midwest Luncheon.
- K. Shall select committee chairs prior to taking office at the December meeting.
- L. Shall work shifts at the Midwest Booth.
- M. Shall coordinate meeting of state chairs at the summer conference (in person with virtual component).

SECTION 5 – VICE PRESIDENT

- A. Shall be elected by the membership.
- B. Shall be a voting member of the Executive Board.
- C. Shall serve as Membership Chair and send welcome emails to new members.
- D. Shall notify State Chair when a new member from their region joins WBDI and/or those who express an interest in WBDI through the website.
- E. Shall coordinate with the Executive Secretary and the President-Elect to notify delinquent members.
- F. Shall serve as Executive Board liaison for The Woman Conductor.
- G. Shall oversee social media sites.
- H. Shall work shifts at the Midwest Booth.

SECTION 6 – Recording Secretary

- A. Shall be elected by the membership
- B. Shall be a voting member of the Executive Board.
- C. Shall keep attendance at all General Membership and Executive Board Meetings.
- D. Shall keep accurate minutes of all Executive Board and General Membership Meetings.
- E. Shall email the minutes from both the General Membership and Executive Board meetings to the Executive Board members within two (2) weeks of the meetings.
- F. All minutes are property of WBDI and once approved shall be available for inspection by members.
- G. Shall keep a copy of all minutes and send a copy to the Curator of Historic Information.
- H. Shall maintain copies of State and International Chapter Meeting Minutes.
- I. Shall prepare a “Highlights of Meeting” report for inclusion in The Woman Conductor.
- J. Shall compile and distribute committee reports for the Executive Board and General Membership meetings. Notify committee chairs to submit reports by June 1 (Summer Conference) and November 15 (Winter Meeting).
- K. Shall prepare and distribute correspondence as requested by the President.
- L. Shall coordinate with the Social Media Chair to post pertinent information about meetings, events, and other important information.
- M. Shall work shifts at the Midwest Booth.

SECTION 7 – EXECUTIVE SECRETARY

- A. Shall be appointed by the President and voting members of the Executive Board.
- B. Shall have a background in maintaining accurate and concise financial records.
- C. Shall be the custodian of all monies received from any source and shall deposit them in a checking or savings account in a bank protected by the FDIC.
- D. Shall pay all bills incurred during her term of office and keep an accurate record of all monies received and expended. This record is the property of the Corporation and shall be produced for inspection immediately on demand by the President or any voting member of WBDI.
- E. Shall file all required federal, state, and local annual tax documents by established deadlines.
- F. Shall receive approval of the Executive Board for any payment exceeding \$2000.00.
- G. Shall prepare a semi-annual report for the Summer Meeting and an annual report for the Winter Meeting.
- H. Shall close the books at the end of the fiscal year and shall submit the books for annual audits as specified in the President's duties.
- I. Shall collect registration fees, dues, and other monies.
- J. Shall submit dues notice and Midwest Luncheon meeting to the editors of *The Woman Conductor* for inclusion in the October issue.
- K. Shall be responsible for booking the Midwest Booth (reserved during the previous Midwest).
- L. Shall keep an accurate membership directory.
- M. Shall maintain accurate corporate membership data and convey membership levels to *The Woman Conductor* editorial board.

SECTION 8 – CURATOR OF HISTORIC INFORMATION

- A. Shall be appointed by the President and voting members of the Executive Board.
- B. Shall maintain the permanent records of the organization which include official correspondence of all officers, such as photographs, press materials, and other official documents which are to be compiled into one notebook at the end of each year.
- C. Shall be responsible for maintaining the historical records of the organization.

ARTICLE IV – DUES

Dues cover the calendar year, January 1 through December 31.

SECTION 1 – ACTIVE MEMBERSHIP

Annual dues shall be assessed and shall entitle the member to receive the official publication (THE WOMAN CONDUCTOR), access to the Membership Directory, the right to vote, and the right to serve on committees and hold office. A membership certificate can be downloaded from the website. [\[insert url\]](#)

SECTION 2 – AFFILIATE MEMBERSHIP

Annual dues shall be assessed and shall entitle the member to receive the official publication (THE WOMAN CONDUCTOR), access to the Membership Directory, the right to vote, and the right to serve on committees. A membership certificate can be downloaded from the website. [\[insert url\]](#)

SECTION 3 – CORPORATE MEMBERSHIP

Membership will include publicity on the WBDI website, at the Midwest Clinic booth, the Summer Conference, and at any state conference booths. This membership is a non-voting membership. Dues shall be determined by the Executive Board. Membership levels are:

BASIC:

1. Publicity in each of the three yearly issues of *The Woman Conductor* (WBDI's official magazine).
2. Listing on the WBDI website and in the membership directory.
3. Recognition from the organization at the WBDI Booth at the Midwest Clinic.
4. Receiving both *The Woman Conductor* and the WBDI Membership Directory

BRONZE (includes all previous level benefits):

5. ¼ page color advertisement in The Woman Conductor

SILVER (includes all previous level benefits):

6. Logo in Summer Conference promotional materials
7. Summer Conference sponsor recognition
8. ½ page color advertisement in The Woman Conductor

GOLD (includes all previous level benefits):

9. Logo on Midwest promotional materials
10. Midwest luncheon sponsor recognition
11. Full page color advertisement in The Woman Conductor

SECTION 4 – INSTITUTIONAL MEMBERSHIP

Annual dues shall include a subscription to THE WOMAN CONDUCTOR. This membership is a non-voting membership. Dues shall be determined by the Executive Board. (Set up a google drive folder with a link for these members to access TWC?)

SECTION 5 – STUDENT MEMBERSHIP

Annual dues shall include the official publication (THE WOMAN CONDUCTOR) and access to the Membership Directory. This membership is a non-voting membership.

SECTION 6 – TENURED MEMBERSHIP

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A tenured membership is available only to any retired member who was an active member for 10 years and taught for at least 25 years. Annual dues shall be assessed and shall entitle the member to receive the official publication (THE WOMAN CONDUCTOR), access to the Membership Directory, the right to vote, and the right to serve on committees and hold office. A membership certificate can be downloaded from the website [\(insert url\)](#).

SECTION 7 – RETIRED MEMBERSHIP

This is available to any retired member who is not tenured. Annual dues shall be assessed and shall entitle the member to receive the official publication (THE WOMAN CONDUCTOR), access to the Membership Directory, the right to vote, and the right to serve on committees and hold office. A membership certificate can be downloaded from the website [\(insert url\)](#).

SECTION 8 – HONORARY MEMBERSHIP

Honorary Membership shall be conferred at the direction of the Executive Board. There shall be no cost or obligation to the Honorary Member. The membership is a non-voting membership. Certificate shall be awarded. The Honorary Member does not receive any of the official publications of WOMEN BAND DIRECTORS INTERNATIONAL, INC. as part of their membership status.

ARTICLE V – PUBLICATIONS

News of the WOMEN BAND DIRECTORS INTERNATIONAL, INC. shall be carried periodically in an outside magazine to be designated by the Executive Board.

The official document of historical record of the association shall be the WOMEN OF THE PODIUM. All active, tenured, retired, and affiliate members are eligible to be included in this document.

The WOMEN BAND DIRECTORS INTERNATIONAL, INC, official publication, THE WOMAN CONDUCTOR, shall be accessible to the membership via the website. The Winter and Summer Meeting news and minutes will appear in the publication.

The membership directory shall be accessible to each Active, Affiliate, Corporate, Student, Tenured, and Retired member.

ARTICLE VI – PARLIAMENTARY PROCEDURES

Parliamentary Procedure in all meetings shall be the rules contained in Roberts Rules of Order in all cases in which they are not contrary to the Articles and By-Laws of this Corporation.

A Parliamentarian shall be appointed by the President.

ARTICLE VII – AWARDS

SECTION 1 – AWARDS COMMITTEE MEMBERS AND PROCEDURES

The Awards Committee is comprised of all Past-Presidents. The Immediate Past-President shall chair the Awards Committee. In the absence of the Immediate Past-President, the President shall appoint an interim chair from the available Past-Presidents. The committee shall make nominations to the Executive Board who select the recipients. The general membership may make nominations electronically. All nominations shall include all appropriate supporting documents.

SECTION 2 – INTERNATIONAL GOLDEN ROSE

The Golden Rose Award is considered one of the most prestigious awards presented by WBDI. The purpose of this award is to honor women of international reputation and/or outstanding achievement in the field of instrumental music. The recipient does not need to be a member of WBDI. Only one recipient shall be chosen annually. The award shall consist of a gold medallion.

Criteria for selection:

DRAFT

1. Maintains an international reputation and/or outstanding achievement in the field of instrumental music.
2. Has made significant contributions to instrumental music education (composers, educators, conductors, authors, etc).
3. Has made outstanding contributions to the improvement of instrumental music through participation and leadership in professional organizations.

The award shall be presented at a public concert or other public event. The presentation must be made directly to the recipient by a member of WOMEN BAND DIRECTORS INTERNATIONAL, INC. in good standing whenever possible.

SECTION 3 – SILVER BATON

The purpose of this prestigious award is to honor outstanding members of WOMEN BAND DIRECTORS INTERNATIONAL, INC. who have actively participated on the national level.

Criteria for selection:

1. Consistently produces bands of a high-performance level.
2. Consistently programs high quality music.
3. Has made outstanding contributions to their community and country through music.
4. Has made outstanding contributions to the improvement of bands through participation and leadership in professional organizations.
5. Must be an active member of WOMEN BAND DIRECTORS INTERNATIONAL, INC. and have made outstanding contributions to the association through participation.

This award shall consist of a silver medallion. The award shall be presented during the Winter meeting.

SECTION 4 – CITATION OF MERIT

The purpose of this award is to honor outstanding members of WOMEN BAND DIRECTORS INTERNATIONAL, INC.

Criteria for selection:

1. Consistently produces bands of high-performance level.
2. Consistently programs high quality music.
3. Has made outstanding contributions to their community through music.
4. Must be an active member of WOMEN BAND DIRECTORS INTERNATIONAL, INC.

The award shall consist of a certificate signed by the President. Awards shall be given by active WOMEN BAND DIRECTORS INTERNATIONAL, INC. members to selected recipients. At least one (1) and no more than five (5) shall be given annually.

The awards shall be presented at a public concert or other public event. The presentation must be made directly to the recipient by a member of WOMEN BAND DIRECTORS INTERNATIONAL, INC. in good standing whenever possible.

SECTION 5 – SCROLL OF EXCELLENCE

The purpose of this award is to honor outstanding women band directors who may or may not be members of WOMEN BAND DIRECTORS INTERNATIONAL, INC.

Criteria for selection:

1. Consistently produces bands of superior performance level with programs of high musical quality, and/or has contributed significantly in other ways to instrumental education.
2. Must actively participate in regional and/or state events.
3. Must be sponsored by one WOMEN BAND DIRECTORS INTERNATIONAL, INC. member with endorsement of one other professional colleague or WOMEN BAND DIRECTORS INTERNATIONAL, INC. member.

The award shall consist of a special certificate signed by the President. (Any additional materials presented are to be paid for by the sponsor. No WBDI funds are to be utilized.)

The award shall be presented at a public concert or other public event. The presentation must be made directly to the recipient by a member of WOMEN BAND DIRECTORS INTERNATIONAL, INC. in good standing whenever possible.

SECTION 6 – CERTIFICATE OF APPRECIATION

The purpose is to honor those persons or firms making outstanding contributions to WOMEN BAND DIRECTORS INTERNATIONAL, INC.

The award shall consist of a certificate signed by the President.

The award shall be presented at a public concert or other public event. The presentation must be made directly to the recipient by a member of WOMEN BAND DIRECTORS INTERNATIONAL, INC. in good standing whenever possible.

SECTION 7 –STUDENT AWARDS

The purpose of the award is to honor outstanding students of WOMEN BAND DIRECTORS INTERNATIONAL, INC. members. These awards are not determined by the WBDI Awards Committee.

These awards are accessible to members to download from the website.

The awards shall be as follows:

1. *Certificate of Achievement:* in recognition of outstanding elementary, junior high, middle school, and high school student musicians. Students receive a certificate.
2. *Performing Artist Award (Dedicated to Dorothy Stewart Jones):* in recognition of outstanding performance as a high school instrumental soloist. The recipient must be a member of the high school band. The award consists of a certificate and a biographical sketch of Dorothy Stewart Jones. The recipient must be nominated by a member of WOMEN BAND DIRECTORS INTERNATIONAL, INC.
3. *All-Star Honor Bands:* in recognition of outstanding students at the middle school junior high and high school level. There are two bands: (1) WBDI Middle School/Junior High School All-Star Honor Band and (2) WBDI High School All-Star Honor Band. Directors nominate students to be members of an international “paper” honor band.

The awards should be presented at a public concert or event by a WOMEN BAND DIRECTORS INTERNATIONAL, INC. member whenever possible.

SECTION 8 – MISCELLANEOUS AWARDS (Not determined by the WBDI Awards Committee)

1. *Roll of Honor:* in recognition of forty or more years of successful teaching. Recipients must be WOMEN BAND DIRECTORS INTERNATIONAL, INC. members in good standing. These awards are accessible to members to download from the website.
2. *Outstanding Principal Award:* in recognition of outstanding support of instrumental music education. These awards are accessible to members to download from the website.
3. *Outstanding Band Parent Award:* in recognition of exceptional support of the instrumental music program. These awards are accessible to members to download from the website.

SECTION 9 – HALL OF FAME FOR DISTINGUISHED WOMEN CONDUCTORS

To be administered by the WOMEN BAND DIRECTORS INTERNATIONAL, INC. Hall of Fame Committee. The committee shall consist of all Past-Presidents. The Chairperson will be selected by the committee membership for a term of two years. The committee will only serve as an advisory board to the Executive Board.

Criteria for Hall of Fame selection:

1. Consistently produced instrumental music groups of high-quality performance levels.
2. Consistently programmed high quality music.
3. Has made outstanding contributions to the improvement of instrumental music groups through participation a leadership in professional organizations.
4. If living, must be an active member of WOMEN BAND DIRECTORS INTERNATIONAL, INC.
5. Has hosted meetings, festivals, and/or presented workshops, clinics, adjudicated, and/or guest conducted ensembles on a state, regional, national and/or international level.
6. Has written articles for music journals and/or participated in curriculum work.

Professional Growth:

1. Has actively taught instrumental music a minimum of thirty-five (35) years or attained the age of sixty (60).
2. Has been recognized for outstanding contributions to instrumental music on a state, national, and/or international level.

Procedures for nomination for the Hall of Fame:

1. A nomination form and at least three letters of recommendation shall be forwarded to the Hall of Fame Committee by the Winter Meeting the year preceding induction.
2. The Hall of Fame Committee will review the letters and submit its recommendation to the Executive Board for approval at the summer meeting of the Executive Board. Candidates will be notified by October 1st prior to the induction.
3. The induction fee shall be equivalent to the current market value of the framed portrait of the Hall of Fame recipient. The sponsor(s) of the recipient shall be responsible for the payment of the induction fee.
4. Hall of Fame induction ceremonies will be held on the uneven numbered years.

Hall of Fame Induction:

The induction of members into the Hall of Fame will include the unveiling of the portrait to the honoree, or an appropriate representative, and a presentation of a plaque sponsored by WBDI.

Permanent Record:

1. A permanent record of members in the WOMEN BAND DIRECTORS INTERNATIONAL, INC. Hall of Fame shall be a part of the WOMEN BAND DIRECTORS INTERNATIONAL, INC. minutes.
2. A listing of those inducted into the Hall of Fame shall appear in THE WOMAN CONDUCTOR, other appropriate music journals, and on the website.

SECTION 10 - AL G. WRIGHT AWARD

The purpose of this award is to honor an outstanding man who continually supports women band directors over a long period of time as a promoter, teacher, or role model.

Criteria for Selection:

1. Demonstrates exceptional support toward women band directors and Women Band Directors International.
2. Motivates and empowers students and colleagues in the band world.
3. Demonstrate consistent promotion of the success of women band directors.

The award consists of a special plaque and a certificate of Honorary Membership in WBDI. The award shall be presented at The Midwest Clinic.

SECTION 11 – The WBDI LEGACY AWARD in tribute to Gladys S. Wright, Founding President

The purpose of this award is to recognize and honor outstanding members of WOMEN BAND DIRECTORS INTERNATIONAL for their contributions of continuous service over many years to the organization.

Criteria for selection:

1. Must be a member in good standing.
2. Has made significant contributions of continuous service to WBDI.
3. Has had at least 15 years of continuous service as an officer/committee chair.

The award consists of a special plaque. The award shall be presented at The Midwest Clinic.

SECTION 12 – The AL and GLADYS WRIGHT LIFETIME ACHIEVEMENT AWARD

The purpose of this award is to honor for lifetime achievement rather than for a single contribution, no matter how monumental. This award is managed by the WBDI Awards Committee in conjunction with the Women Band Directors International Foundation, Inc. Board of Directors.

Criteria for selection:

1. Must be a member in good standing.
2. Must have a minimum of 40 years of distinguished service to the profession, supporting the mission and goals of Women Band Directors International.
3. Consistently programmed high quality music.
4. Significant contributions to published scholarly works.
5. Demonstrated leadership in professional organizations.
6. Demonstrated mentorship of women in the profession.

The award consists of a special plaque sponsored by the WBDI Foundation, Inc. The award shall be presented at The Midwest Clinic.

SECTION 13 – PROGRAM AWARDS

SUMMA CUM LAUDE

The purpose of this award is to identify, recognize, and honor high school band programs from schools with an enrollment of 650 or less that have demonstrated particularly significant high standards of excellence in concert activities over a period of several years. Selected middle school students may perform as members of the high school band.

The award consists of a plaque for the director and a trophy for the school.

MAGNA CUM LAUDE

The purpose of this award is to identify, recognize, and honor middle school band programs from schools with an enrollment of 650 or less that have demonstrated particularly significant high standards of excellence in concert activities over a period of several years.

The award consists of a plaque for the director and a trophy for the school.

ARTICLE VIII – SCHOLARSHIPS

WBDI provides scholarships to female students working toward a degree in music education with the intention of becoming an active band director. The candidate applications shall be completed online and shall be screened by the Scholarship Committee and presented to the Executive Board for approval at the Winter Executive Board Meeting. The scholarship monies shall be given directly to the recipient via the WBDI Foundation, Inc. Individual scholarships are listed in the Addendum.

ADDENDUM

Potential scholarships include but are not limited to the following:

THE GLADYS STONE WRIGHT SCHOLARSHIP: awarded annually by WOMEN BAND DIRECTORS INTERNATIONAL, INC., endowed by Gladys Stone Wright. The scholarship shall be awarded to a woman, undergraduate or graduate student, enrolled in a college or university pursuing a degree in music education with the intention of becoming an active band director.

THE VOLKWEIN MEMORIAL SCHOLARSHIP: awarded annually by WOMEN BAND DIRECTORS INTERNATIONAL, INC., and endowed by Helen Volkwein in memory of Virginia and Walter Volkwein. The scholarship shall be awarded to a woman, undergraduate or graduate student, enrolled in a college or university pursuing a degree in music education with the intention of becoming a band director.

LADIES OF THE PODIUM: awarded annually by WOMEN BAND DIRECTORS INTERNATIONAL, INC., endowed by Betty Jo Schmidt in memory of Kathy Schmidt. The scholarship shall be awarded to a woman, undergraduate or graduate student, enrolled in a college or university pursuing a degree in music education with the intention of becoming an active band director.

THE MARTHA ANN STARK MEMORIAL SCHOLARSHIP: awarded by WOMEN BAND DIRECTORS INTERNATIONAL, INC., shall be sponsored by Linda Moorhouse in memory of Martha Ann Stark, a band director in Florida for 25 years. The scholarship shall be awarded to a woman, high school senior or undergraduate or graduate student, enrolled or who will be enrolled in a college or university working toward a degree in music education with the intention of becoming an active band director.

THE CHARLOTTE PLUMMER OWEN MEMORIAL SCHOLARSHIP: awarded by WOMEN BAND DIRECTORS INTERNATIONAL, INC., shall be sponsored by Sue Bissiri in memory of Charlotte Plummer Owen. The scholarship shall be awarded to a woman, high school senior or undergraduate or graduate student, enrolled or who will be enrolled in a college or university working toward a degree in music education with the intention of becoming an active band director.