

THE INTERNATIONAL ASSOCIATION OF SCHOOLS OF JAZZ BYE-LAWS

Conceived: July 1992
Last Revised version: July 2013, Aarhus, Denmark
Order of articles: The Articles in the Bye-Laws follow the order of the corresponding articles in the Charter of the IASJ.

OPENING STATEMENT

The Bye-laws are the house regulations of the International Association of Schools of Jazz and are based upon the Charter, which remains the sole legal document of the organization.

Article One: THE CHARACTER OF THE ORGANISATION

- 1) The Association is named "The International Association of Schools of Jazz" hereafter to be called "the Association" and is located in The Hague, The Netherlands.
- 2) The Association will exist for an indefinite period of time.
- 3) The Association is a non-profit organization.
- 4) The working language of the Association is English.
- 5) The Association has legal personality according to the Dutch law.

Article Two: AIMS

- 1) The aim of the Association is to promote and enhance positive cross-cultural communication between various nationalities using jazz as the basis for accomplishing this purpose.

The Association tries to achieve this goal by:

- encouraging the concept of jazz as an inclusive music open to contributions by artists from all parts of the world.
- establishing a network of Schools of Jazz wherever in the world to promote the exchange of students, teachers, representatives, ideas and materials.
- printed and digital publications.
- an Annual IASJ Jazz Meeting for students, teachers and representatives as well as invited people
- IASJ Jazz Conferences to investigate the current state of affairs in jazz and jazz education
- maintaining the IASJ Service Bureau.
- cooperation with jazz organizations throughout the world.
- doing anything at all to serve jazz and the education of jazz.

Article Four: MEMBERSHIP

- 1) The Association has ORDINARY, ASSOCIATE, INDIVIDUAL and TRAIL MEMBERS.
- 2) Any school, individual, or organization wishing to join must apply through the IASJ Service Bureau. The Daily Board has the right to approve or deny membership.

3) ORDINARY MEMBERS

- a) Ordinary Members are defined as those schools who work actively on behalf of the Association.
- b) Ordinary Members are entitled to the vote in the General Assembly.
- c) Ordinary Members will be given the first option of attending all IASJ activities such as IASJ Jazz Meetings. The number of participating teachers, students and representatives is decided by the Host School in conjunction with the Executive and Artistic Director.

4) ASSOCIATE MEMBERS

- a) Associate members are defined as "schools involved in the teaching of jazz on a regular basis". Associate Members may be invited by the Board to work actively on behalf of the Association and may then be invited to become Ordinary Members.
- b) Associate Members have no right to vote in the General Assembly, but are they eligible for election or appointment to positions within the Association's bodies.
- c) Associate Members are welcome to attend the General Assembly. Associate Members may submit proposals to the General Assembly.
- d) Associate Members are entitled to send Students, Teachers and Representatives to each IASJ Jazz Meeting, subject at all times to conditions and costs that may limit such attendance.
- e) At the discretion of the Daily Board certain schools may be invited to become Associate Members without paying the full annual subscription. They will be entitled to all membership benefits.

5) TRIAL MEMBERS

- a) Trial Members are defined as schools interested in becoming Associate Member of the IASJ. The Trial Membership lasts for one year. The Trial Member may send one Representative as an Observer to the Annual IASJ Jazz Meeting of that year.
- b) Trial Members have no right to vote in the General Assembly, nor are they eligible for election or appointment to any positions within the Association's bodies.
- c) Schools can become Trial once. After one year they will be asked to become Associate Member. The Trial Membership is meant to encourage possible members to become Associate Members.

6) REPRESENTATIVES.

- a) Ordinary, Associate and Trial Member Schools must nominate one named Representative when they join. All contacts and communication between the Association and the Member School goes via the named Representative.
- b) In the case of Ordinary Members, the person who is the Representative votes on behalf of the school and can stand for election to the Board as the Representative of the school.
- c) The school can only change their named Representative by written notification.

d) If a Representative of a school cannot attend the General Assembly, the vote can be given by proxy. Such proxy can only be given to a Representative of another Ordinary Member school. Representatives of Ordinary Member School can vote on behalf of their own school and carry only one proxy.

7) INDIVIDUAL MEMBERS

- a) Individual members are those individuals who, as an individual, support the aims of the Association.
- b) An Individual Member can attend IASJ Jazz Meetings as an observer. The Host School, after consultation with the Artistic Director and the Executive Director, might invite an Individual Member to participate in activities of the IASJ Jazz Meeting.
- c) Individual Members are invited to attend the General Assembly by the Board but have no voting rights.

8) DONATORS

- a) Donators are defined as any person or organization paying a donation to the Association. The Board decides the minimum amounts for Donators.
- b) A Donator will be given the opportunity to display and promote educational materials at IASJ Jazz Meetings in conjunction with the Daily Board and the Host School.

9) HONORARY MEMBERSHIP

- a) Honorary Membership is granted by the General Assembly after recommendation by the Board to individuals, particularly those who have contributed in some substantial way to the aims of the Association.
- b) Honorary Members have no voting rights but can be invited to attend the General Assembly by the Board.

10) BENEFITS FOR MEMBERS

a) IASJ PUBLICATIONS.

All members are entitled to receive one free copy of all IASJ Publications:

- The IASJ Newsletter will appear in printed and / or in digital form.
- The recording made at every Annual IASJ Jazz Meeting. If possible all Members will receive one copy of the recording.

b) IASJ WEBSITE.

The IASJ Website is designed to serve the membership and promote international collaboration. All Ordinary and Associate Members can have the Fact Sheet of their school published on the IASJ website.

c) IASJ ACTIVITIES

All members are invited to IASJ Jazz Meetings, IASJ Jazz Conferences and all other activities that the IASJ undertakes as a sole organizer or in collaboration with other organizations.

11) RESPONSIBILITIES OF ALL MEMBERS

- a) To send information about their schools and their activities to the IASJ Service Bureau, as well as address changes and other data.
- b) To encourage Students and Teachers who have attended IASJ Meetings to retain links with the organization through their schools.
- c) To fulfill their financial membership obligations by paying the annual IASJ membership fee.

12) SPECIAL DUTIES OF ORDINARY MEMBERS

In recognition of their special status Ordinary Members are expected to fulfill certain specific duties. These include:

- a) To do all efforts to attend all Annual IASJ Jazz Meetings, IASJ Jazz Conferences and all other activities organized by the IASJ.
- b) To accept agreed responsibilities and assignments.
- c) To encourage new membership.

Article Five and Six: TRANSFER AND ENDING OF MEMBERSHIP

- 1) A membership is not transferable.
- 2) A membership ends when that organization ceases to exist. An Individual membership ends when the individual dies.
- 3) A member may resign from membership by sending a written request to end the membership at least four weeks before the Association's year has ended. If the request has not been received in time membership continues for one more year and subscriptions remain due.
- 4) The Board can decide to end a membership at the end of the Association's year by communicating their decision to the member no later than four weeks before the end of that year. End of membership by decision of the Board can only happen according to Dutch laws.
- 5) If a member is not paying the yearly membership fee, the Board can decide to expel the member.
- 6) If a member acts against the charter or bye-laws or any decision made by the Association, the Board can expulse the member. Expulsion must be ratified by the General Assembly.
- 7) In case of expulsion, the yearly membership fee will not be refunded in whole or in part.

Article Eight: FINANCIAL MEANS

- 1) The financial means of the Association consist of membership fees, donations and any other incoming money.
- 2) The membership fees are agreed by the board and notified to members at the General Assembly.
- 3) The membership runs from January 1st to December 31st. Membership fee received after June 1st will be treated as membership the next Association's year.

4) Currencies and procedures in which membership fees should be paid are determined by the Daily Board and will be published in the Newsletter.

Article Nine: THE BOARD

- 1) The Board governs the Association. The Board consists of Named Representatives of Ordinary and Associate Members. The Board decides upon a rotation roster.
- 2) The Board has a minimum of five and a maximum of seven members. In case of vacancies in the Board, possible new members are asked by the present Board about their willingness to fulfill the vacancies. All possible new board members, also those not asked by the Board, can stand for election in the next the General Assembly.
- 3) The Board appoints and delegates tasks to the Daily Board. The Daily Board consists of the Chairman, the Secretary and the Treasurer. The Board also appoints an Artistic Director and an Executive Director.
- 4) The Board meets at least once a year, immediately prior to the General Assembly.
- 5) The Board:
 - a) establishes the Bye Laws of the Association.
 - b) determines the site location of the Annual IASJ Jazz Meeting after consulting the General Assembly.
 - c) approves all activities under the aegis of the IASJ.
 - d) approve the Strategy Plan for the Association produced by the Artistic Director and the Executive Director
 - e) presents proposals to the General Assembly and reports to them.
- 6) No salary will be paid to the members of the Board, the Artistic Director and the Executive Director. However, expenses may be paid at the discretion of the Board.
- 7) If the General Assembly cannot be called together at the date of the official expiry of the mandates of any or all members of the Board, the Board continues to exercise its functions until the General Assembly meets.
- 8) The Executive Director carries out the work of the Association and gives directions to the IASJ Service Bureau Coordinator who is appointed by him. The IASJ Service Bureau Coordinator runs the IASJ Service Bureau and takes care of all administrative aspects of the Association.
- 9) The Daily Board meets once a year, at the Annual IASJ Jazz Meeting. During the year the Daily Board takes decisions by online communication. The Secretary keeps track of the decisions taken online as formulated by the Chairman.
- 10) The Daily board is in regular contact with the Executive Director and the Artistic Director.
- 11) The Chairman and one other member of the Daily Board can represent the Daily Board.
- 12) The Board appoints the Artistic Director of the Association who works in close conjunction with the Executive Director.

13) If a Board member cannot attend a Board meeting, he can delegate his vote to one or two other members of the Board by way of a proxy vote. Such Proxies must be received by the Board at least one week before the Board Meeting.

14) Elections will be held at the Annual General Assembly, which is held within the Annual IASJ Jazz Meeting. The Rotation Roster is published on the IASJ website. The names of candidates standing for election should be timely circulated to the members. The possibility to stand for election ends one day before the General Assembly takes place.

15) All written contracts legally binding the IASJ must be signed by the Chairman and another member of the Daily Board. If they are for amounts less than a sum decreed from time to time by the Board then the Chairman alone may sign. The Daily Board decides the amount the Executive Director can spend in order to run the Association. In purely financial arrangements one signatory of the contract must be the Treasurer. The Treasurer may delegate the Executive Director to sign.

16) The Executive Director in collaboration with the Service Bureau Coordinator submits an Annual IASJ Service Bureau Report which is available to all members of the IASJ. The Annual IASJ Service Bureau Report contains the yearly Financial Balance which is to be approved by the Financial Committee during the General Assembly. The Financial Committee is appointed by the Board.

Article Ten: AFFILIATION OF THE ASSOCIATION TO OTHER ORGANISATIONS

The Association can join other organizations if it is considered necessary and appropriate. Any such affiliation must be ratified by The General Assembly.

Article Twelve: THE GENERAL ASSEMBLY

1) The General Assembly will be held at the same time and place as the Annual IASJ Jazz Meeting.

2) The Agenda for the General Assembly is prepared by the Board. Suggestions from Ordinary Members and Associate Members must be received by the Board at least four weeks before the date of the meeting. They can also be raised under Any Other Business.

3) Admission to the General Assembly is also open all members of the Association and for people invited by the board.

4) The agenda of the General Assembly is timely published on the IASJ website.

5) Among other things the General Assembly:

a) approves the policy, the program and the financial budgets of the Association's activities.

b) decrees any amendments and changes to the Association's charter.

c) hears, examines and if necessary, ratifies reports of the Board.

d) can nominate members for election to the Board.

e) elects members to the Board.

f) grants honorary membership.

g) approves the amount of membership dues.

- h) examines special problems submitted by members.
- i) approves the Annual IASJ Service Bureau Report.
- 6) Every voter can delegate his vote to one or two other members by way of a Proxy vote. A voter who delegates his vote to another voter must inform the Chairman before the General Assembly takes place.
- 7) The General Assembly and the Board each have the right to submit certain decisions to the entire membership for a postal vote or an e-mail vote.
- 8) The minutes of the previous General Assembly will be published on the IASJ website shortly after the General Assembly.

Article Fourteen: IASJ JAZZ MEETINGS

- 1) Both Ordinary Members and Associate Members can host an Annual IASJ Jazz Meeting. Proposals should be sent to the Executive Director no later than two year before the meeting takes place.
- 2) After consultation with the Artistic Director, the Executive Director and the Board, the proposal is presented in the General Assembly in which the decision is taken to organize the meeting.
- 3) The Host School of the Annual IASJ Jazz Meeting must appoint a Host School Coordinator who is responsible for liaising with the Executive Director who is informs the Artistic Director and the Daily Board.
- 4) The Host School Coordinator is responsible for organizing the Annual IASJ Jazz Meeting according to the IASJ Guidelines.
- 4) The Host School takes care of the travel expenses and the hosting of the Executive Director or an appointed Board member who visits the Host School no longer than 18 months before the Annual IASJ Jazz Meeting is taking place. The advice given during the visit is to be followed up by the Host School.

end of bye-laws