



PMEA District 3 Constitution & By-Laws

Revised: October 15, 2011

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PENNSYLVANIA MUSIC EDUCATORS ASSOCIATION DISTRICT 3 CONSTITUTION AND BY-LAWS

CONSTITUTION

ARTICLE I

Name and Mission

Section 1. NAME.

- The name of this organization shall be Pennsylvania Music Educators Association (PMEA) - District 3.

Section 2. MISSION.

- The mission of PMEA is to advance music education by encouraging excellence in the study, teaching, and making of music.

Section 3. OBJECTIVES.

1. Promote and support quality music education, learning, and performance.
2. Promote and support music education in schools and communities.

Section 4. ORGANIZATION.

- This organization shall consist of music instructors in the public schools, charter schools, parochial schools, colleges, and universities in the counties of Armstrong, Clarion, Venango, Jefferson, Indiana, and Forest.

Section 5. AFFILIATION.

- The organization shall function as District 3 affiliate of the Pennsylvania Music Educators Association and the Music Educators National Conference.

ARTICLE II

Membership

Section 1. MEMBERSHIP.

- Membership in District 3 will be consistent with the membership policies of PMEA.

ARTICLE III

Officers and Committees

Section 1. LEGISLATIVE POWER.

- The legislative power of this District shall be vested in the membership and the Executive Board. Festival procedure shall be determined by the membership participating in each festival through their festival bylaws or handbooks. Copies of these handbooks/procedures can be located on the District 3 website. Other matters, including all those that affect the membership in general are the responsibility of the Executive Board.

Section 2. OFFICERS.

- The officers of this District shall consist of a president, a first vice-president, who shall be president-elect, and a second vice-president who shall be the immediate past president. The secretary-treasurer shall be appointed by the Executive Board from received applications.

Section 3. EXECUTIVE BOARD.

- The Executive Board shall consist of the officers, and in addition, one duly elected member from each teaching level (elementary, middle school, senior high, and an appointed higher education representative) serving as Curriculum/Instruction Representatives, Festival Policy Coordinators, the Technology Coordinator, and the current fest, district, and region hosts. The fest, district, and region festival hosts shall be ex-officio members without a vote.

Section 4. COMMITTEES.

- Standing and special committees of the District shall be appointed by the president as needed.

Section 5. ELECTIONS.

- The president shall be elected for a term of two years by mail or electronic ballot in even numbered years. Curriculum/Instruction Representatives of Elementary and Senior High will be elected for a term of four years each in even numbered years. The Middle School CI Representative will be elected in the middle of the Elementary and Senior High CI Representatives terms for a term of four years. The Higher Education Representative will be appointed as per the PMEA Guidelines for a term of three years. Elections for upcoming years are as follows:

2010 - President elect
2011 - Elementary and High School CI
2012 - President elect
2013 - Middle School CI
2014 - President elect
2015 - Elementary and High School CI

ARTICLE IV

Duties of Officers

Section 1. PRESIDENT.

- The president shall preside at all meetings of the District, has the authority to call special meetings, and shall appoint, and be, an ex-officio member of all committees. The president shall also be responsible for informing festival hosts of their responsibilities, on both locally and state levels, and overseeing auditions at all District Festivals.

Section 2. FIRST VICE-PRESIDENT.

- The first vice-president shall perform the usual duties of the office and in case of disability of the president, shall assume the duties of that office. They shall assist the president in securing hosts. They shall serve as membership chairperson of the district and work with the state membership chairperson.

Section 3. SECOND VICE PRESIDENT / PAST-PRESIDENT

- The second vice president / past-president shall assume or share the duties of the first vice-president in case of disability of the president. They shall serve as chairperson of the nominating committee.

Section 4. SECRETARY-TREASURER.

- The secretary-treasurer shall keep the minutes and records of the District and shall be responsible for all financial transactions for District 3 and financial transactions with the PMEA Executive Office. The secretary/treasurer shall prepare a detailed annual financial statement to the executive board and prepare all tabulation information for all festivals.

Section 5. EXECUTIVE BOARD.

- The Executive Board shall meet at the request of the president, and shall have the authority to transact any business that may occur at such time as the General Membership cannot meet as a whole.

Section 6. FESTIVAL POLICY COORDINATORS.

- The Festival Policy Coordinators shall be responsible for the coordination of all District 3 festival policies for their respective discipline area. This shall include, but not be limited to, audition procedures and host responsibilities. The policy coordinators will also secure a festival budget from the current hosts to present to the District 3 Executive Board for approval. This position shall be appointed by the Executive Board from received applications.

Section 7. TECHNOLOGY DIRECTOR.

- The Technology Director will handle all duties described in the job description located in the appendixes. This position shall be appointed by the president and Executive Board from received applications.

Section 8. CURRICULUM/INSTRUCTION COMMITTEE.

- The C/I Committee shall work with officers, festival hosts, and the county representatives to assist/sponsor professional development activities for the membership. One member of this committee will be selected by the Executive Board as C/I Chairperson to serve on the State Board and see to Act 48 procedures for professional development.

ARTICLE V

Meetings

Section 1. GENERAL MEMBERSHIP.

- General membership meetings shall be held when necessary. Meetings may be called by the president.

Section 2. EXECUTIVE BOARD.

- The Executive Board shall meet at the request of the president or the joint request of not less than five members of the board at least once per year.

Section 3. FESTIVAL MEETINGS.

- Festival meetings shall be held on the first full day of each district festival for the purpose of conducting festival business.

ARTICLE VI

Government

Section 1. GOVERNMENT.

- The parliamentary principals 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 written notice has been sent out to the membership by the secretary/treasurer at least thirty days before voting. Balloting shall be conducted by mail or electronically. The Executive Board shall be responsible for the publication of proposed amendments.

BY-LAWS

ARTICLE 1

Election of Officers

Section 1. NOMINATING COMMITTEE.

- Two candidates for each office shall be nominated by a committee of four active members appointed by the Executive Board and chaired by the second vice-president/past president. The nominating committee should have the approval of the nominee.

Section 2. BALLOTING.

- Balloting shall be conducted by mail or electronically biannually for all officers. The secretary-treasurer shall be responsible for the printing and mailing of all ballots to paid members. The election deadline shall be May 15. Ballots shall be mailed at least thirty days prior to this election deadline. The chairman of the Nominating Committee shall be responsible for the counting of the ballots in the presence of two or more PMEA members. They shall inform the candidates of the election results and make a formal report to the Executive Board. Officers assume their duties July 1.

Section 3. ELECTIONS.

- Elections shall take place as stated in the District 3 Constitution Article III Section 5.

ARTICLE II

Dues

Section 1. DUES.

- Dues for District 3 members will be consistent with the policies of PMEA.

Section 2. FESTIVAL FEES.

- The registration fee for participants will include the prevailing district and state participation fees. The moneys will be forwarded to the district secretary/treasurer.

Section 3. REGION FESTIVALS.

- Only prevailing state participation fees will be collected at Region festivals.

ARTICLE III

Annual Mailing

Section 1. ANNUAL MAILING.

- A minimum of a spring and fall newsletter shall be mailed to all members of District 3. District 3 Officers are responsible to publish the newsletters. The newsletter may be sent electronically.

ARTICLE IV

General Festival Policies

Section 1. HOST MANUAL

- All festivals shall be conducted according to the provisions set forth in the PMEA Host Manual.

Section 2. PMEA/MENC MEMBERSHIP

- Directors must have a current PMEA/MENC membership in order for their students to participate in festivals.

Section 3. STUDENT ELIGIBILITY

- Students must be enrolled in their school's performing ensemble in order to be eligible for PMEA Festivals.

Section 4. CERTIFICATE OF PARTICIPATION

- In accordance with PMEA regulations, all students attending District Festivals will receive a certificate of participation.

Section 5. SELECTION MEETING

- Students will be chosen for Festival participation at the selection meetings usually held in the fall.

Section 6. SCHOOL QUOTA

- The district president will obtain the student enrollment in grades 10-12 from all District 3 schools. This number will be used to determine individual school quota's. Numbers can be obtained from the guidance offices of each school or written documentation from the principal of each school. Students to be counted in the student enrollment must be enrolled in a class at the district 3 school. Students not enrolled in a class at the district 3 school will not be counted in the school's enrollment numbers.

Section 7. AUDITIONS

- Festival auditions shall be held in accordance with the Audition Rules and Procedures adopted at each festival meeting. These Rules and Procedures are located on the District 3 website. They are not a part of the By-Laws and may only be amended at their respective festival meetings. The Festival Policy Coordinators shall oversee all rules and procedures.
- Should a District level or Region level Festival be cancelled completely due to weather, auditions for advancement to the next level will be held at the host school the Tuesday following the cancelled festival. If the host school is unable to hold auditions on that day, a day must be selected by the host school within the following week from when the festival was to be held. All auditions must be completed by Friday so that students will have their music that is needed for the next festival level.

Section 8. DIRECTOR ATTENDANCE

- All directors are required to attend the entire festival and are responsible for their students during the entire festival.

Section 9. PLAQUE PRESENTATION

- An official PMEA plaque shall be presented to the festival host by the president at an appropriate time during the final concert. This award shall be ordered by the district president and purchased from District funds. The name of the host, the event, and the date shall be engraved on this award.

Section 10. DIRECTOR AUDITION RESPONSIBILITIES

- Directors or a designated PMEA representative must participate in auditions in order for their students to participate in the festival.

Section 11. POLICY COORDINATORS RESPONSIBILITIES

- Policy coordinators will run the selection meeting and the audition night director's meeting at the discretion of the president.
- Policy coordinators will obtain a festival budget from each festival host in the discipline that they are responsible for. Tentative budgets will be presented to the policy chair and president by September 1 and will be reviewed at the fall District 3 Executive Board meeting for approval or improvements. All budgets must be approved prior to the festivals by the Executive Board.

ARTICLE V

Fests

Section 1. CURRICULUM INSTRUCTION REPRESENTATIVES

- The District 3 State CI Representative is responsible for all fests.

Section 2. FESTS

- All Elementary or Middle School fests shall be conducted according to the provisions set forth by PMEA.

Section 3. PMEA/MENC MEMBERSHIP

- Directors must have a current PMEA/MENC membership in order for their students to participate in fests.

Section 4. STUDENT ELIGIBILITY

- Students must be an active member of their school's music program in order to be eligible for District fests.

Section 5. DIRECTOR ATTENDANCE

- All directors or designated PMEA representative are required to attend the entire festival and are responsible for their students during the entire festival.

Section 6. PLAQUE PRESENTATION

- An official PMEA plaque shall be presented to the fest host at an appropriate time during the final concert. This award shall be ordered by the district secretary-treasurer and purchased from District funds. The name of the host, the event, and the date shall be engraved on this award.

ARTICLE VI

Festival and Fest Hosts

Section 1. REQUESTS TO HOST

- Festival/fest hosts shall be selected from written invitations sent to the president. These invitations must be signed by the director and at least one official school district representative. Co-hosting schools should submit separate letters.

Section 2. HOST SELECTION

- Selection of festival/fest hosts shall be by preferential ballot of the members attending the respective festivals. If no invitations have been received by the individual festival meeting dates, the individual festival policies will take effect.

Section 3. BUDGET AND STUDENT REGISTRATION FEES

- Each festival/fest host must submit a proposed budget and proposed student registration fee to the president and the policy chairperson by September 1 for review at the Fall Executive Board meeting. This proposed budget and registration fee will be reviewed for approval or corrections. Policy Coordinators will present budgets for their individual festival/fest(s) if the festival/fest host is unable to attend the Fall Executive Board meeting.

Section 4. POLICY

- The festival/fest host must follow all policies from the PMEA Host Manual as well as all District 3 policies. The individual festival Policy Coordinators (band, orchestra, choir, jazz, fests) will assist to ensure all policies are followed.

Section 5. FINANCIAL REPORT FORM

- The festival/fest host must submit a copy of the Financial Report Form and a copy of the program to the District 3 Secretary/Treasurer and the PMEA home office within two weeks of the conclusion of the festival. All student District fees should be submitted at this time as well.

Section 6. PROFIT

- All profit in excess of \$500.00 from a festival/fest will be submitted to the District 3 secretary/treasurer for deposit into the District 3 account.

Section 7. DISTRICT 3 JAZZ FESTIVAL

- Providing that sound financial judgment was followed as well as all policies, District 3 Jazz Festival may operate as a loss festival. Final determination will be made by the District 3 Executive Board.

ARTICLE VII

Officer Compensation

Section 1. OFFICER COMPENSATION.

1. Compensation for the District 3 officers will follow the schedule below. These are to be paid directly to these respective officers from the PMEA District 3 treasury.
 - The president will receive a \$200 honorarium per year. The president will also receive reimbursement from incurred hotel costs not paid by PMEA for all state business.
 - The secretary/treasurer will receive a \$200 honorarium per year.
 - The State C/I Chairperson will receive a \$200 honorarium per year.
 - The Technology Director will receive a \$200 honorarium per year.
2. District 3 Executive Board members in attendance at any scheduled executive board meeting will be reimbursed their choice of either the meal cost or their mileage for that meeting at the current IRS rate.
3. One County Representative at each festival selection meeting as well as the Policy Coordinators for that festival will receive mileage reimbursement at the current IRS rate.

ARTICLE VIII

District Libraries

Section 1. BORROWING MUSIC

- District 3 Directors may borrow from the District and Regional Libraries with the understanding that their school is responsible for all fees associated with shipping and handling as well as lost, stolen, or damaged music.

Section 2. RETURNING OF MUSIC

- All borrowed music must be returned to the District 3 libraries by June 30.

Section 3. PROCEDURES

- Procedures to borrow music are described in individual festival policies.

ARTICLE IX

Scholarships

Section 1. ELIGIBILITY

- District 3 shall grant three scholarships (up to \$500.00 each) each year - preferably one in band, one in chorus, and one in orchestra. Students must be a participant in a District festival that year to be eligible. If no applications are received for one particular ensemble area then that scholarship area may not be awarded unless the Executive Board votes to grant it to another area that specific year.

Section 2. CRITERIA

- Up to three finalists will be selected by the District 3 Executive Board at the fall meeting. The winners will each receive a scholarship with the amount to be determined by the District 3 Executive Board.
- All Scholarship information and criteria is located on the District 3 website.

ARTICLE X

Distinguished Service Award

Section 1. SERVICE AWARD

- Each year District 3 may honor a music educator who has demonstrated a long term commitment to music education and exemplary service to PMEA on a local and/or state level.

Section 2. ELIGIBILITY

- Eligibility for the Distinguished Service Award is based upon recommendation. Any retired member of District 3 is eligible for the award based upon their nomination by a PMEA member. A current member with twenty or more years of service is also eligible to be nominated by a current PMEA member.

Section 3. REQUIREMENTS

- There will be no limit to the frequency of presenting this award. A maximum of two awards may be presented in any given year. Whenever possible, the award will be presented to the recipient by a District 3 Officer and/or C/I Committee member at a public gathering, preferably a PMEA District 3 event. Applications are due to the Executive Board by September 1st.

ARTICLE XI

Amendments

Section 1. AMENDMENTS

- Amendments to the By-Laws shall be made in the same manner as prescribed in Article VII of the District 3 Constitution.