

CONSTITUTION AND BYLAWS

Stanislaus County Music Educators Association

Mission Statement

The Stanislaus County Music Educators Association (SCMEA) is an affiliate of the California Music Educators Association (CMEA): The California Association for Music Education. CMEA is a Federated unit of MENC: The National Association for Music Education. Membership is open to all music educators working in public and private schools, colleges and universities in California. The purposes of the association are: to promote access to a sequential music education for all Pre-K through grade 12 students taught by fully qualified music educators; to support and improve existing music programs; to promote quality pre-service and in-service music teacher preparation programs; and, to create a greater awareness of the value of music education through partnerships with other associations and advocacy among state and local agencies.

In addition, SCMEA strives to attain the highest level of excellence in teaching and performance through a philosophy that embraces continuous improvement and integration of the National Standards for Music Education, as well as the California State Standards for the Performing Arts.

We achieve this mission by:

- constantly promoting the musical development of all residents of Stanislaus County
- advocating for quality music education for all residents of Stanislaus County
- fostering and reinforcing music education as a life time activity
- supporting the changing professional needs of our members
- creating and nurturing an environment that holds music to be a basic element of education for all students and a basic necessity of life for all humans
- hosting an annual festival for music students to demonstrate their unique talents and abilities in a select honor group

Article I: NAME AND PURPOSE

Section 1. NAME. The name of this organization shall be the "Stanislaus County Music Educators Association" (SCMEA).

Section 2. PURPOSE. The purpose of this organization shall be mutual collaboration and the promotion of "BETTER SCHOOL MUSIC" utilizing all the best efforts of the various agencies of music education.

Section 3. AFFILIATION. The organization is affiliated with the California Music Educators Association.

Article II: MEMBERSHIP

Section 1. MEMBERSHIP. SCMEA shall consist of active and honorary members.

Section 2. ACTIVE MEMBERS. Any person actively engaged in music education may become an active member of this organization upon payment of the prescribed dues. Only active members in good standing may vote and be elected to office. Members are expected to attend meetings and participate in the attainment of organizational goals.

Section 3. HONORARY MEMBERS. Honorary membership may be conferred in recognition of distinctive service in the field of music education, but shall be confirmed by unanimous vote of the membership present at a regular business meeting.

Article III: OFFICERS AND COMMITTEES

Section 1. LEGISLATIVE POWER. The legislative power of SCMEA shall be vested in the membership.

A. The members present at the annual membership meeting may approve properly supported motions that have a direct bearing on the operations of SCMEA and of the SCMEA Annual Music Festivals.

Section 2. OFFICERS. The officers of SCMEA shall consist of a President, Vice President, Secretary, Treasurer and immediate Past President.

Section 3. COMMITTEES. Standing and special committees of SCMEA shall be appointed by the President. The President shall annually appoint committee leadership including, but not limited to, Festival Coordinators, Membership Chairperson, Scholarship Chairperson, Audit, and other committees as desirable and appropriate. The Executive Board shall be considered a permanent committee, consisting of all elected Officers, the Past President, each of three Festival Coordinators (high school, junior high school, jazz), the Scholarship Committee Chairperson, and the Membership Chairperson. The Executive Board shall transact any business which may occur at such time that the Association cannot meet as a whole.

Section 4. ELECTIONS. The Officers of SCMEA shall be elected by mail ballot and shall assume their duties July 1. Ballots shall be sent to active members, via their listed membership address, no later than April 1. President and Treasurer shall be elected in odd-numbered years. Vice President and Secretary shall be elected in even-numbered years. Elected officers shall serve two years and may be re-elected. The immediate Past President is not an elected position but shall remain to advise the board.

Article IV: DUTIES OF OFFICERS

Section 1. PRESIDENT. The President shall preside at all meetings of the Association, have authority to call special meetings, and shall appoint and be an ex-officio member of all committees. The President shall be reimbursed for all expenses incurred while carrying out the duties of his/her office.

Section 2. VICE PRESIDENT. The Vice President shall, in the case of disability of the President, assume the duties of that office. In addition to carrying out the wishes of the President, the Vice President shall chair all elections for office during his/her term of office. The Vice President shall be reimbursed for all

expenses incurred while carrying out the duties of his/her office.

Section 3. SECRETARY. The Secretary shall keep the minutes and records of the Association and send or receive correspondence on behalf of the Association at the direction of the Executive Board. The Secretary shall be reimbursed for all expenses incurred while carrying out the duties of his/her office.

Section 4. TREASURER. The Treasurer shall be responsible for the funds of the Association and shall develop a yearly budget in cooperation with the Stanislaus County Office of Education. This budget shall be approved at a regular meeting of the Executive Board. At the end of his/her term in office, the funds, books, cancelled checks, receipts, documents and records in their complete form shall be turned over to his/her successor, after an audit by a committee appointed by the President. The Treasurer shall present a detailed financial report at the first meeting of the Executive Board and a composite report at each successive meeting. The Treasurer shall be reimbursed for all expenses incurred while carrying out the duties of his/her office.

Section 5. PAST PRESIDENT. The immediate Past President shall act in an advisory capacity to the Executive Board. Nothing precludes the Past President from also holding a committee chair or performing other appointed duties at the request of the President. The Past President shall be reimbursed for all expenses incurred while carrying out the duties of his/her office.

Article V: DUTIES OF COMMITTEE LEADERSHIP

Section 1: FESTIVAL COORDINATOR. The Festival Coordinator shall be responsible for the overall management and administration of the County Music Festival for which they oversee (high school, junior high, jazz). Duties include choosing appropriate festival audition/rehearsal/concert dates in consultation with the Executive Board no later than July 1, appointing Ensemble Managers for each group participating in the festival, contract guest conductors, produce and distribute student nomination forms and festival information packets, collect and account for student participation fees in consultation with the Treasurer, distribute awards certificates, and generally ensure the error-free operation of the festival for optimal student learning. See Section Article I, Section 2 of the Festival Guidelines for additional information and for duties of Ensemble Managers. The Festival Coordinators shall be reimbursed for all expenses incurred while carrying out the duties of his/her office and are paid a stipend by the Stanislaus County Office of Education.

Section 2: MEMBERSHIP. The Membership Chairperson is responsible for producing, distributing, and collecting membership applications and fees. Duties also include recruiting new members, distributing membership cards, and editing/producing the annual SCMEA Directory. The Membership Chairperson shall be reimbursed for all expenses incurred while carrying out the duties of his/her office.

Section 3: SCHOLARSHIP. The Scholarship Chairperson is responsible for the administration of the SCMEA Scholarship Program. Duties include securing funding for scholarships, preparing a scholarship application, dispersing the

scholarship application to students via their school programs or at an honor/festival ensemble rehearsal, coordinating a scholarship application reading session, and ultimately awarding scholarships to the winning students on the evening of the County Music Festival (high school, junior high school jazz). The Scholarship Chairperson shall be reimbursed for all expenses incurred while carrying out the duties of his/her office.

Section 4: AUDIT. It shall be the duties of the Audit Committee to receive from the Treasurer, upon completion of his/her term of office, all the funds, books, cancelled checks, receipts, documents and records in their complete form in order to perform an audit of the SCMEA bookkeeping. The Audit Committee shall report directly to the President and, upon conclusion of the audit, will turn over all the funds, books, cancelled checks, receipts, documents and records in their complete form to the succeeding Treasurer. The audit shall commence no later than July 1 and be completed no later than September 1. The Audit Committee shall be reimbursed for all expenses incurred while carrying out the duties of his/her office.

Article VI: MEETINGS

Section 1. MEETINGS. Regular meetings of the SCMEA membership shall be held in October and May of each year. The Executive Board shall have meetings in the fall and spring as announced by the President. The President may call additional meetings of the membership if, in his/her opinion, a need for such meetings should arise. Festival Ensemble Managers shall attend meetings of the Executive Board prior to and upon conclusion of the Festival at the direction of the President and Festival Coordinators. These meetings are for the purpose of planning and executing the Festivals.

Article VII: GOVERNMENT

Section 1. The parliamentary principles set forth in Roberts Rules of Order shall govern in all cases not covered by the Constitution and Bylaws.

Article VIII: AMENDMENTS

Section 1. This constitution may be amended by a two-thirds majority vote of the membership present at a regular business meeting. The Secretary shall notify all members of the proposed change at least two weeks prior to the ballot.

Section 2. This constitution may also be amended as provided in Article III, Section 1. A.

BYLAWS

Article I: ELECTIONS

Section 1. **NOMINATING COMMITTEE.** The Executive Board will serve as the nominating committee for officers. The committee shall present the nominations to the Vice President, who will serve as chairman of the committee. The President will entertain nominations from the membership. Results of the elections will be announced at the Spring general membership meeting.

Section 2. **BALLOTS.** The Vice President shall be responsible for the printing, handling, and mailing of ballots. Ballots will be sent to SCMEA members, via their listed membership address, no later than April 1 of each year with office commencing July 1 of that year. "Mailing" and "address" refer to US Postal addresses, Stanislaus County Office of Education School District Mail ("county mail"), or electronic mail address (e-mail). Balloting by electronic mail shall be performed by the Vice President sending an official SCMEA ballot in the body of an e-mail addressed to each member who has a listed e-mail address. Ballot returns conducted using this method shall be printed and retained until certification of the results at the Spring general membership meeting. Nothing shall preclude the Vice President from attaching a Rich Text Formatted document (.rtf) to the e-mail which can be downloaded, printed, and returned to the Association via all above mentioned mail methods or by fax. The Vice President shall on each ballot list a due date of return, preferred and alternate methods of return (including fax), and request that each member sign their returned ballot. "Sign" includes electronic signature which can be done by listing the senders name in the body of the e-mail or in the "from" box.

Article II: DUES

Section 1. Honorary members are exempt from dues.

Section 2. The annual dues for general membership shall be \$10 as set forth by the Association.

Article III: SELECTION OF PARTICIPANTS FOR FESTIVALS

Section 1. **PERSONS RESPONSIBLE.** Each Festival Coordinator is responsible for ensuring that participating students are eligible as outlined in these bylaws.

Section 2. **STUDENT ELIGIBILITY.** Students participating in SCMEA Festivals must meet the following rules of eligibility:

- A. The student must attend or have the approval of a Stanislaus County accredited school and their sponsor must be an affiliated member of SCMEA.

B. Public and private school students must be in good standing in an appropriate school music program (band, choir, orchestra, jazz band) if offered.

C. Home-schooled students will be eligible to participate in SCMEA festivals if they are sponsored by a Stanislaus County accredited school whose teacher/administrator is an affiliated member of SCMEA.

D. 6th grade students must be enrolled in a 6-8 middle school program and not part of a K-6 elementary school program.

Section 3. AUDITIONS. The personnel for district honor groups will be selected by audition. The personnel for district festival groups will be by SCMEA member-teacher nomination. In the situation that a section or ensemble is not filled upon conclusion of the audition process, those students who meet eligibility requirements and who performed an audition at a minimum level of playing ability shall be selected for the ensemble. If that student is unavailable or unable to perform the Ensemble Manager, in consultation with the Festival Coordinator, may in the interest of the ensemble, appoint a non-auditioned student to fill the position.

Section 4: REPLACEMENTS. When students have been selected for an SCMEA festival or honor group and later withdraw, the Ensemble Manager, in consultation with the Festival Coordinator, may replace that student according to the results of the auditions and in compliance with Section 3, above.

Article IV: DATES OF SCMEA FESTIVALS

Section 1. Dates for SCMEA Festivals are determined by the Festival Coordinators in consultation with the Executive Board. Dates for all Festivals are to be announced no later than July 1.

Article V: PAYMENT OF FEES FOR SCMEA FESTIVALS

Section 1. Fees are \$4 per student for the high school and junior high school honor band, honor orchestra, and festival choir. Fees are \$20 per student for the high school and junior high school honor jazz bands.

Section 2. Student's fees shall be collected by the sponsoring school and remitted in the form of cash, cashiers check, school check, booster check, money order or personal check to SCMEA. Sponsoring school organizations shall pay for all student fees with one payment. *PURCHASE ORDERS WILL NOT BE ACCEPTED.* Student fees will normally be due on or before the first day of the festival.

A. Outstanding fees from the 2003 SCMEA Festivals are due no later than November 1, 2003. Any participating schools that owe fees from the 2003 festival and do not pay by November 1, 2003 will be barred from participating in the 2004 festival. Delinquent notices about past-due fees will be sent by the Treasurer via certified mail to the debting school organization no later than September 15, 2003.

Section 3. The Festival Coordinator, in consultation with the Treasurer, is

responsible for billing each participating school which has failed to pay fees upon conclusion of the Festival. As of January 1, 2004 all SCMEA festival fees will be due payable in full no later than July 1 of each year. Participating schools who fail to ensure fees are paid by this date will be rendered ineligible to send students to the following year's festival and all future SCMEA festivals until the past-due fees are paid in full.

Article VI: AMENDMENTS

Section 1. Amendments to the Bylaws shall be made in the same manner as prescribed in Article VII of the Constitution.

FESTIVAL GUIDELINES

COUNTY MUSIC FESTIVALS

MISSION STATEMENT

The Stanislaus County Music Educator's Association (SCMEA) co-sponsors, with the Stanislaus County Office of Education (SCOE), annual music festivals for Junior High (schools having a population of grades 7-8), Middle Schools (schools having a population of grades 6-8) and High School student musicians. The High School and Junior High/Middle School festivals encompass three performing ensembles at each level; band, choir, and orchestra. The Jazz Festival encompasses two ensembles; High School and Junior High/Middle School Honor Jazz Band. The festivals culminate in a performance by all ensembles in a concert setting. The membership of SCMEA has established the following goals for these festivals:

- To expose students to high quality literature under the direction of a respected conductor with expertise in their field.
- To promote ensemble participation that will enhance the student's collective growth as musicians.
- To cultivate interaction among students from schools within Stanislaus County.
- The festivals will aid students in setting and attaining musical goals and displaying discipline and commitment commensurate with required expectations.
- To provide an environment for collegial interaction and sharing of knowledge and experience.
- To provide a performance experience that will enrich each young musician's total education.

Article I: FESTIVAL MANAGEMENT

Section 1. DUTIES OF FESTIVAL COORDINATOR. It shall be the duty of the Festival Coordinator to perform the following:

- A. Attend all Executive Board Meetings.
- B. Appoint managers for festival ensembles in consultation with the Executive Board.
- C. Establish festival dates in consultation with the Executive Board.
- D. Secure festival sites with appropriate contracts and agreements.
- E. Establish and coordinate audition/rehearsal dates and sites.
- F. Assist Ensemble Managers in selecting guest conductors, mailing contracts, and gathering publicity information (photo, bio) from conductors for program. Return contracts to Treasurer.
- G. Request ensemble participant names from managers and submit to the Stanislaus County Office of Education for program and certificate printing.
- H. Distribute all necessary forms and paperwork regarding the festival to teachers in a timely manner.
- I. Collect student participation fees (and director dues if sent together) and forward to the Treasurer. Maintain a record of payments and fees owed for the festival.
- J. Receive awards certificates from the SCOE and distribute to students.
- K. Arrange for all appropriate equipment to be present at the festival site including a tuned piano, PA system, chairs, stands, podiums, risers, shells, etc.
- L. The success of the festival is in your hands and all duties should be performed in a timely manner.

Section 2. DUTIES OF THE ENSEMBLE MANAGER. It shall be the duties of the Ensemble Manager to perform the following:

- A. Attend Executive Board meetings at the request of the Festival Coordinator or President.
- B. Communicate all essential festival ensemble information to county music teachers, Festival Coordinator, and Guest Conductor.
- C. If an assistant ensemble manager is utilized, share information, experience, and materials.
- D. Assist Guest Conductor as needed at rehearsals and the concert.

- E. Assist guest conductors with selection of appropriate literature if needed by consulting with ensemble managers and county music teachers.
- F. Distribute audition music if necessary.
- G. Coordinate the audition site and logistics.
- H. For choral ensembles, send out titles to county music teachers in a timely manner considering the ordering time and shipping involved.
- I. Contract a choral accompanist.
- J. Ensure proper instrumentation and that all parts are covered (i.e. accompaniment for choir, special band/orchestra instruments including all needed percussion, etc.).
- K. Acquire and distribute music for band and orchestra prior to the festival and ensure collection of music upon the conclusion.
- L. Ensure that all participating teachers complete rosters, payment, and paperwork in a timely manner.
- M. Assist Festival Coordinator with award certificates.
- N. At first rehearsal, introduce guest conductor and talk to ensemble about expectations in regards to behavior, procedures, and scheduling.
- O. Ensure rehearsal sites are ready for use including chairs, music stands, restrooms, garbage cans, chalk/white board markers, etc.
- P. Arrange for take-down of equipment after rehearsals and the concert.
- Q. The success of the festival is in your hands and all duties should be performed in a timely manner.

Section 3. DUTIES OF SCMEA MEMBER-EDUCATORS. It shall be the duties of the SCMEA Member-Educator to perform the following:

- A. Encourage and actively promote the involvement of their students in the SCMEA Music Festivals.
- B. Return all appropriate forms to the Festival Coordinator in a timely manner.
- C. Collect student fees and arrange for one payment from the school organization to SCMEA to cover all collected student fees. Submit the fee payment on or before the festival to the Festival Coordinator.
- D. Ensure students are prepared for the first rehearsal by having practiced music delivered in advance.
- E. Counsel students on appropriate behavior for rehearsal/performance.
- F. Assist in the operation of auditions, rehearsals and/or performances of the festival ensembles.
- G. Ensure their students attend all required dates and are punctual.

- H. Be aware of rules and regulations concerning festival participation as outlined in the SCMEA Constitution and Bylaws.

Section 4. DUTIES OF SCMEA FESTIVAL PARTICIPANTS. It shall be the duty of all participating students to perform the following:

- A. Turn in participation fee to their teacher in a timely manner.
- B. Practice music given in advance before attending the first rehearsal.
- C. Attend and be on time to all required rehearsals and performances.
- D. Have all appropriate equipment needed for rehearsal (pencil, mute, sticks, mallets, etc.).
- E. Display appropriate behavior in and around rehearsals and performances which includes being quiet and attentive to the conductor, using appropriate language, not participating in horse-play, and not eating or drinking (other than water) during rehearsal.
- F. Recognize that student behavior is a direct reflection on the student, personally, but also on that student's school organization and music teacher.
- G. Understand that these rules and others are established to create an environment conducive to learning and are commensurate with the concept that students selected for SCMEA Festival/Honor Ensembles are the "best of the best."

Article II: FESTIVAL PROCEDURES

Section 1. AUDITIONS. The participation and chair placement by eligible students in the honor bands, orchestras, and jazz bands shall be determined by audition. Students must meet minimum playing standards to be accepted for these ensembles. These standards shall be determined by scoring a minimum of 50 points using the SCMEA Festival Audition and Ranking System (FARS).

- A. The Festival Audition and Ranking System (FARS) is divided into 3 categories (scales, prepared piece, and sight-reading).
- B. The scales category is sub-divided for ranking the performance of 3 scales.
- C. Each category will take into consideration such details as tone production, intonation, articulation, adherence to markings (tempo, dynamics, etc.), fluidity, and general musicianship.
- D. 10-point scales will be used to address each detail within a specified category. 1-4 points on the lower end, 5-8 points for the middle, and 9-10 reserved for the most outstanding performances.

- E. 30 points will be awarded for scales, 50 points for the prepared piece(s), and 20 points for sight-reading, if offered. Maximum points allowed will be 100 points (or 80 if no sight-reading with a minimum score of 40).
- F. Tallying points for prepared piece(s) will be done by multiplying the 10-point scale times 5. Or, in the case of two prepared pieces, multiplying a 10-point scale for each piece by 2.5.
- G. Tallying points for the sight-reading shall be done by multiplying the 10-point scale times 2 on a single piece of sight-reading or offering two pieces for 10-points each.

Section 2. ADMINISTRATION OF AUDITIONS. The Ensemble Manager shall ensure that audition dates and times are posted at least 30 days prior to auditions commencing. The Ensemble Manager shall ensure there are adequate numbers of auditioners and that they have been instructed on the FARS system. The Ensemble Manager shall serve as chair of the audition committee and be responsible for final chair placements and postings of results. The Ensemble Manager may delegate such duties as are appropriate to qualified personnel.

Section 3. SCHEDULING OF AUDITION TIMES. Check-in for auditions shall begin and end at specified times. In such circumstances where live auditions are required, no taped auditions will be accepted and vice versa. Students will perform auditions in a random, non-select order.

Section 4. POSTING OF AUDITION RESULTS. Upon conclusion of auditions for a particular section, the auditioner shall bring the completed FARS immediately to the chair of the audition committee for review. The auditioner is not to discuss the results of the auditions at this or any other time except to those who have a need and right to know (festival management, etc.). The numbers shall be checked for accuracy and entered in the FARS database. Microsoft Excel is the preferred format for FARS databases and can be configured to automatically perform the necessary math for computations check. Upon completion of data entry, the spreadsheet shall be printed listing ONLY the student names in order of chair placement top to bottom, school name, instrument, and SCMEA Festival year. The printed portion of the audition results may then be posted for public view in an area conducive to such without disturbing other activities in progress. A second print-out of the entire spreadsheet with scores shall be maintained by the Ensemble Manager until conclusion of the festival. The Ensemble Manager shall also furnish each participating school organization with a complete list of accepted students and their chair placements. All results are final except in the case of a student withdrawal or dismissal from the ensemble.