Constitution and Bylaws of the Western Region Orchestra

Approved: Monday, September 12, 2022

Article I- Name and Relationships

Section 1. Name: The name of the organization shall be the North Carolina Western Region Orchestra
Section 2. Relationships: This organization shall be the governing body for the Western Region of North Carolina in the geographic areas established by the North Carolina Music Educators Association Orchestra Section. The North Carolina Western Region Orchestra operates within the rules and guidelines established by the North Carolina Music Educators Orchestra Section.

Article II- Objective and Functions

Section 1. Objective: The objective of this organization shall be to work within the framework of the North Carolina Music Educators Association and it's affiliates to advance the cause of public and non-public school orchestra programs throughout the state. It shall cooperate with other sections of the North Carolina Music Educators Association in planning and carrying out such activities.

Article III- Membership

Section 1. Any individual who is actively engaged in directing orchestras or teaching orchestral instruments and who is currently enrolled member of NCMEA is eligible for membership
Section 2. All membership shall conform to Article I of the NCMEA Bylaws
Section 3. Both active and retired members have the right to vote and hold office

Article IV- North Carolina Western Regional Orchestra Government

Section 1. Executive Committee- The executive committee shall consist of the treasurer and the elected officers of the North Carolina Western Region Orchestra: Chair, Chair- Elect, Secretary, and immediate past chairperson. The executive committee may act on behalf of the full Board of Directors and the membership to Interpret the constitution, bylaws, and/or operating procedures. Decisions rendered by the executive committee may be appealed to the board of directors when time allows.
Section 2. Board of Directors- The North Carolina Western Region Orchestra Board of Directors shall consist of the members of the executive board and:

- High School Auditions Chairperson
- Middle School Auditions Chairperson
- Middle School Auditions Site Host
- High School Clinic Chairperson
- Middle School Clinic Chairperson
- Middle School Clinic Site Host

- MPA Chairperson
- MPA Host

Section 3. Vacancies in any elected office shall be filled upon the recommendation of the chair or acting chair, by and at the discretion of the Board of Directors, until an election for the unexpired term is held at the next general meeting.
Section 4. The Board of Directors is empowered to:

- Rule on appeals to decisions made by the executive committee.
- Interpret the constitution, bylaws, and operating procedures of the North Carolina Western Region Orchestra.
- Make decisions on behalf of the general membership
- Suspend bylaws and operating procedures when necessary to accommodate unforeseen circumstances.
- Approve the disbursement of funds of the North Carolina Western Region Orchestra.
- Remove officers

Article V. North Carolina Western Region Orchestra Elections

Section 1. The Chair-Elect and Secretary shall be elected by vote in odd numbered years at the fall business meeting. The Chair-Elect shall automatically accede to the office of Chair after the conclusion of the final scheduled student event of the North Carolina Western Region Orchestra in the spring of odd numbered years.
Section 2. Nominations for chair-elect and secretary may be made by any active member from the floor.

Article VI. - North Carolina Western Region Orchestra Meetings

Section 1. The North Carolina Western Region Orchestra will hold its general business meeting in the fall. This meeting shall be called by the Chair, and may be in person and/or virtual. Members should be notified of meetings at least two weeks in advance.
Section 2. Additional meetings may be called by the chair, subject to confirmation by the Board of Directors
Section 3. The board of directors shall meet at the call of the chair and should meet prior to any general business meeting.

Article VII- Quorum

Section 1. A quorum shall consist of active and retired members who are present at any properly called business meeting

Article VIII - AMENDMENTS, BY-LAWS, AND POLICIES AND PROCEDURES

Section 1. The constitution may be amended with the approval of two-thirds of the membership present at the general business meeting

Section 2. By-laws may be modified with the approval of two thirds of the membership present at any general business meeting

Section 3. Policies and procedures may be modified by a simple majority of the membership present at any general business meeting or by the Board of Directors, if deemed necessary

Section 4. Proposed amendments, or modifications to the constitution or by-laws must be presented by the Chair to the membership at least thirty (30) days prior to a scheduled meeting of the North Carolina Western Region Orchestra. Voting will occur at the general meeting following presentation of said changes

ARTICLE IX - HIGH SCHOOL AND MIDDLE SCHOOL LEVEL BUSINESS MEETINGS

Section 1. High School and Middle School level business meetings may be called and run by the respective auditions chairperson and clinic chairperson during the middle school and high school auditions and clinics.

Section 2. The High School and Middle School clinic meetings should be used to communicate policies and procedures, establish future dates, vote on future clinicians, director of the year, and provide a forum for discussion of items of importance.

Section 3. High School and Middle School level meetings may <u>not</u> be used for binding votes to change the Constitution, Bylaws or Operating Policies Procedures of the North Carolina Western Region Orchestra. Non-binding strawpoll votes are allowed.

NORTH CAROLINA WESTERN REGION ORCHESTRA- BYLAWS

Article I- Officer Duties

Section 1. Chair: The chair shall serve as the senior officer of the North Carolina Western Region Orchestra. He/she shall:

A. Attend all meetings of the NCMEA Orchestra Section Board of Directors
B. Attend all business meetings of the North Carolina Western Region Orchestra
C. Submit written and oral reports to the North Carolina Western Region Orchestra
D. Call and preside over general North Carolina Western Region Orchestra meetings
E. Appoint officers (in consultation with the board of directors) to fill unexpired terms, should a vacancy occur.
F. Be responsible for revisions to the North Carolina Western Region Orchestra Constitution, Bylaws, and Policies and Procedures
G. Ensure website information is up to date.
H. Maintain accurate records of regional meetings and governing documents
I. Appoint individuals and ad-hoc committees to perform duties in service of the North Carolina Western Region Orchestra

Section 2. Chair- Elect: May perform all of the duties of the Chair during his/her absence.

Section 3. Secretary: The secretary shall keep a record of all meetings. He/she shall submit a copy of the minutes of all general meetings to the Chair and the Webmaster within 30 days of each meeting. He/She shall also assist the Chair and Chair-elect with duties related to record keeping and communication with the section membership

Section 3. Western Region Senior Orchestra Event Chair- Shall be responsible for the following:

A. Obtain a conductor
B. Assist in the selection of repertoire by confirming availability, difficulty, and how recently individual works have been performed
C. Inform participating directors of dates, sites, fees, and registration deadlines
D. Obtain sponsoring directors to serve as judges for string seating auditions during the clinic weekend, and ensure that judging is fair and the point spread is consistent.
E. Obtain the list of participating students from the Audition Chair
F. Prepare a printed program for distribution to parents and directors at the concert. Students should be listed alphabetically by last name.
G. Students should be identified by schools/programs they attend, and not by private studio. Make sure the NAfME and NCMEA logo are printed on the program.
H. Arrange for recording of the concert that will be available for purchase
I. If desired, arrange for a photograph of the orchestra(s)
J. Supply a list of appropriate accommodations and their contact information to participating directors
K. Prepare and distribute an event schedule which includes: rehearsal, break times, meals, and all other organized activities. This schedule will be prepared with assistance of the conductors.
L. Send a finalized personnel list that includes all members of the orchestras in seating order to the regional chair, the Orchestra Section Chair and the Chair-Elect no later than 45 days after the conclusion of the event.
M. Send a repertoire list (or electronic copy of program) to the section delegate. This will help to reduce duplication of literature in future years.
N. Follow and rectify financial procedures of the according to our state constitution (flowchart)
O. Perform any other duties consistent with planning and organizing the event.

Section 4. Junior Regional Orchestra Event Chair shall be responsible for the following:

A. Plan a two day event
B. Delegate judges for string seating auditions at the event
C. Obtain a conductor
D. Assist in the selection of repertoire by confirming availability, difficulty, and how recently individual works have been performed
E. Inform participating directors of dates, sites, fees, and registration deadlines

F. Obtain sponsoring directors to serve as judges for string seating auditions during the clinic weekend, ensure that judging is fair and the point spread is consistent.
G. Obtain the list of participating students from the Audition Chair
H. In the event that a harpist is selected for the event, secure a qualified person to modify or create harp parts for the participating student. The person who arranges or writes parts will be paid an honorarium of $300.
I. Prepare a printed program for distribution to parents and directors at the concert. Students should be listed alphabetically by last name.
J. Students should be identified by schools/programs they attend, and not by private studio. Make sure the NAfME and NCMEA logo are printed on the program.
K. Arrange for recording of the concert that will be available for purchase
L. If desired, arrange for a photograph of the orchestra(s)
M. Supply a list of appropriate accommodations and their contact information to participating directors
N. Prepare and distribute an event schedule which includes: rehearsal, break times, meals, and all other organized activities. This schedule will be prepared with assistance of the conductors.
O. Follow and rectify financial procedures of the according to our state constitution (flowchart)
P. Perform any other duties consistent with planning and organizing the event.

Section 5. Western Region Senior Orchestra Audition Chair shall be responsible for the following:

A. Distribute all pertinent audition information and materials to region directors in a timely manner, including: audition date, audition location, pre-registration information/form, and required solos/scales/etc.
B. Work with the state Webmaster to ensure that all pertinent information is accurately and promptly posted on the state website (ncorchestra.org)
C. Collect audition fees and ensure that the Region Treasurer deposits said payments.
D. Secure judges for auditions (judges must be a member of NCMEA and qualified to judge the instrument he/she is assigned), and ensure that judging is fair and the point spread is consistent.
E. Prepare audition tally sheets for judges.
F. Tally all scores (or designate individuals to do so). Scores must be double-checked for accuracy and unusual “splits” (large gaps in scores among judges in the same room).
G. Upon finalization of ensembles, promptly inform directors of selected students.
H. Provide audition scores to each director for his/her students.

Section 6. Western Region Junior Orchestra Audition Chair shall be responsible for the following:

A. Distribute all pertinent audition information and materials to region directors in a timely manner, including: audition date, audition location, pre-registration information/form, and

required solos/scales/etc. Auditions are open to Violinists, violists, cellists, bassists and harpists in Grades 5-8.

B. Work with the state Webmaster to ensure that all pertinent information is accurately and promptly posted on the state website (ncorchestra.org)
C. Collect audition fees and ensure that the Region Treasurer deposits said payments.
D. Secure judges for auditions (judges must be a member of NCMEA and qualified to judge the instrument he/she is assigned), and ensure that judging is fair and the point spread is consistent.
E. Prepare audition tally sheets for judges.
F. Tally all scores (or designate individuals to do so). Scores must be double-checked for accuracy and unusual "splits" (large gaps in scores among judges in the same room). These scores are not indicative of seating at the event.
G. Upon finalization of ensembles, promptly inform directors of selected students.
H. Provide audition scores to each director for his/her students.

Section 7. Western Region Senior Orchestra Audition Site Host shall be responsible for the following:

A. Secure appropriate audition rooms and warm-up rooms for all students/instruments.
B. Make signs that clearly designate the following: Warm-Up Spaces, Registration, Parent Waiting, No Parents on this Hallway Please, _____ Audition Room (per instrument)
C. Designate persons (teachers and/or students) to serve as runners during the auditions.
D. Complete any other necessary tasks associated with serving as audition site host.

Section 8. Western Region Junior Orchestra Audition Site Host shall be responsible for the following:

A. Secure appropriate audition rooms and warm-up rooms for all students/instruments.
B. Make signs that clearly designate the following: Warm-Up Spaces, Registration, Parent Waiting, No Parents on this Hallway Please, _____ Audition Room (per instrument)
C. Designate persons (teachers and/or students) to serve as runners during the auditions.
D. Complete any other necessary tasks associated with serving as audition site host.
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Section 10. Western Region Junior Orchestra Event Site Host shall be responsible for the following:

A. Provide facilities for registration of students and directors
B. Provide facilities for string seating auditions, sectional rehearsals, full orchestra rehearsals, and concert performance
C. Ensure that the recruiting of Western Region Orchestra participants by colleges and universities does not occur.

D. Communicate with the Region Orchestra Chair and the Event Chair in order to resolve any problems that might arise.

Article II- Rules of Order

Section 1. ***Robert's Rules of Order*** (revised) shall govern all business meetings of the North Carolina Western Region Orchestra in all cases to which they are applicable and in which they are not inconsistent with the Constitution and By-laws of this Section or of the North Carolina Music Educators Association.

North Carolina Western Region Orchestra- Policies and Procedures

The North Carolina Western Region Orchestra follows the operating procedures as established by the North Carolina Educators Association Orchestra Section. Deviation from state policies and procedures may be requested by a vote of the North Carolina Western Region Orchestra Board of Directors and forwarded to the state chairperson for final approval.