

Constitution and By-Laws
Cumberland County Music Educators Association
Revised September 9, 2019

Constitution

Article I
Name and Purpose

Section 1 – This organization shall be known as Cumberland County Music Educators Association (CCMEA).

Section 2 – The purpose of the organization shall be to promote music in the schools of the county and to encourage the exchange of ideas among music educators.

Article II
Membership

Section 1 – Membership shall be open to all music educators affiliated with the public/private schools and colleges/universities of Cumberland County.

Article III
Meetings

Section 1 – A regular general membership meeting shall be held annually on the second Monday of September. Arrangements for venue/space shall be made and confirmed by the President at least 30 days prior the meeting. Notification/details shall be distributed to membership via email at least 21 days prior to the meeting, along with a google form (or similar electronic confirmation method) to confirm attendance of members (or proxy). Repeat notifications shall be sent weekly as the meeting date approaches. A response to the google form by all respective members shall be received no later than 24 hours prior to the meeting.

Section 2 – The President may call special meetings.

Article IV
Officers and Committees

Section 1 – The legislative power of this association shall be vested in the membership

Section 2 – The officers of this association shall consist of President, 1st Vice President, 2nd Vice President (who shall be the immediate past President), Secretary, Treasurer.

Section 3 – Standing and special committees of the association may be appointed by the President.

Section 4 – The officers of this association (as listed in Section 2 of this article) shall be elected for a term of two (2) years. All officers shall be elected at the fall meeting and shall assume their duties the following year. In cases where a sitting officer is unwilling or unable to perform his/her duties, an immediate assumption of office by the newly elected officer is permitted. Officers may be re-elected.

Article V Duties of Officers

Section 1 – The President shall preside at all regular meetings of the association, shall have authority to call special meetings, and shall appoint and be an ex-officio member of all committees. It is the responsibility of the President to, in collaboration with the chorus, orchestra and band festival groups, oversee and confirm the selection of hosts for county festivals. The president shall be reimbursed for all expenses incurred while carrying out the duties of his/her office after submitting an itemized statement to the Treasurer for approval.

Section 2 – The 1st Vice President shall assist the President in all duties, and in absence of the president, shall assume the duties of that office. The 1st Vice President will be responsible for keeping an updated membership roster and email list. The outgoing 1st Vice President shall assist the incoming 1st Vice President with transferring all necessary and appropriate documents, files and records associated with the office.

Section 3 – The 2nd Vice President shall be the immediate past president and shall act as an advisor to the president.

Section 4 – The Secretary shall keep the minutes and keep records of all meetings. The secretary shall be responsible for maintaining a current database of members. The outgoing secretary shall assist the incoming secretary with transferring all necessary and appropriate documents, files, minutes and records associated with the office.

Section 5 – The Treasurer shall be the custodian of all funds of the association. At the expiration of the treasurer's term of office, all bank account information, credentials (online and mobile usernames and passwords), checkbook, debit card, financial documents and records in their complete form shall be turned over to his/her successor. The outgoing treasurer shall assist the incoming treasurer with transferring ownership of the account, as well as advising on any other association-related financial matters. An audit may be called at the discretion of the officers.

Article VI Financial Statement and Remittance

Section 1 – Financial Responsibility of the County Festival Hosts - The County Festival Hosts shall make a financial statement (template and information is on the CCMEA website) and submit it to the Treasurer within 60 days after the festival. The county host will remit 25% of the net profit from the festival along with the per-student participation fees (see Section 2) to CCMEA with 60 days after the festival. This money is to be remitted to the Treasurer at the same time the financial statement is submitted.

Section 2 – A per-student participation fee of an amount deemed appropriate and voted upon by membership will be assessed for all CCMEA sponsored events in which a guest conductor is involved. Each director is responsible for ensuring that his/her school's payment is made and delivered to the host prior to the start of the festival. As of 2019, the amount is five dollars (\$5.00) per student.

Article VII Government

The parliamentary principles as set forth in Roberts' Rules of Order shall govern in all cases not covered by the Constitution and By-Laws.

Article VIII Amendments

This constitution may be amended by a two-thirds majority vote of the membership. Voting can be carried out via:

1. A paper ballot distributed to the membership at a general or special meeting
2. A paper ballot distributed to the membership through the U.S. Mail
3. A paper ballot distributed to the membership by email
4. An electronic vote (such as a google form) distributed to membership by email

The secretary shall notify all members of the proposed change at least two weeks prior to the vote and any questions, concerns or clarifications must be acknowledged and addressed (within reason) prior to voting. It is recommended that this Constitution and By-Laws be reviewed and revised every five (5) years.

Article IX Votes Outside of Meetings

When it is necessary to vote or receive approval from membership outside of a general membership meeting (whether an urgent or time-sensitive issue, unforeseen financial issue, or other reason), an electronic vote (such as a google form) shall be distributed to membership by email. Any questions, concerns or clarifications must be acknowledged and addressed (within reason) prior to voting. The secretary shall notify all members of the results at the conclusion of the voting.

Article X Scholarship

Section 1 – College/University Scholarships shall be awarded to students meeting the following criteria:

1. Graduate of CCMEA member school
2. Attending college, majoring in music education
3. Complete the scholarship application and submit it prior to the deadline
4. Attend the interview/audition with the scholarship committee (recommended but not required)

CCMEA shall appoint a committee of at least two member directors (as of 2019 – Jennifer Schramm and David Yinger) to evaluate the applications, conduct the interview/audition process, and administer the awarding of scholarships. The total amount of the scholarship award(s) shall be decided and voted upon by the membership. As of 2019, the total amount is \$3000. It is recommended that two \$1500 scholarships be given, however - at the committee's discretion it may award three \$1000 scholarships, depending on the number and worthiness of applicants. The scholarship(s) are one-time awards.

Section 2 – PMEA Future Music Educator Symposium Scholarships may be awarded to a maximum of two students meeting the following criteria:

1. Student at a CCMEA member school
2. Accepted in to the PMEA Future Music Educator Symposium Program
3. Complete the scholarship application and submit it prior to the deadline

By-Laws

Article I

Section 1 – Selection of Festival Participants – Band, Chorus and Orchestra directors are responsible for the selection of the participants for their respective festivals. For high school festivals, participants may be selected from grades 9-12. Students below grade nine (9) are not eligible to participate in CCMEA high school festivals. Grade 7-8 students may participate in CCMEA middle school festivals if the opportunity is presented by the band, orchestra or choral directors.

Section 2 – School Eligibility for Representation – Instrumentalists and vocalists are eligible to participate in CCMEA festivals if their director has attended the annual fall meeting of the CCMEA (see director responsibilities in Section 7). For the purposes of the county orchestra festival, membership and participation eligibility may be extended to Adams and Franklin County orchestra directors and their students, respectively.

Section 3 – Number of Participants – The number of participants shall be determined by the host in collaboration with the county festival groups. Alternates/substitutes are permitted where applicable.

Section 4 – Guest Conductor – The guest conductor shall be obtained by the host with the approval and input of the participating directors. Once the guest conductor is confirmed, notice should be given to all respective directors as well as the President.

Section 5 – Festival Participant Attendance

- A. Students must attend all festival rehearsals. The host director and CCMEA President may make exceptions.
- B. Student transportation – When traveling to or from a festival rehearsal or performance, it is the recommendation of CCMEA that students who are not utilizing school district-provided transportation turn in a signed parent note to their director detailing the arrangements (whether a parent is dropping off/picking up, or the student is driving himself/herself). This is the responsibility of the student's own school band/chorus/orchestra director, and must be communicated to the host in advance of the festival. CCMEA assumes no responsibility or liability. With regard to school campus parking capacity - it is encouraged that consideration be made for use of student vehicles only in situations where alternate transportation arrangements are absolutely necessary, not just as a convenience or choice. Also, it must be understood that if host school parking capacity/regulations do not allow/permit for the student vehicle to be on campus, the request may be denied by the host.

Section 6 – Host Responsibilities – The host shall be responsible for all details of the festival (guest conductor, rehearsal and appropriate communications and advertisements, including notice to the webmaster to post county festival details on the website as soon as they are known). The host director will report any violations of the CCMEA Constitution/By-Laws to the CCMEA President.

(Article I continued on next page)

Section 7 – Director Responsibilities

- A. Band, Orchestra and Chorus directors must attend the general membership meeting in September to allow inclusion of their students in any CCMEA sponsored festival. If a director cannot attend, a proxy/substitute must be sent in his/her place. A director cannot represent more than one program (i.e. band and chorus from the same school) unless he/she is the director of those multiple ensembles at his/her school. Ideally, a proxy should be a music teacher in the school district of the director who is unable to attend. In cases where this is not possible due to staffing concerns or other reasons, a music teacher from another school district in Cumberland County may serve as proxy – as long as he/she is not already in attendance and representing his/her own school's ensemble.
- B. In case of emergency, the director should contact the CCMEA president as soon as possible, who in consultation with other officers can provide an exemption to the attendance policy outlined in section 7A. The integrity of the organization is dependent upon the professionalism and participation of each member.
- C. In order to maintain the integrity of the individual student, the program and the festival, preparation of the parts should be taken seriously.
- D. If applicable, attend the festival personnel selection meeting. If the director is unable to attend the personnel selection meeting, appropriate information must be provided to the host director. It is preferable that a proxy/substitute be sent in the director's place.
- E. A director from each participating high school must attend all festival rehearsals and concerts. In the event the director cannot fulfill this responsibility, a school district employee must attend in order to avoid liability issues. Failure to comply with this responsibility will result in notification of the director's school administration by the CCMEA President.

Section 8 – Adjudication Festivals

- A. CCMEA adjudication festivals may be organized for participation by CCMEA member schools. This should be limited to one adjudication festival per discipline (band, chorus, orchestra), per school year. A maximum allowance of \$700 per festival shall be paid by CCMEA to cover adjudicator fees and other necessary costs (e.g. facility, sound/light tech fee).

Section 9 – Website

- A. A website for CCMEA shall be kept and maintained by the appointed webmaster (as of 2019 Dan Schade - Carlisle). An invoice (or notice) for charges related to the website shall be submitted to the Treasurer for electronic payment. It is the responsibility of the members to promptly forward relevant and pertinent information to the webmaster for posting on the website. Items for inclusion on the website should include but not be limited to:
 - 1. County Festival information – dates/times, locations, guest conductors, etc (see above Section 6 – host responsibilities)
 - 2. School District and Officer contact information
 - 3. Member Resources (password protected) such as Constitution & By-Laws, financial report templates, check request form links and past repertoire listings