



THE AMERICAN BANDMASTERS ASSOCIATION

NOMINATION FOR ACTIVE MEMBERSHIP



The Principal Sponsor must submit this form to the Secretary-Treasurer by the end of the last business meeting at the annual convention. *Forms will not be accepted after the close of the final business meeting.* The Vice President, who serves as the Chairman of the Membership Committee, will send detailed instructions to the Principal Sponsor after the convention once the nomination has been verified by the Secretary-Treasurer.

NAME OF THE NOMINEE: _____
(Please print legibly)

PHYSICAL ADDRESS: _____
Street City State Zip Phone

NOMINATED AS: (*circle one*) Conductor | Composer | Conductor/Composer

Nominees are considered on the basis of their total contribution to the profession.

Present position of Nominee: (*please print*)

Ensemble(s) conducted (if applicable): (*please print*)

PRINCIPAL SPONSOR AND CO-SPONSORS MUST SIGN THIS FORM.

A minimum of two (2) Co-Sponsors are required. No member shall act as a Principal Sponsor for more than two Nominees during any convention year, or act as a Sponsor and/or Co-Sponsor for more than three Nominees. Principal Sponsors must be members in good standing for at least five years. Co-Sponsors must be members in good standing for at least three years.

Principal Sponsor (*print name*): _____

Signature: _____ Date: _____

Co-Sponsor 1 (*print name*): _____

Signature: _____ Date: _____

Co-Sponsor 2 (*print name*): _____

Signature: _____ Date: _____

ADDITIONAL CO-SPONSORS (NOT REQUIRED)

Co-Sponsor 3 (*print name*): _____

Signature: _____ Date: _____

Co-Sponsor 4 (*print name*): _____

Signature: _____ Date: _____

NEW MEMBER PROCEDURES

STEP 1 – NOMINATION PROCESS

1. Proposed names of Nominees are submitted to the Secretary-Treasurer on a *Nomination for Active Membership* form by a Principal Sponsor before the end of the last business meeting at the annual convention. The Principal Sponsor must be present at the convention to submit the form. A minimum of two Co-Sponsors are required on the form.
2. Once a Nomination form is complete and has been accepted and verified by the Secretary-Treasurer, Nominee material is then collected by the Principal Sponsor in the spring and summer for dissemination to the ABA Active Membership in the fall. Active Members then provide input on each candidate through a Candidate Evaluation Questionnaire, which is to be completed mid-January. Summaries from the Candidate Questionnaires are then disseminated to the Membership Committee, who meet at the annual convention to discuss all candidates. The Membership Committee's decisions are then shared with the Active Members during a business meeting at the annual convention.

STEP 2 – PRINCIPAL SPONSOR RESPONSIBILITIES AND TIMELINE

1. The Vice President works directly with Principal Sponsors on the collection of all Nominee materials (Principal Sponsor and Co-Sponsor Evaluation Forms, Nominee Information Form, digital picture, digital recordings, recording information). Principal Sponsors are given access to digital folders for each Nominee in order to collect materials.
2. By May 15—Principal Sponsors complete and upload the (1) *Nominee Information Form*, (2) *Principal Sponsor and Co-Sponsor Evaluation Forms*, and (3) collect and upload a high-resolution digital color picture of the Nominee (.tif or .jpg). Principal Sponsors work directly with their Nominees to collect material.
3. By July 15—Principal Sponsors have secured, listened, evaluated, and uploaded digital recordings (.mp3 format only) to the Nominee's digital folder. Submit only the highest quality recordings. The Vice President will outline how each recording is to be labeled, including title, composer, arranger, ensemble, recording venue, and performance date.

The total length of the digital recordings is to be at least 60 minutes of the Nominee's own ensemble, and no more than 70 minutes total of music. Exceptions to this policy may be granted by the Membership Committee. The recordings should include a variety of styles and periods and must cover performances over a minimum of five years (more years are encouraged). Conductor Nominee recordings are to be live and unedited.

Any submitted materials which are not in total compliance with the given directives will automatically remove the Nominee from consideration.

STEP 3 – CO-SPONSOR RESPONSIBILITIES AND TIMELINE

Co-Sponsors complete a *Co-Sponsor Evaluation Form* (fillable pdf) and send it to the Principal Sponsor for uploading to the Nominee's digital folder (May 15 deadline).

OTHER INFORMATION:

Nominees are considered "Candidates" for membership once all materials have been received and verified by the Vice President. Candidates are then considered for membership on the basis of their total contribution to the profession as seen through their (1) recordings and (2) the written information collected in the Nominee Information Form. No outside materials are used for evaluation. Nominations for membership will not be accepted from anyone who is deceased. In the event a candidate passes away unexpectedly during the candidate evaluation process, the Membership Committee will evaluate the candidate, even if the collection of materials is in mid-process.

Any missed deadline removes a Nominee from consideration.