

# PMEA District 5 Constitution and By-Laws

Amended January 2010

Approved June 1, 2010

## Article I

### Name and Object

**Section 1. Name.** The name of this organization shall be District 5 of the Pennsylvania Music Educators Association (PMEA).

**Section 2. Object.** The purpose of this organization shall be mutual helpfulness and the promotion of “Better School Music” as stated in the credo of the Pennsylvania Music Educators Association.

**Section 3. Affiliation.** This organization shall function as District 5 of the Pennsylvania Music Educators Association.

**Section 4. Relationship.** This organization shall maintain a relationship with the Pennsylvania Music Educators Association and MENC: National Association of Music Education.

**Section 5. Organization.** This organization shall consist of music instructors in the public and private schools, parochial schools, colleges, and universities in the District comprised of Beaver, Butler, Lawrence, and Mercer Counties.

## Article II

### Membership

**Section 1. Kinds of Membership.** The membership in District 5 will be consistent with the policies of the PMEA.

## Article III

### Officers and Committees

**Section 1. Officers.** The officers of this association shall consist of a President, a first vice-President who is President elect, the Immediate Past President, **Secretary, and Treasurer.**

**Section 2. Executive Council.** The executive council shall consist of the officers of the organization, chairpersons heading Honors, District and Region events, Festival Coordinator, County Reps and C/I Representatives.

**Section 3. Committees.** Standing and special committees of the association shall be appointed by the President.

**Section 4. Elections.** The First Vice-President of this association as described in Section 1 of this article shall be elected for a term of six years. This term is defined as follows: Two years First Vice-President, two years President, two years Immediate Past President. Elections shall be conducted by mail and/or online ballot in the spring. Offices shall be assumed the following July 1.

## Article IV

### Duties of Officers

**Section 1. Executive Council.** This committee shall expedite all matters concerning the affairs of this district and shall make a report at each regular business meeting with recommendations for proper action. In the event the office of President should become vacant and the succession of power is not possible, the executive council shall appoint an acting President to fulfill the remainder of the term.

**Section 2. President.** The President shall preside at all meetings of the association and of the executive council, have authority to call special meetings, and shall appoint and be ex-officio member of all committees except as specified elsewhere in the constitution. The President shall see to it that all hosts of festivals in the district are fully informed as to state requirements, regulations, and procedures as set up in the State constitution, Handbook, and supplementary provisions. The President shall keep the members informed with at least two newsletters each year. The President will receive an annual honorarium of \$300.

**Section 3. First Vice-President.** The First Vice-President, who is President elect, shall perform the usual duties of this office. The Vice-President shall assist the President in securing hosts. In case of the disability of the President, the First Vice-President shall assume the duties of the presidency or may choose to waive the responsibility to the Immediate Past President and assist when needed.

**Section 4. Immediate Past President.** The Immediate Past President shall be the immediate past President, and shall assist where needed. The Immediate Past President shall assume the duties of the President if asked by the First Vice-President in case of the President's inability to serve.

**Section 5. Secretary.** The Secretary shall keep the minutes and records of the association. The Secretary shall furnish the first Vice-President and President with a copy of the minutes of each meeting. The minutes of the previous meeting must be ready for each district meeting. The Secretary is also responsible for providing a copy of the minutes for each meeting to each member on request. The Secretary will work with the Treasurer to keep an accurate record of the dues of the District 5 members and their current membership status. The Secretary will be responsible for providing audition score sheets, overseeing the tabulation of auditions at Festivals as directed by the President, and providing accurate lists of audition results to the hosts, Executive Council, and Regional Chairperson for the purposes of distributing music and seating the ensemble.

**Section 6. Treasurer.** In conjunction with the state Executive Director, the Treasurer shall help disperse funds and keep an accurate record of the district's money. The Treasurer or an appointed deputy must be present at festival registrations to accept school fees which are payable to the District 5 Treasury. The Treasurer shall pay out money only as specified by the President or executive council. The Treasurer shall present a financial report at each meeting. The Treasurer will receive an annual honorarium of \$300. The Treasurer shall be bonded to a minimum of five hundred dollars (\$500), bond to be paid by District 5. The treasurer will use quicken or Microsoft money to maintain accurate records using a coded system that will provide clarity. The treasurer and a designated assistant(s) will be required to be present at each PMEA concert in District 5.

**Section 7. Festival Coordinator.** The Festival Coordinator shall manage the festivals within District 5. The Festival Coordinator will serve as a resource person for festival hosts and enforce/confirm that District 5 and PMEA policies are strictly adhered to.

## Article V

### Meetings

**Section 1. Regular Meetings.** Regular meetings of the association shall be held at each District Festival. Only such business shall be transacted as pertains to the District and the Festival being held. It is recommended that these meetings be held early in the morning of the first full day.

**Section 2. Quorum.** On matters than affect the Overall District 5, active members from ten schools, including; a school from all four counties, an elementary school member, a Junior High member, a High School member, and a Higher Education member shall constitute a quorum.

**Section 3. Executive Council Meetings.** The Executive Council shall meet at the call of the President or the joint request of not less than five members of the Council.

## **Article VI**

### **Government**

**Section 1. Government.** The parliamentary principles set forth in Roberts Rules of Order shall govern in all cases not covered by the Constitution or By-laws.

## **Article VII**

### **Amendments**

**Section 1. Amendments.** This Constitution may be amended by a majority vote of the membership voting, provided notice has been sent out to the membership by the Secretary-Treasurer at least thirty days before voting. Balloting shall be conducted through the mail or by online (electronic) ballot .

# **BY-LAWS**

## **Article I**

### **Nominating Committee**

**Section 1. Nominating Committee.** The nominating shall consist of the President, the two Vice-Presidents, the Secretary, and the Treasurer. A single candidate may be nominated for each office.

**Section 2. Office of President.** The office of President should rotate between vocal and instrumental teachers whenever possible.

**Section 3. Balloting.** A biennial ballot shall be conducted by mail or by online (electronic) ballot. The District Secretary shall be responsible for the printing and mailing of all ballots to members in good standing, or the setup of the online ballot, which shall be accessible to all members in good standing. Ballots shall be mailed at least thirty days prior to an election date. Should online balloting be used, members shall be notified at least 30 days in advance of the proper procedure to cast their ballots. Members not having access to electronic voting may contact the District Secretary to have a printed ballot mailed to them. Election results will be immediately forwarded to the District 5 officers.

## **Article II**

### **Dues and Fees**

**Section 1. Dues and Fees.** The dues and fees for District 5 members will be consistent with the policies of PMEA.

## **Article III**

### **Festivals**

**Section 1. Festivals.** Rules and regulations for all festivals follow State guidelines and District 5 festival manuals.

## **Article IV**

### **Annual Mailing**

**Section 1. Annual Mailing.** A minimum of a Spring and Fall Newsletter shall be made available to all members of District 5.

## Article V

### Expenses

**Section 1. Expenses.** All expenses incurred by any officers and members of the executive council in the fulfillment of their duties and assignments shall be paid after approval of the President and in accordance with the annual budget.

## Article VI

### Dates

**Section 1. Dates.** Dates for festival events shall be determined by PMEA.

**Section 2. Emergencies.** In the event of an emergency, the President, the executive committee, and the host shall have full authority to make any necessary schedule changes to complete the festival.

**Section 3. Date Changes.** Any date change of a District 5 festival must receive state approval.

## Article VII

### Hosts

**Section 1. Hosts.** Festival hosts shall be selected from invitations extended by member schools.

**Section 2. Paucity.** In the event there is a paucity of hosts, the President has full authority to select schools for festivals.

## Article VIII

### Auditions

**Section 1. Auditions.** In conformity with PMEA, auditions shall be conducted for all chair positions. All students participating in the festival must audition.

**Section 2. Seating.** Seating of the ensemble shall be at the discretion of the Host Director.

**Section 3. Audition Procedures.** All directors must be present for auditions. A qualified substitute, who is a PMEA member, may represent the director at auditions. Any director who is not present for auditions will forfeit the right of his students to be eligible for future events in that year. Directors also risk the possibility of their students being sent home from the festival.

## Article IX

### Representation to Regional Band

**Section 1. Representation.** The host, district President, and if possible the secretary, or a representative appointed by the President for any of the above, shall represent the district at Regional Band selection meeting. It is recommended that at least one of the District committee shall have had experience at Region I selection committees.

## Article X

### Amendments

**Section 1. Amendments.** Amendments to the By-laws shall be made in the same manner as prescribed in Article VII of the Constitution.

**Section 2. Balloting.** Balloting on By-law amendments shall be conducted through the mail or by online (electronic) ballot

## Duties Of County Representatives

1. Notify Secretary-Treasurer of any change in personnel. Information needed is: 1. School district involved. 2. Person being replaced and 3. New person.
2. Compile a county calendar of events. These then can be sent to all music departments within that county and to the District 5 Officers.
3. Inform officers and/or other county representatives of unique events within the county.
4. Represent the wishes and desires of the county at District 5 Executive Council meetings.
5. Develop a phone chain of county members.

## **Election Procedures For C/I Committees**

The District 5 Executive Committee will elect, for a four year term, a three member committee composed of Elementary, Middle/Junior High School, and High School (and Higher Education representatives.) A non-voting collegiate student member should be appointed each year by the High Education representative. One half of the committee will be elected every second year. The elections will occur in the following manner:

Middle School/Jr High elected one year

Elementary & High School will be elected the next year.

This election should occur on a non-presidential election year. If the committee member is unable to complete their term, a replacement will be appointed by the district president. The replacement will serve until the end of the initial term and may be re-elected in the next election.”

### State C/I Chair

“The District 5 Executive Committee, at the direction of the District President, will appoint one of the C/I representatives as State C/I Chair. The Chair will coordinate the work of the District C/I Committee and be a voting member of the PMEA Executive Board serving a four year term with a possible 2 year extension at the pleasure of the district executive committee. The State C/I Chairs may not be appointed to consecutive terms. Appointments should occur on a non-presidential election year and must be finalized prior to June 1. The new Chair takes office at the annual summer meeting of the State C/I Committee.”