

The last formal review of the association constitution took place in 1986. Over the past fifteen years, various aspects of the association have changed, most notably its name. During the summer of 2001, a committee was appointed to review the association's constitution and, if deemed appropriate, make recommendations for revision. The committee consisted of R. Winston Morris (Chair), Mary Ann Craig, Charles McAdams, Mark Nelson, and Steven Mead. In January, the Constitution Review Committee forwarded recommendations to the ITEA Executive Committee. Many of the proposed revisions to the ITEA Constitution are cosmetic, simply changing the association name. Several other revisions provide greater flexibility for the association to serve the membership more effectively as well as to adjust more fluidly in meeting future challenges. After consideration and discussion, the Executive Committee unanimously endorsed the proposed revisions and hereby transmit them to the membership for consideration and vote. Please take the time to read and consider the proposed changes. Ballots are due by June 10. Please find the ballot enclosed with your Journal and return it to ITEA Treasurer, Kathy Brantigan.

Please note the method of identifying "deleted material" and "added material" below:

~~{Old material to be deleted will be struck through and/or enclosed in brackets}~~

*(New material will be in italics and/or enclosed in parentheses)*

~~[[TUBISTS UNIVERSAL BROTHERHOOD ASSOCIATION]]~~

*(INTERNATIONAL TUBA-EUPHONIUM ASSOCIATION)*

CONSTITUTION

Adopted: May 24, 1975, First National Tuba/Euphonium Symposium/Workshop, Urbana, Illinois, U.S.A. Amended: August 31, 1980; June 7, 1986; April 30, 1989; January 19, 1991; (NEW DATE, 2002.)

#### ARTICLE I

Name

This organization shall be known as the ~~[[Tubists Universal Brotherhood Association]]~~ *(International Tuba-Euphonium Association, ITEA. The organization was founded in 1975 and was formerly known as the Tubists Universal Brotherhood Association, TUBA.)*

#### ARTICLE II

Location

The headquarters of the Association shall be in the United States. Headquarters of the Association shall be the address of the treasurer. The address of the registered office may be changed from time to time by the Executive Committee of the Association.

#### ARTICLE III

Objectives and Purposes

The ~~[[Tubists Universal Brotherhood Association]]~~ *(International Tuba-Euphonium Association)* is a worldwide organization of musicians whose purpose is to maintain a liaison among those who take a significant interest in the instruments of the tuba and euphonium family - their development, literature, pedagogy, and performance.

Some of the specific objectives and purposes of ~~[[T.U.B.A.]]~~ *(ITEA)* are:

- To expand performance and employment opportunities.
- To enhance the image and role of our instruments and performers.
- To explore pedagogical approaches through new

teaching resources.

- To promote activity in new instrument design.
- To generate new compositions for the tuba and euphonium.
- To explore new directions in technique.
- To establish and maintain appropriate libraries of recorded and printed materials.
- To encourage tuba-euphonium workshops and conferences.
- To publish a journal.
- (j) To maintain a publishing company.)*

#### ARTICLE IV

Powers

##### Section 1.

The Association shall have the powers necessary and proper to *(facilitate)* the achievement of the aforementioned purposes for which the Association is organized.

##### Section 2.

Notwithstanding any other provisions of these articles, the Association shall not carry on any activities not permitted to be carried on by a corporation exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code (or the corresponding provision of any future United States Internal Revenue Law).

##### Section 3.

No part of the net earnings of the Association shall inure to the benefit of, or be distributable to, its members, officers, or 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 Article III hereof. No substantial part of the activities of the Association shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Association shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office.

##### Section 4.

This Association may hold real estate, and own copyrights and property. No loans shall be contracted on behalf of the Association and no evidences of indebtedness shall be issued in its name unless authorized by a resolution of the Executive Committee. Such authority may be general or confined to specific instances.

##### Section 5.

This Association may accept outright any unrestricted gifts, grants, or endowments that may be presented by any person, firm, or corporation, and such gifts, grants, or endowments shall be placed in the general funds of the Association to be used, as directed by the Executive Committee, for the aims and purposes of the Association.

##### Section 6.

All checks, drafts, or other orders for the payment of money, notes or other evidences of indebtedness issued in the name of the Association, shall be signed by the treasurer. The president shall have this authority in the event that the treasurer is unable to attend to ~~[[his]]~~ *(his/her)* duties. All funds of the Association not otherwise employed shall be deposited from time to time to the credit of the Association in such banks, trust companies or other depositories as selected by the Executive Committee.

##### Section 7.

Dues from the membership will support the activities of the Association, as well as providing for subscription to the ~~[[T.U.B.A.]]~~ *(ITEA Journal and access to the "Members Only" area of the ITEA website.)*

##### Section 8.

The fiscal year of the Association shall be from July 1 of each year to June 30 of the next.

#### ARTICLE V

Membership

##### Section 1.

Membership in this Association shall be open to any persons who take a significant interest in the instruments of the tuba *(and euphonium families and remit)* ~~[[family, upon]]~~ payment of ~~[[annual]]~~ *(membership)* dues. All members shall be entitled to all rights and privileges of membership in the Association, ~~including a subscription to the T.U.B.A. Journal.~~ Members ~~[[shall pay annual dues,]]~~ shall have the right to a voice, and the right to a vote for electing officers and for other such matters presented for voting.

##### Section 2.

The categories of membership include:

- ~~[[a]]~~ Professional membership.
- ~~[[b]]~~ Student (or retired) membership
- ~~[[c]]~~ Associate (or amateur) membership ~~for those who are actively interested in the tubists' world such as composers, publishers, manufacturers, and friends.~~
- ~~[[d]]~~ Honorary membership ~~in recognition of those~~



~~outstanding individuals who have made particularly distinguished contributions to the music profession. To be awarded by the President on behalf of the Executive Committee.~~

~~(c) Additional categories of membership are available in consideration of contributions to T.U.B.A. These include Patron, Sustaining, Benefactor, and Life membership classifications.]~~

~~(Professional, Amateur, Associate, Student, Retired, Life, Honorary, and other categories as deemed necessary by the Executive Committee.)~~

### Section 3.

Application for membership, with dues, shall be sent to the treasurer of the Association.

### Section 4.

The dues for the categories of membership will be determined by the Executive Committee.

### Section 5.

As memberships are received from countries other than the United States, the Executive Committee shall take appropriate action to ensure their representation in the Association, and to develop a truly international organization.

## ARTICLE VI

### Officers

#### Section 1.

The elected officers of the Association shall be president, past-president, vice-president/(president-elect), vice-president for international relations, secretary, and ~~euphonium coordinator~~ (other positions as deemed necessary to adequately represent the membership, i.e. euphonium coordinator). These officers shall hold office for two years with the possibility of succession.

#### Section 2.

*The appointed officers of the Association shall be treasurer, publications coordinator and conference coordinator. These officers shall hold office for two years with the possibility of succession.)*

#### Section {2} (3).

The elected officers, along with the appointed officers ~~{Treasurer and Publications Coordinator}~~; shall form the Executive Committee and shall be empowered to carry on the business of the Association.

#### Section {3} (4).

The Executive Committee by a two-thirds vote may remove from office any officer who is unable to attend meetings and is unable to attend to the duties of his or her office when, in the opinion of the committee, the effectiveness of the Association is impaired.

#### Section {4} (5).

The procedure for electing officers shall consist of the following steps:

- The President shall appoint a nominating committee in the fall preceding an election year that will consist of three non-office holding members.
- Nominations may be made by any member to the president, who will forward them to the nominating committee.
- The slate, together with a ballot, shall be distributed to the membership.
- Unless altered by a stipulation of the document in question, all votes shall be tallied and recorded by the treasurer.
- A simple majority of votes returned will be official.
- An appropriate time limit for returning ballots shall be stipulated on the ballot.
- The treasurer shall notify the president of the election results and the president shall see that ~~fall concerned are~~ (the membership is) appraised of the results.

#### Section {5} (6).

A treasurer, a publications coordinator, (a conference coordinator) and various other representatives as deemed appropriate shall be appointed by the president (with the approval of the Executive Committee). They shall serve concurrently with the president.

#### Section {6} (7).

The vice-president shall be considered the president-elect and shall succeed the president.

#### Section {7} (8).

Following the end of each administration, the president shall assume the office of past-president.

#### Section {8} (9).

Any vacancy occurring during an uncompleted term of office may be filled by appointment made by the president in consultation with the Executive Committee.

#### Section {9} (10).

The newly elected officers will assume the duties of their office on the first of July following the elections.

## ARTICLE VII

Duties of the Officers, Coordinators, Chairpersons, etc.

#### Section 1.

President: Shall be responsible for coordination of all activities of ~~{T.U.B.A.}~~ (ITEA); preside at meetings of the Association; maintain a close liaison with the other members of the Executive Committee and guide the progress of the Association. The president shall be an ex-officio member of all special and standing committees. The president shall provide inspiration to organize and stimulate activities of interest to and for the membership at large.

#### Section 2.

Past-President: Shall serve in an advisory capacity to the president and be chairperson of the Board of Directors. Upon completion of term of office, the past-president shall serve on the Board of Directors.

#### Section 3.

Vice President: The vice-president shall assume the duties of the president in the latter's absence and coordinate the activities of the regional representatives (and the student advisory committee).

#### Section {3A} (4).

Vice-President for International Relations: Shall represent the international constituency of ~~{T.U.B.A.}~~ (ITEA) and assist with promoting the Association throughout the world.

#### Section {4} (5).

Secretary: Shall maintain the minutes of appropriate ~~{T.U.B.A.}~~ (ITEA) meetings; produce official correspondence; document Executive Committee actions; serve as a liaison between the Executive Committee, the Board of Directors and the Honorary Board of Advisors; and shall maintain the Executive Committee Handbook, and such other duties appropriate and assigned to the position.

#### Section {5} (6).

Treasurer: Shall administer the financial activities of the Association; deal with matters that relate to the Internal Revenue Service; produce quarterly financial reports; construct budgets; maintain all membership records; work with the Publications Coordinator to produce an annual membership roster; maintain correspondence relative to dues and memberships; supervise, tally, and record results of general elections; and such other duties appropriate and assigned to the position.

#### Section {6} (7).

Euphonium Coordinator (and/or other positions as deemed necessary by the Executive Committee to

adequately represent the membership): Shall represent the euphonium (and/or other special) constituency of ~~{T.U.B.A.}~~ (ITEA) in all aspects of the Association.

#### Section {7} (8).

Publications Coordinator: Shall supervise the production of the ~~{T.U.B.A.}~~ (ITEA) Journal and any special publications released by the Association; and shall appoint Editorial Associates to assist in specialized areas.

#### (Section 9.

*Conference Coordinator: Shall solicit, coordinate, and provide long-range planning for all international conferences. Once proposals have been accepted, the coordinator shall execute conference contract with conference host, and shall provide host with detailed information regarding ITEA conference guidelines. The conference coordinator shall stay in close contact with conference hosts during the 12 months leading up to a conference, to lend support and to assure that ITEA conference guidelines are followed.)*

#### Section {8} (10).

Regional Representatives: Shall keep in close contact with the membership in their area; encourage new memberships; provide reports on their area to the president as requested; encourage area meetings and workshops; and conduct any business of the Association that may be required by the Executive Committee.

#### Section {9} (11).

Special Area Coordinators: May be appointed by the president on behalf of the Executive Committee as deemed necessary and appropriate, including such projects as (Regional Chapter Coordinator,) Research, Resource Library, Instrument Design, Manufacturers, etc.

#### Section {10} (12).

Board of Directors: An active board made up of prominent and respected people in our profession by appointment of the president on behalf of the Executive Committee to be chaired by the past-president. Members shall serve concurrently with the president with the possibility of reappointment. This board shall serve in an advisory capacity to the president and the Executive Committee.

#### Section {11} (13).

Honorary Advisory Board: A standing board made up of prominent and respected people in our profession by appointment of the president on behalf of the Executive Committee to serve in an advisory capacity to the Executive Committee, the Board of Directors, and the president.

#### Section {12} (14).

Executive Committee: Shall assist the president and treasurer with the ~~{business}~~ (financial) management of the Association, serve as Finance Committee, and be responsible for the budgeting and control of the Association funds.

#### Section {13} (15).

The president of the Association may appoint committees as needed; may change or remove members; and dissolve such committees. Committee chairpersons will be appointed by the president.

## ARTICLE VIII

### Meetings

~~{Most of the business of the Association shall be conducted through the medium of the T.U.B.A. Journal}~~

#### Section 1.

~~{There shall be a general meeting of all members during any national or international conference}~~ (There should be a scheduled general meeting of all ITEA members present during any ITEA endorsed regional,



national or international conference.)

#### Section 2.

There shall be at least one business meeting a year of the Executive Committee.

#### Section 3.

The Rules and Order of Business of Robert's Rules of Order shall govern the Association in all cases where they are applicable and in which they are not inconsistent with the constitution of the Association.

#### Section 4.

Any member may propose new business to the Executive Committee to be brought before the membership.

### ARTICLE IX

#### Regional Chapters

The Association will encourage and assist the formation of regional chapters for the purposes of more frequent meetings of members, more widely varied activities of the Association between national meetings, and to foster and encourage musical performances by the members. The chapter will secure the services of a sponsor who is an active member of [F.U.B.A.] (ITEA). All members of the chapter will become members of the parent organization. An official certificate of the chapter charter will be issued by the treasurer upon payment of [five dollars] (the chapter origination fee). Regional chapters may establish their own dues and procedures as desired. An annual report will be submitted by each established chapter to [their respective] (the) regional chapter coordinator (who in return, will forward all reports to the Executive Committee).

### ARTICLE X

#### Voting

All active members are entitled to an equal voice in the Association's affairs. Ballots for voting for officers, changes in by-laws, etc., shall be included in the Journal. All votes, unless otherwise stipulated, shall be tallied and recorded by the treasurer. In all cases, a simple majority of votes returned will ~~be official~~ (determine the election).

### ARTICLE XI

#### Amendments

Amendments to the constitution of the [~~Federalists Universal Brotherhood Association~~] (International Tuba-Euphonium Association) may be proposed by any member of the Association. The proposed amendment shall be submitted to the president for inclusion on the agenda of the next meeting of the Executive Committee. On approval by the Executive Committee, the proposed amendment shall be distributed to the membership for ratification following the procedure set forth in Article X.

### ARTICLE XII

#### Distribution of Assets Upon Dissolution

Upon dissolution of the corporation, the Executive Committee shall, after paying or making provisions for the payment of all of the liabilities of the corporation, dispose of all of the assets of the corporation to (and only to) one or more organizations organized and operated exclusively for educational purposes as shall at the time qualify as an exempt organization or organizations under Section 501 (c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law), as the Executive Committee shall determine.

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