

CONSTITUTION AND BY-LAWS OF THE BUCKEYE TROMBONE ASSOCIATION AT THE OHIO STATE UNIVERSITY

ARTICLE I - NAME

This non-profit, educational organization shall be known as the Buckeye Trombone Association at The Ohio State University and hereafter referred to as the "Trombone Association."

ARTICLE II - PURPOSES

Section 1. PURPOSE OF THE TROMBONE ASSOCIATION. The purpose of the Buckeye Trombone Association at The Ohio State University shall be to promote communications among trombonists nationwide, improve the artistic level of performance/teaching/literature associated with the trombone family, to function as a clearinghouse for trombone-related information, and to support recruitment endeavors related to the University's music program.

Section 2. MISSION STATEMENT. The Trombone Association shall promote, nurture, and celebrate the trombone, and trombone related activities.

ARTICLE III - RELATIONSHIPS

Section 1. RELATIONSHIPS. The Trombone Association shall attempt to maintain a relationship with national music associations, National and International meetings and festivals of trombonists, and with other musicians and educational associations.

ARTICLE IV - MEMBERSHIP

Section 1. ACTIVE MEMBERSHIP. Any person interested or concerned actively, with any aspect of the trombone, may become an active member of the Trombone Association upon payment of the semester dues. Active members whose dues are paid shall have the privileges of participation in the activities of the Trombone Association, including the rights of voting and holding office, admission to General Meetings upon the member's compliance with registration requirements.

Section 2. STUDENT MEMBERSHIPS. Any trombone student regularly enrolled in University, who is not employed as a full-time trombonist or trombone teacher, or otherwise employed full-time, may become a student member of the Trombone Association upon payment of the prescribed dues. Student members shall have all the privileges of active membership. GPA requirement shall be a 2.0 or higher.

ARTICLE V - GOVERNMENT

Section 1. OFFICERS. The officers of the Trombone Association shall consist of a Faculty Advisor, President, Vice President.

Section 2. TA EXECUTIVE BOARD. The TA Executive Board has ultimate responsibility for all the activities of the Trombone Association. The TA Executive Board shall consist of three members, including the Advisor, President, Vice President.

Section 3. TERMS OF OFFICE, CONDITIONS OF ELECTION OR APPOINTMENT. The

terms of office for the TA Officers shall be one (1) year and any Officer may be re-elected. With the exception of the treasurer who will be appointed by the faculty advisor.

Section 4. ELECTIONS. The membership will elect a President, a Vice President every 1 year/two semester term.

Section 5. OFFICE REPLACEMENT. A member appointed by the Faculty Advisor will replace any office that cannot uphold their duties as an officer. This member is required to be in good standings with the Trombone Association must have a 2.85 GPA or higher, along with up to date payments on their semester dues.

Section 6. REMOVAL OF MEMBERSHIP OR AN OFFICE. The TA Executive Board, by a three-fourths vote, may remove any office, TA Executive Board member, or member who is unable to fulfill his/her duties, when in the opinion of the TA Executive Board, the effectiveness of the Trombone Association is impaired. The decision to remove an Executive Board member must be approved by the Faculty Advisor.

ARTICLE VI - MEETINGS AND ACTIVITIES

Section 1. TA GENERAL MEETING. The TA General Meetings shall be held at a time and place designated by the Executive Board. The Treasurer shall plan and be responsible for the agenda of this meeting. It is the TA Officers responsibility to submit topics of discussion, pertaining to their office, ahead of time to the Treasurer.

Section 2. OTHER MEETINGS AND ACTIVITIES. Other meetings and activities needed to further promote the purposes of the TA may be called or initiated by the TA Executive Board President with the approval of the TA Executive Board. The officers shall meet at least once a month.

ARTICLE VII - FUNDS

Section 1. MONIES RECEIVED. Any monies received from any source whatsoever shall be rendered to the Treasurer and properly receipted. Under the direction of the Faculty Advisor and Treasurer, a professional review of all TA accounts shall be conducted each academic semester.

Section 2. DISBURSEMENT OF FUNDS. Funds of the Trombone Association shall be disbursed by the Faculty Advisor in accordance with an annual budget approved by the TA Executive Board.

Section 3. FINANCIAL STATEMENT. The Treasurer shall draw up complete financial statements each year and submit them to the Trombone Association.

ARTICLE VIII – QUORUMS

Section 1. QUORUM OF THE TA EXECUTIVE BOARD. Two-thirds of the members of the TA Executive Board at a meeting duly assembled or two-thirds of the members of the TA Executive Board responding by mail or e-mail shall be necessary to constitute a quorum for the transaction of business and the act of a majority of the TA Executive Board, by the above, shall be the act of the TA Executive Board.

Section 2. QUORUM OF THE MEMBERSHIP. The members or authorized proxies at a meeting duly assembled and sanctioned by the President and the TA Executive Board, or the members responding to the Treasurer by mail, or e-mail shall constitute a quorum for the transaction of

business and the act of a majority of the membership, by the above, shall be the act of the membership.

ARTICLE IX - RULES OF ORDER

Roberts Rules of Order (revised) shall govern all General Meetings of the TA.

ARTICLE X – AMENDMENTS

Proposed revisions to the Articles of this Constitution shall be presented to (1) the TA Executive Board President, (2) the TA Executive Board, and (3) the membership present at a meeting.

ARTICLE XI - PRIVATE PROPERTY

The private property of individual members of this Trombone Association shall not be liable for Trombone Association debts.

ARTICLE XII - BY-LAWS

The Trombone Association may make and alter By-laws consistent with the provisions indicated heretofore and in accordance with the provision contained in Articles VI and VIII relative to meetings and quorums.

ARTICLE XIII – RESPONSIBILITIES

Section 1. RESPONSIBILITIES. The TA, though it encourages the development of unique activities among its affiliates, is not responsible for the activities of its affiliates. It is the duty and responsibility of the officers, officials, and members of the affiliates to assume total responsibility for their activities.

ARTICLE XIII – NON-DISCRIMINATION POLICY

The Ohio State University is committed to building and maintaining a diverse community to reflect human diversity and to improve opportunities for all. The university is committed to equal opportunity, affirmative action, and eliminating discrimination. This commitment is both a moral imperative consistent with an intellectual community that celebrates individual differences and diversity, as well as a matter of law.

Ohio State does not discriminate on the basis of age, ancestry, color, disability, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, race, religion, sex, sexual orientation, protected veteran status, or any other bases under the law, in its activities, programs, admission, and employment.

ARTICLE X – SEXUAL MISCONDUCT POLICY

As a student organization at The Ohio State University, The Buckeye Trombone Association expects its members to conduct themselves in a manner that maintains an environment free from sexual misconduct. All members are responsible for adhering to University Policy 1.15, which can be found here: <https://hr.osu.edu/public/documents/policy/policy115.pdf>.

If you or someone you know has been sexually harassed or assaulted, you may find the appropriate resources at <http://titleIX.osu.edu> or by contacting the Ohio State Title IX Coordinator at titleIX@osu.edu.

BY-LAWS OF THE BUCKEYE TROMBONE ASSOCIATION

ARTICLE I - PARTICULAR PURPOSES

In pursuit of the general purposes of the Trombone Association, the Trombone Association, and members may:

- A. Support trombone festivals, regional meetings, national, and international meetings.
- B. Commission trombone compositions and offer competitions and prizes for musical works for tenor trombone, bass trombone, alto trombone, trombone ensembles, and trombone in various combinations. So as to encourage new works and make available worthy compositions that are not published.
- C. Encourage and promote performance of solo, trombone ensemble, and chamber works, which include trombone(s).
- D. Publish a journal of scholarly articles.
- E. Offer assistance to composers and arrangers in understanding and effectively writing for the various trombones.
- F. Make suggestions and recommendations to instrument manufacturers.
- G. Present honors and recognition for distinctive services in the cause of the trombone to persons deemed worthy by the Association.
- H. Establish various scholarship funds.
- I. Encourage communication among trombonists and assist in projects and needs of members.
- J. Encourage publishers to publish new works for trombone and to correct misprints in old publications.

The Trombone Association is not necessarily required to pursue all of the above or to be limited to only the above so long as the activities fit within the scope of the general purposes of the Trombone Association.

ARTICLE II - DUTIES OF OFFICERS

Section 1. PRESIDENT. The President shall chair the Executive Board and act as the figure-head for the Trombone Association. The President shall be elected to a 1-year term and may have formal responsibilities and voting rights on the Executive Board. He/She shall normally attend meetings of the TA Executive Board. The President is responsible for overseeing the actions, responsibilities, and duties of the entire Executive Board. He/She is a helpful hand and support system that will help any officer in need of assistance and to also help the Faculty Advisor when needed. Additionally, the President shall print and distribute all trombone studio flyers and advertisements.

The President must be a current music major who also participates in the trombone ensemble.

Section 2. VICE PRESIDENT. The Vice President shall be elected to a one-year term and may serve as a member of the TA Executive Board and shall have formal responsibilities and voting rights on the TA Executive Board. He/She shall normally attend meetings of the TA Executive Board. The Vice President should be the Right-Hand Man of the President, helping with any issues the President is having. The Vice President shall assume the duties of the President in their absence. Similar to the President, the Vice President shall lend help to any office or officer who needs help.

The Vice President may be a music major or non-major who participates in the trombone ensemble.

Section 3. TREASURER. The Treasurer will oversee of keeping any accounts balanced, up-to-date budgets and balances, and will be in charge of handling money between the members and

Faculty Advisor. The Treasurer is personally responsible for all the Trombone Association funds in his/her possession. The Treasurer deposits, in an approved bank or any other approved accounts, the funds of the Trombone Association. The Treasurer will be the current GA of the trombone studio. This position is not open for our annual election but rather is appointed by the faculty advisor.

Section 4. SOCIAL COORDINATOR. The responsibility of the Social Coordinator is to oversee all media outlets, as well as the planning, preparation, delegation, and supervision of all social events hosted by the TA. These social events include all TA fundraising events, guest artists that attend the university, and the TA's annual Trombone Day. The Social Coordinator will also oversee any other duties specified by the TA Executive Board.

ARTICLE III – TA EXECUTIVE BOARD

Section 1. GENERAL DUTIES. The TA Executive Board shall be responsible for the general program of activities of the Trombone Association. The TA Executive Board shall appoint all members. TA Executive Board members shall have a Duty of Care, Duty of Loyalty, and Duty of Obedience to the Trombone Association. The TA Executive Board's key responsibilities shall be:

1. Oversee the Trombone Association's day to day operations
2. Prepare, monitor, and evaluate the annual plan of the Trombone Association
3. Review and approve all policies on behalf of the Trombone Association
4. Liaise and refer matters to the Faculty Advisor.
5. Prepare and approve the TA's Budget.
6. Determine the organization's mission and purposes.
7. Select the Officers and Faculty Advisors.
8. Ensure effective organizational planning.
9. Ensure adequate resources.
10. Manage resources effectively.
11. Determine, monitor, and strengthen the organization's programs and services.
12. Enhance the organization's public standing.
13. Ensure legal and ethical integrity and maintain accountability.
14. Recruit and orient new Executive Board members, student members, and active members.

Section 2. NOMINATIONS. One (1) Member, for all elections held by the Trombone Association, shall represent the TA. Nominations for office will be held every late March, or beginning of April, and the President and Faculty Advisor will be in charge of voting protocol. Voting will be done by a secret ballot, which are counted by the President and Vice President.

Section 3. CONTROL OF FUNDS. The TA Executive Board shall be notified of expenditures exceeding 200 U.S. Dollars, not provided for within the approval annual budget.

Section 4. CONSTITUTION AND BY-LAWS. The TA Executive Board shall be responsible to ensure that the TA Constitution and By-laws serve the purpose and goals of the Trombone Association.

Section 5. CHAIR. The President of the TA Executive Board shall chair meetings of the TA Executive Board and the General Meetings of the Trombone Association and sign all written contracts on behalf of the Trombone Association. His/Her nomination must be approved by the Faculty Advisor.

ARTICLE IV – DUES, FEES, AND GIFTS

Section 1. ACTIVE MEMBERSHIP. The annual dues and and procedure for payment thereof for

active members shall be Twenty-Five (\$25) U.S. Dollars per semester and may be changed from time to time by the TA Executive Board.

Section 2. STUDENT MEMBERSHIP. The annual dues and procedure for payment thereof for student membership shall be Twenty-Five (\$25) US Dollars per semester and may be changed from time to time by the TA Executive Board.

Section 3. DUES. All dues shall be placed in the general fund of the Trombone Association.

Section 4. FEES. Additional fees and assessments may be made for the financing of specific projects or as admission fees to certain concerts, lectures, demonstrations, exhibits, workshops, discussion groups, and social events.

Section 5. GIFTS. The Trombone Association may accept financial or other gifts, which shall be used at the discretion of the Trombone Association for the purposes of the Trombone Association.

ARTICLE V- AMENDMENTS

The By-laws may be amended at any time upon approval by a majority vote of the Buckeye Trombone Association Executive Board. Proposed revisions to the By-laws of this Constitution shall be presented to (1) the Executive Board Chair, and then to (2) the Executive Board for the final approval. Revised at the Executive Board Meeting of the Buckeye Trombone Association on TBD.

President: _____

Printed Name: _____

Date: _____

Organization Advisor: _____

Printed Name: _____

Date: _____