

Constitution and By-Laws of the Clarion County Music  
Educator's Association

Festival Manuals, Forms, and Policies included

Revised and Adopted

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## ARTICLE I - PURPOSE

1.1 Name - The name of this organization shall be the Clarion County Music Educators Association.

1.2 Purpose - The purpose of the CCMEA shall be the promotion of better music education with a spirit of mutual cooperation among the members schools.

1.3 Relationship - This organization shall serve as a separate music organization working in full cooperation with the Pennsylvania Music Educators Association. Official representatives from CCMEA will work to promote music education and to further opportunities for Clarion County music students within the District 3 and Region II of PMEA.

## ARTICLE II - MEMBERSHIP

2.1 Active Members - The active members shall be those persons who are professional employees of the school districts in Clarion County whose professional responsibilities include music education.

2.2 Inclusion of Forest County - Forest County music educators will hold active membership in the CCMEA by standing invitation.

2.3 Honorary Members - Upon the recommendation of the officers of the CCMEA honorary membership may be conferred in recognition of distinctive service in or to the field of music education. A unanimous vote of the active membership is required to approve honorary membership. No voting privileges are included. A list of honorary members shall appear in the appendix of the Constitution showing the date of election.

2.4 Administrative Members - The principals of the schools in Clarion and Forest County may elect or appoint a representative to the CCMEA for the purpose of ensuring good communication between the CCMEA and the county schools and to keep the CCMEA members abreast of current trends in the county that might effect music education. No voting privileges are included.

2.5 Sustaining Members - Any individual or firm or institution desiring to contribute to the support of music education and/or the activities of the association may become a sustaining member upon making such a contribution to CCMEA.

## ARTICLE III - OFFICERS AND THEIR DUTIES

3.1 Officers - The officers of the CCMEA shall be a President, President-Elect, Past President, Secretary, and Treasurer.

3.2 Elections and Term of Office - Each officer shall be appointed/elected to a term of one year. There shall be no appointment/election of the President unless the President-Elect from the previous election cannot assume leadership of CCMEA. The President-Elect position will be filled on a rotation basis, alternating between Band and Choir Directors. The host of the County Festival will become the President-Elect and will serve as President the following year. First year teachers will be skipped if it is their turn to be president. Elections shall occur during the regular fall meeting of the CCMEA as the last item of business. The new officers assume their duties at the conclusion of the final festival being planned at that meeting.

3.3 Duties of the President - The duties of the President shall be:

- a. Organize the agenda for the CCMEA meetings, set dates, notify the Secretary.
- b. Preside over the meetings
- c. Attend the District 3 selections meetings for his/her area of interest as the Clarion County Representative.
  1. Should the President of the CCMEA be from a Forest County school, an alternate representative to PMEA selections will be appointed.
- d. Appoint an assistant representative to the PMEA selection meeting
- e. Make initial remarks at the county festival and present a plaque to the host(s) before the concert
- f. Appoint two CCMEA members who are not officers to audit the annual treasurer's report and the county festival report
- g. Preside at CCMEA area of interest for current festival planning

3.4 Duties of the President-Elect - The duties of the President-Elect shall be:

- a. Attend the District 3 Selections meeting for his/her area of interest (opposite from that of current President) as Clarion County representative.
  1. Should the President-Elect be from a Forest County school, an alternate representative to PMEA selections will be appointed.
- b. Appoint an assistant for this selections meeting

3.5 Duties of the Past President - The duties of the Past President shall be:

- a. Preside over meetings of the CCMEA in the absence of the President
- b. Fill in as a County representative at selections if necessary
- c. Make introductory remarks and present plaques at county festival if necessary
- d. Preside at CCMEA area of interest for current festival planning

3.6 Duties of the Secretary - The duties of the Secretary shall be:

- a. Record minutes of all meetings of the CCMEA
- b. Distribute copies of the meeting minutes to the members and to the principals
- c. Notify members of upcoming meetings

- d. File official copies of meeting minutes and financial reports in the Official Manual (Secretary's copy) of CCMEA.
- e. Maintain an up to date record of members, principals etc.
- f. Handle correspondence as directed by the membership or the President
- g. Arrange for refreshments at county meetings
- h. Maintain an accurate expense record (phone, postage, etc.)
- i. Order plaque(s) for County Festival host(s)

3.7 Duties of the Treasurer - The duties of the Treasurer shall be:

- a. Collect fees
- b. Pay bills
- c. Keep accurate records of CCMEA funds
- d. Present an annual written report at the fall CCMEA meeting

#### ARTICLE IV - COMMITTEES

4.1 Committees - All committees and chairpersons shall be appointed by the President

4.2 Reports - Committee reports shall be presented to the membership by the committee chairman with a written copy of the report to be filed with the minutes of the meeting at which it was presented.

#### ARTICLE V - MEETINGS

5.1 Regular Meetings - Regular meetings shall be held on the second Wednesday after Labor Day in the month of September and on the last Monday in April. Meetings shall begin at 8:00 a.m. and shall be held at a reasonably central location.

- a. When the spring meeting falls the Monday previous to or immediately following the PMEA State Conference, an alternative date will be set at the fall meeting.
- b. At the fall meeting a determination will be made as to the necessity of a spring meeting. Should a spring meeting not be needed, it will be canceled by majority vote. If a spring meeting is needed it will be held as stated under Article V of this Constitution and By-Laws.

5.2 Other Meetings - Any other meeting deemed necessary may be called by the President. These meetings may not occur during school hours.

5.3 Quorum - A quorum shall consist of the active members present if at least six of the member schools are represented by both choral and instrumental teachers.

5.4 Notification - The CCMEA Secretary will notify active members two weeks prior to the regular fall and spring meetings in writing. Notification of other meetings shall be the responsibility of the President.

5.5 Procedures - Parliamentary Procedure as described in Robert's Rules of Order shall govern all meetings of the Association.

## ARTICLE VI - FINANCES

6.1 Receipts - Income shall be generated from CCMEA sponsored festival profits and private contributions.

6.2 Expenditures - Regular meeting expenses, approved clinicians, postage, and phone reimbursement for CCMEA business and festival cost overruns shall be considered legitimate expenses.

6.3 Audit - The President shall appoint two CCMEA members who are not officers to audit the annual Treasurer's Report presented at the fall meeting. This audit is to be completed prior to membership approval of the report which will occur at the spring meeting.

6.4 Balances - A minimum balance of \$100 shall be maintained to cover the operating expenses of the CCMEA.

## ARTICLE VII - AMENDMENTS

7.1 Amendments - This Constitution and By-Laws shall be amended by a two-thirds vote of all active members present. Written notification of such a vote and the proposed amendments shall be available to the active members at least thirty days before the meeting at which such a proposal will be considered.

7.2 Date of Ratification - This Constitution shall be in effect at the beginning of the 1992-93 school year.

## CLARION COUNTY MUSIC FESTIVAL POLICIES AND PROCEDURES

I. Date - The CCMEA Band and Choir Festival shall be held the Thursday immediately prior to Thanksgiving.

II. Host Rotation - The site of the festival will rotate on the following schedule beginning with the 1991 festival:

- |                        |                              |
|------------------------|------------------------------|
| 1. Forest Area - 16-17 | 5. Keystone - 11-12          |
| 2. Union - 08-09       | 6. North Clarion - 12-13     |
| 3. Clarion - 09-10     | 7. Redbank Valley - 13-14    |
| 4. A-C Valley - 10-11  | 8. Clarion Limestone - 14-15 |

III. Planning - The festival will be planned at the following meetings:

a. Spring meeting - selection of music and suggestions for guest conductors.

1. When there is a guest conductor for band and chorus, the host will submit a list of selections compiled by the member directors to the guest conductor. The final choice will be the result of collaboration between the host and guest conductor.

b. Fall meeting - selection of participants as follows:

1. County Band - Students will be selected from instrumentation by directors on a rotation basis. Host school will not participate in the rotation, but will be able to add one student per section (Clarinet I, Clarinet II, etc.).

2. County Chorus - Each director will submit a list of up to two students from each of the eight voice parts. The host director may permit extras to fill vacancies and to insure the best balance. Soprano and alto sections must be filled with female singers. Tenor and bass sections must be filled with male singers. Schools may also include up to two accompanists on the list of participating students. It will be up to the host to assign selections to the accompanists. Accompanists need not be singers.

c. Each director must be present at both the fall and spring meetings in order for their students to participate in any of the county festivals. In the event of an emergency, that director will notify the current CCMEA president of the circumstances causing his/her inability to attend the meeting. The membership will then vote on the validity of the emergency and the subsequent inclusion of their students.

IV. Guest Conductor

1. Contract - A guest conductor will be contracted by the host for Band and Choir each year.

2. Festival Expenses for the Guest Conductor -

a. Honorarium - An honorarium of three hundred fifty (\$350.00) dollars shall be paid to the guest conductor at the conclusion of the festival.

V. Finances

1. Registration Fee - A twelve (\$12.00) dollar per student registration fee will be paid by check to a designated account at the host school before the festival begins. Students will not be permitted to participate if the registration fee has not been received.

2. Tickets -

a. Ticket prices shall be \$4.00.

b. Ticket sales cover all other expenses.

3. Complimentary Tickets - Complimentary Admission is available to CCMEA administrators and a guest.

4. Profit/Loss -

a. The first two hundred dollars goes to the CCMEA financial account.

b. All additional profit goes to the host school

c. Loss is expected only as the result of severe weather which would force cancellation of the activities, or in the event of unavoidable circumstances of an emergency nature. Poor planning is not an acceptable reason for financial loss.

d. CCMEA membership will vote to approve or disallow cost overruns to be covered by the CCMEA treasury

#### VI. Festival Schedule

1. Registration - Thursday from 7:45 a.m. to 8:15 a.m.
2. Rehearsal Thursday - 8:30 a.m. to 5:00 p.m.
3. Banquet - Thursday - 5:30 p.m.
4. Concert - Thursday 7:00 p.m.

#### VII. Attendance

1. Students are required to be present for the rehearsal, the banquet and the concert. Students who leave the festival for any reason will not participate in the concert and will be reported to their school administration and parents by their director.
2. Teachers will be present to assist throughout the festival.

#### VIII. Dress

1. Rehearsals - Students will wear appropriate school clothes. Ripped or torn clothing and garments which advertise or imply the use of alcohol, drugs, tobacco, as well as sexual references are not permitted.
2. Banquet and Concert -
  - a. Band students will wear their band uniforms.
  - b. Choral students will wear:
    1. Women: white blouse, black skirt (knee length to mid calf) or black dress slacks (no jeans), black shoes and appropriate hosiery.
    2. Men: white dress shirt and long tie, black dress pants (no jeans), black socks and dress shoes (no sneakers unless that is all you own).
    3. All choral students will have black folders.
  - c. Students not dressing appropriately will not be permitted to perform.

## CLARION COUNTY MARCHING BAND FESTIVAL POLICIES AND PROCEDURES

### I. Date -

1. The festival will be held on the first Monday evening in October unless the Autumn Leaf Festival is scheduled for that week.
2. Should ALF conflict, the festival will be the following Monday evening or at a time decided on by the band directors.

### II. Host Rotation -

1. Clarion - 2009
2. Redbank - 2010
3. Union -2011
4. AC Valley - 2012
5. Keystone - 2013

- a. Additional schools may be added if facilities permit.

### III. Schedule -

1. Order of appearance will be from the Smallest band to the Largest band based on the number of wind and percussion players.
2. Festival starting time and performance times for each band will be established by the host school.

### IV. Programs - Programs may be printed at the discretion of the host school.

### V. Financial -

1. Tickets -
  - a. Ticket price will be equal to the amount charged for athletic events at the host school.
  - b. Pre-sale tickets may be made available to all participating schools at the discretion of the host.
  - c. Pre-sale ticket receipts will be split equally between the host school and the selling school.
  - d. Host school will keep all gate receipts.
  - e. First @\$100 profit will be rebated to CCMEA
  - f. Host will present at complete financial statement at the spring CCMEA meeting.

### VI. Awards - Awards may be presented at the discretion of the host school.

- VII. Combined Number - A combined massed band selection may be chosen at the discretion of the host.

## APPENDIX A

### HOST CHECKLIST FOR FESTIVAL PLANNING

#### I. Guest Conductor -

1. Contact and give directions to school
2. Arrange for lodging as needed.
3. Assist in the selection of the program
4. Get photo and biographical sketch

II. Dates - Place date on school calendar ASAP. Memo to faculty informing them of when and what the festival is.

III. Advertising - newspapers, posters, radio, cable TV, church bulletins.

IV. Banquet - Arrange with cafeteria or catering service. Provide head table for directors, school administration, guest conductor, spouses, and guests. Have a public address system in place for the banquet introductions, invocation, and benediction. (Local clergy or a designated person can handle these last items.) Suggest having a committee for decorations for the banquet.

V. Registration Desk - Areas for students in band, students in chorus, and directors. Student packets should contain a name tag, instructions for lunch, general rehearsal times and places, a copy of the program, and other items that may be helpful to the students. Director packets should contain everything the students get plus a specific rehearsal schedule.

VI. Custodial Help - Check to see how these valuable people can assist you. If there is going to be a charge for a custodian in the building, be sure to include that expense in your planning budget.

VII. Program - Set a cutoff date for student names. If time permits, verify the accuracy of the spelling of student names. Be sure to include your administration, director, committee members, custodial help, and others you wish to recognize. Student names should appear alphabetically by section in both groups.

VIII. Administration - Opening remarks at concert, access to needed areas of the building, scheduling adjustments to make two rehearsal sites available, scheduling for lunch for county participants.

IX. Concert - lights and sound, ticket takers and sellers, ushers to hand out programs, two dressing facilities, places to hang uniforms and other concert attire, places to warm-up before concert, adequate chairs, stands, and risers, places to put coats and instrument cases, have piano tuned, piano light if needed, podium, working public address system.

X. Lunches - Arrange for student lunches. Use the student registration form to determine the number who will be buying lunch. Check with the cafeteria manager to get the menu for the day and include this on the form.

XI. Directors - coffee, juice, donuts, etc. Arrange for the directors to eat in a separate location from the students to meet the guest conductor. Suggest having a group of parents handle the director's lunch.

XII. Records - Keep records of all expenses.

XIII. Financial Statement - Prepare a financial statement of the festival as soon as possible and mail it to the President of the CCMEA.

XIV. Mailings - Send invoices to schools ASAP after the fall meeting to allow time for school district bill processing.

## APPENDIX B

### MARCHING BAND FESTIVAL HOST CHECKLIST

- I. Stadium Availability - Arrange for stadium availability, security, custodial coverage.
- II. Parking - Designate parking area for school buses.
- III. Advertising - Advertise in newspapers, radio, cable TV, local businesses.
- IV. Concessions - Arrange for concession.
- V. Announcer - Arrange for an announcer.
- VI. Tickets -
  1. Arrange for ticket sellers and takers.
  2. Print tickets and number them. Send to all schools participating for pre-sale.
- VII. Awards - Awards and programs are at your discretion.
- VIII. Order of Performance - Establish an order of performing bands.
- IX. National Anthem - Plan for the playing of the National Anthem
- X. Staging Area - Designate a staging area and schedule for all bands.
- XI. Restrooms - Have adequate restroom facilities available to the students.

APPENDIX C

INVOICE FOR CLARION COUNTY MUSIC FESTIVAL

School Name

School Address

Number of students in County Band x \$12.00 =

Number of students in County Chorus x \$12.00 =

Total amount due

Make Check payable to:

Payment should be received by:

Send Payment to the following address:

APPENDIX D

SAMPLE STUDENT APPLICATION AND REGISTRATION FORM

PLEASE PRINT OR TYPE

Student's Name	Grade
School	Director
School Phone	Director's Phone
Instrumental Part	Soprano Alto Tenor Bass Acc.

-----  
PARENTAL CONSENT STATEMENT

I hereby grant my son/daughter permission to attend and participate in the Clarion County Music Festival to be held at \_\_\_\_\_ on November \_\_\_\_\_. I will not hold any member of the Clarion County Music Educator's Association or the host school responsible for any accidents which may occur. I understand that my son/daughter must attend all rehearsals for the event and must comply with all festival rules and regulations as well as those of the host school.

Parent or Guardian Signature	Date
High School Principal's Signature	Date
Student's Signature	Date
Director's Signature	Date

Lunch Price for students  
Menu -

Will you be purchasing lunch this day?      Yes                      No

Applications must be received by the host school no later than \_\_\_\_\_ to guarantee that the student's name will appear in the program. Applications which are received after this date will not be included in the program.

APPENDIX E  
Medical Form

The most current medical form can be downloaded from the PMEA District 3 website.

## APPENDIX F

### Clarion County Band Instrumentation

Piccolo 1	Alto Clarinet	1	Trombone I	1
Flute I 1		2		2
2		3		3
3	Bass Clarinet	1	Trombone II	1
4		2		2
5		3		3
Flute II 1	Alto Sax I	1	Trombone III	1
2		2		2
3		3		3
4	Alto Sax II	1	Baritone	1
5		2		2
6		3		3
Oboe I 1	Tenor Sax	1		4
2		2	Tuba/Bass	1
Oboe II 1	Baritone Sax	1		2
2		2		3
Bassoon I 1	Cornet I	1		4
2		2		5
Bassoon II 1		3		6
2		4	Snare Drum	1
Clarinet I 1	Cornet II	1		2
2		2	Bass Drum	1
3		3	Utility	1
4		4		2
5	Cornet III	1	Timpani	1
Clarinet II 1		2	Mallets	1
2		3		2
3		4		
4		5		
5	Horn I	1		
Clarinet III 1		2		
2	Horn II	1		
3		2		
4	Horn III	1		
5		2		
	Horn IV	1		
		2		