

Massachusetts Music Educators' Association  
Eastern District

Operating Procedures

Approved March 9, 2017

Article I

Name, Purposes, Affiliation, Relationship

Section 1: Name

The name of this Association will be Eastern District-Massachusetts Music Educators' Association (MMEA-ED).

Section 2: Purpose

The purpose of this Association will be to:

- foster the advancement of music education among the Eastern District public and private educational institutions;
- provide opportunities for the membership to improve professional competencies;
- provide support for pre-service teachers;
- communicate the achievements and concerns of the District to the public;
- serve as a communication channel between individuals, grade levels, and public and private schools within the profession;
- encourage and provide forums for discussing concerns of the membership;
- initiate and maintain communication with other professional and educational organizations in the arts;
- provide enrichment opportunities in music, supplementing regular school programs through sponsorship of festivals, clinics and honor group performances;
- advocate for at-risk communities to save their current music positions;
- support affiliates in their advocacy efforts.

Section 3: Affiliation

This association will function as the District Five Unit, Eastern District of the Massachusetts Music Educators Association (MMEA), an affiliate of NAFME: the National Association for Music Education.

Section 4: Relationship

This Association will maintain the close professional relationship with the parent organization as prescribed in the current MMEA Constitution, By-Laws and Organizational Handbook.

Article II

Membership

Any NAFME member teaching or otherwise involved in music education in the Eastern District is a member of this District Unit. The privileges of active, life, retired, student and introductory membership are subject to the conditions prescribed in the current MMEA Constitution.

Article III

Income

Income from District activities and State reimbursement of dues will be used to support the various functions of MMEA-ED.

Article IV

Officers, Terms, Governance

### Section 1: Executive Board

The Executive Board of this District will consist of nine distinct voting members:

- District Chairperson
- District Chairperson-Elect
- Immediate Past District Chairperson
- District Secretary
- Senior Festival Coordinator
- Junior Festival Coordinator
- General Music Coordinator
- Higher Education Liaison
- Advocacy and Engagement Coordinator

### Section 2: Terms of Office

- All officers will serve terms of two (2) years (July 1 to June 30) or until their successors are elected and installed.
- Chairperson-Elect and Coordinators will be elected in even-numbered years. The Secretary, Higher Ed. Liaison, and Advocacy Chair will be elected in odd-numbered years.
- The District Chairperson-Elect will serve for two (2) years, following which he/she will serve as District Chairperson for two (2) years, following which he/she will serve as Immediate Past District Chairperson for two (2) years.

### Section 3: Governance

- The governance of this Association will be vested in the District Executive Board, which will have authority for the administration of all MMEA-ED affairs.

### Section 4: Extension Personnel: non-voting Volunteer

In addition to the Executive Board, there will be ongoing positions for volunteer service, appointed by the members of the Executive Board which include:

- Librarian
- Historian
- District Festival Hosts (Senior, Junior, & General)
- District Audition Hosts (Senior & Junior, only)

### Section 5: Extension Personnel: non-voting Stipended

\_\_\_\_\_ In addition to the Executive Board, there will be ongoing positions for STIPENDED service, appointed by the members of the Executive Board which include

- Auditions Coordinator (apart from the Site Hosts, the coordinator is responsible for audition materials, the smooth and accurate assessment of auditions and the timely reporting of results for both Junior and Senior Festivals)
- Vocal Chair
- Strings Chair
- Wind & Percussion Chair
- Jazz Chair
- Treasurer
- Information Manager

Article

Duties of Officers

## Section 1: Elected positions, voting positions

(See Article VI.1 for information regarding the election procedure.)

### *District Chairperson*

The duties of the District Chairperson will be to conduct all District business meetings, be responsible for the administration of this district's affairs, represent the District as a member of the MMEA Executive Board, have membership ex officio, with voting privileges on all District committees, and prepare a budget for each fiscal year. Although a regular voting member of the Board, the Chair's vote will determine the victor in decisions resulting in a tie, as if the Chair's vote was "weighted" more heavily in this, and only this, situation.

### *District Chairperson-Elect*

The duties of the District Chairperson-Elect will be to assist the District Chairperson in administering this Association's affairs, preside in the absence of the Chairperson, serve as the Chairperson of sub-committees as needed, and to publicize District activities. The Chairperson-Elect will have full voting privileges.

### *Immediate Past District Chairperson*

The duties of the Immediate Past District Chairperson include providing resource information and expertise about District activities and serving as the Chairperson of the Nominating Committee.

The person holding this position will solicit, encourage, coordinate and/or oversee opportunities for professional development for the members of the District. The Immediate Past District Chairperson will also facilitate the annual election of officers.

### *District Secretary*

The duties of the District Secretary will be to keep accurate records of all MMEA-ED Executive Board and membership meetings, to conduct correspondence for the District not falling within the specific province of other officers, and to maintain appropriate records.

### *Senior Festival Coordinator*

The duties of the Senior Festival Coordinator will be to organize and manage the Senior Festival Rehearsals and Concert. He/she will chair all Senior District committee meetings and report to the District Executive Board. His/her committee will consist of the following members:

#### *Elected*

- Assistant Senior Festival Coordinator

#### *Volunteer*

- Senior Band Manager
- Asst. Senior Band Manager
- Senior Orchestra Manager
- Asst. Senior Orchestra Manager
- Senior Chorus Manager
- Asst. Senior Chorus Manager
- Senior Jazz Manager
- Asst. Senior Jazz Manager

### *Junior Festival Coordinator*

The duties of the Junior Festival Coordinator will be to organize and manage the Junior Festival Rehearsals and Concert. He/she will chair all Junior District committee meetings and report to the District Executive Board. His/her committee will consist of the following members:

Elected

- Assistant Junior Festival Coordinator

Volunteer

- Junior Band Manager
- Asst. Junior Band Manager
- Junior Orchestra Manager
- Asst. Junior Orchestra Manager
- Mixed Chorus Manager
- Asst. Mixed Chorus Manager
- Treble Chorus Manager
- Asst. Treble Chorus Manager
- Junior Jazz Manager
- Asst. Junior Jazz Manager

*General Music Coordinator*

The duties of the General Music Coordinator will be to organize and manage general music activities (activities that fall beyond the purview of Band, Orchestra, Jazz, Chorus) including, but not limited to, the General Music Festival and professional development workshops. He/She will chair all General Music Committee meetings and report to the District Executive Board. His/Her committee will consist of the following members:

Elected

- Assistant General Music Coordinator

Volunteer

- Registrar
- Clinician Chair
- Equipment Manager

*Advocacy and Outreach Coordinator*

The duties of the Advocacy and Outreach Chairperson will be to actively seek out districts in need from within the membership of the Eastern District. The responsibilities will include assessment of need, diagnosis and facilitation of remedies, the budget for which will be a line item for negotiation by the Executive Board.

*Higher Education Liaison*

The duties of the Higher Education Liaison will be to create, foster and maintain communication and coordination of effort between the higher education community and the teachers and programs of the K-12 schools within the Eastern District. This includes coordinating collegiate assistance at all audition and festivals for the District.

Section 2: Elected, non-voting positions

*Assistant General Music Coordinator & Asst. Festival Coordinators*

Assistant Coordinators will serve a total of four years, two (2) as the assistant to the coordinator and two (2) as the coordinator. (See Article VI.1 for information regarding the election procedure.)

### Section 3: Appointed, non-voting positions

#### **WebMaster**

The duties of the WebMaster will include collection of and publication through the internet website of accurate information concerning the District's Festivals, Professional Opportunities for Outreach, Elections and Opportunities for Service within the District.

#### **Auditions Coordinator (Stipended)**

The Auditions Coordinator is responsible for audition materials, the smooth and accurate assessment of auditions and the timely reporting of results for both Junior and Senior Festivals.

#### **District Treasurer (Stipended)**

The duties of the District Treasurer will be to keep accurate records of all MMEA-ED financial transactions, collect all monies, pay all bills approved by the chairman, submit financial reports of District assets, expenses and liabilities at each meeting of the District Executive Board and/or the membership, have an annual audit of the books made, furnish a report of this audit to the Executive Board within two weeks of its completion and assist the Chairperson in preparing a budget. The treasurer will be bonded at District expense. The District will pay for the on-going services of a professional accountant to aid the Treasurer in these tasks

### Section 4: Volunteer Positions

#### ***Festival Ensemble Managers and Assistant Managers***

Festival Managers will serve a total of two (2) years, one (1) as Assistant Manager and one (1) as Manager.

#### ***Librarian***

The duties of the District Librarian will be to oversee the District Library; collect and catalog Senior and Junior Festival audition and concert music; house the District Library; and coordinate the District lending library. This is an ongoing, non-voting position. The Librarian is appointed by the Executive Board without a term limit.

#### ***Historian***

The duties of the District Historian will be to collect and compile all program materials and recordings from the Junior and Senior Festivals and All-State concerts; store such materials on a permanent basis; distribute such materials to District personnel and members upon request to and with the approval of the Executive Board; and, attend Executive Board meetings to provide information concerning past events and/or decisions. This is an ongoing, non-voting position. The Historian is appointed by the Executive Board without a term limit.

### **Article VI**

#### **Elections, Removal, Vacancies**

##### **Section 1: Elected Officers**

All MMEA-ED officers will be elected in the following manner:

- The Chairperson will appoint and announce a nominating committee on or before the

Fall Dinner Meeting. The Nominating committee will consist of five (5) District members, chaired by the Immediate Past District Chairperson, representing elementary, junior, and senior high levels of music education. The nominating committee will work from a complete list of eligible members.

- The Nominating Committee will prepare a slate of no more than two (2) candidates for each of the appropriate officers, including a profile of each candidate. This information will be included with the announcement of the spring meeting.
- Elections will be conducted each spring. The election will be conducted at the Spring General Membership Meeting. Each member present will receive a ballot to be returned during this meeting. The ballot will include provisions for write-in votes. Members unable to attend the meeting may request a ballot from the Past Chairperson to be mailed back to the Past Chairperson prior to the meeting. Notification of the procedure will be posted in the March issue of the MMEA Music News. The Nominating Committee members present will tally the ballots immediately after the adjournment of the meeting at which the election has taken place.

#### Section 2: Board Member Removal

A member of the District Executive Board may be removed for failure to carry out the duties of that office. Such members may be suspended from the District Executive Board by a three-quarters vote of its members. Removal will become effective by a three-quarters vote of the voting membership present at the next regularly scheduled District membership meeting.

#### Section 3: Vacancies

If a vacancy occurs in the office of Chairperson, the Chairperson-Elect will assume that position. A new election for chairperson-elect will be conducted as soon as possible. All other vacancies will be filled by a majority vote of the District Executive Board for the remainder of the term.

#### Section 4: Elected/Appointed Criteria

Any person elected or appointed to the MMEA-ED Executive Board or other leadership responsibilities must be a current member of MMEA-NAfME.

### Article VII

#### Committees

##### Section 1: Standing and Special Committees

MMEA-ED standing or special committees may be appointed by the Chairperson with the approval of the District Executive Board or elected by the District membership at a duly called meeting. Said committees may be dissolved by vote of the District membership or by the Chairperson, with the approval of the Executive Board.

##### Section 2: By-Law Revision Committee

The District Executive Board will serve as the District By-Law Revision Committee. By-law additions or deletions can only be made by the majority vote of all District members present at a duly called membership meeting. The membership will be notified at least fourteen (14) days in advance of a by-law addition or deletion meeting.

### Article VIII

#### New Programs

All requests for new programs must be submitted in writing to the District Chairperson by May 1 for the following school year. The Executive Board must approve all programs by June 15 to be included in the Calendar of Events for the following school year.

### Article IX

#### Quorum

##### Section 1: Executive Board Quorum

A quorum of the District Executive Board will be considered at least 2/3 of all voting members.

Section 2: District Membership Quorum

A quorum of the Eastern District Unit of MMEA will consist of those members present at a duly called business meeting.

Article X

Meetings

At least two (2) Membership Business Meetings will be held annually. Special meetings may be called at the discretion of the District Chairperson, or at the request of twenty (20) or more District members. The District Executive Board will meet at the discretion of the District Chairperson with at least two (2) weeks prior notice to all Executive Board members.

Article XI

Disposition of Assets

In the event of the disbandment or dissolution of this Association, all funds remaining after the payment of legitimate bills will be transferred to the Massachusetts Music Educators Association.

March 9, 2017