

**South Dakota  
Music Educators Association**

**POLICY & PROCEDURES MANUAL**



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## **South Dakota Music Educators Association Policy & Procedures Manual**

### **PREFACE**

This manual is designed specifically to be a reference book for SDMEA officers and Board of Directors members in the administration of their respective offices and positions. Its purposes are to serve as both a guidebook and rulebook. Portions of this manual will reproduce excerpts from both the Constitution and By-Laws. The material in this manual has been organized such that each major administrative function of the association is completely discussed in one place. The organization of these functions for successful association management is dependent on the individual who will be responsible for each function. The comprehensive description of the various functions and the suggested organization format should guide the association in attaining and maintaining the functional organization best suited to its current needs, both now and in the future.

It should be stressed that each Officer and Board member will receive one copy of this manual when they assume the elected or appointed position. It is the responsibility of the Board member to retain and maintain the manual in good condition and to insert and delete changes to the manual as will occur from time to time. Any portions of the manual that are removed for copying for official SDMEA purposes should immediately be replaced to guarantee the continued integrity of the master copy. Proper updating of the master copy will be achieved easily if this integrity is maintained. If the manual is lost or destroyed, the respective member will be invoiced for \$50 as a replacement fee. The manual may be retained by the member when leaving the Board however it is emphasized that the entire manual is copyrighted and may not be reproduced in any manner except for official business of SDMEA.

In order to insure the continued value of the manual the SDMEA Executive Committee shall have the responsibility of updating and improving its contents on a continuing basis. Changes to the manual approved by the Board may be implemented at any time. The Executive Committee shall provide a summary report to the Board of all changes made during the previous year.

Suggested changes and additions are invited from all Board members; submit them in writing to the President. General suggestions and constructive criticism are also encouraged. Many long arduous hours have gone into the preparation of this manual; but in order to maintain its applicability and broaden the scope of its utilization, we must continue to receive the benefits of the experience gained by all association officers and Board members.

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### **INTRODUCTION**

The primary purpose of this manual is to guide and assist in administering the functions of the Officers, Directors and Committee Chairs. The author of this manual has attempted to simplify and minimize the amount of reading required while at the same time include enough detail and examples to allow the opportunity to assign duties, goals and responsibilities to the officers, Directors and Committee Chairs.

This manual has been divided into ten sections:

Section 1: “Organization” – Identifies the SDMEA organizational structure and authority. Deals with the Board of Directors, Officers, and Committee Chairs in such areas as tenure of office, level of position in the association, and organizational charts. Further identifies the relationship between SDMEA and MENC and other selected professional organizations. This includes definition of the nominating and election process.

Section 2: “Administration” – identifies the job descriptions, goals, responsibilities & functions, duties and itemized task/event details for each Officer and Committee Chair. This section is the operational manual for each Board of Director and Chair position.

Section 3: Finance

Section 4: Resources – Identifies the SDMEA educational programs and other resources generated and made available to the membership.

Section 5: Events – Describes the events sponsored by SDMEA for the benefit of its membership.

Section 6: Membership – Describes all aspects of membership management.

Section 7: Website – includes the SDMEA website policy and duties of the Webmaster and Database Manager

Section 8: SDMEA By-Laws – includes referenced materials throughout the Policies and Procedures manual and reproducible forms.

Section 9: Appendix – includes referenced materials throughout the Policies and Procedures manual and reproducible forms.

### **SECTION 1 - ORGANIZATION**

#### **SDMEA Organization**

The South Dakota Music Educators Association (SDMEA) is incorporated as a 501 c(6) non-profit organization and is a federated unit of the Music Educators National Conference (MENC). As such SDMEA, in its entirety of its existence, operation, procedures and policies shall be in full accordance and not conflict with MENC.

The Officers, Board of Director members and Committee Chairs are identified in accordance with the SDMEA Constitution and Bylaws. The organizational structure of the 23 member Board of Directors is as follows:

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1. President
2. President-Elect
3. Past-President
4. Elementary / MIOSM Chair
5. Middle School Band Chair
6. Middle School Choral/General Music Chair
7. Band Chair
8. Orchestra Chair
9. Choral Chair
10. State Manager
11. Membership Chair/Database Manager
12. Web Site Manager/Technology Chair
13. Secretary
14. Treasurer
15. Awards Chair
16. Mentor Chair
17. Government-Public Relations Chair
18. Collegiate Chair
19. Tri M Chair
20. Retired Music Educator Chair
21. Historian Chair
22. Editor for "Musician"
23. Business Manager for the "Musician" magazine

### **Nominating and Election Process**

The manner of the election or appointment of the members of the SDMEA Executive Board shall be provided for in the Bylaws of the association.

### **Relationship between SDMEA and MENC**

The South Dakota Music Educators Association shall be affiliated with the national organization known as the MUSIC EDUCATORS NATIONAL CONFERENCE – The National Association for Music Education (herein referred to as "MENC") and shall prescribe to and adhere by the relationship criteria as identified in the MENC Constitution and Bylaws.

## **SECTION 2 - ADMINISTRATION**

### **BOARD OF DIRECTORS**

#### **Board of Directors Authority**

1. The authority for the management, policies, and actions of the SDMEA shall be vested in the SDMEA Board of Directors
2. The President and Past President automatically progress to the position.
3. The President Elect, Band Chair, Choral Chair, Orchestra Chair, Middle School Choral/General Music Chair, Middle School Band Chair and Elementary/MIOSM Chair are elected positions.
4. The President appoints the remaining Board of Director positions.

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5. Additional Board of Director members may be required when specified by MENC. In this event, such members will be elected or appointed at the beginning of the next fiscal year (July 1<sup>st</sup>) after notification by MENC
6. A member of the SDMEA Board of Directors may hold multiple Chair positions with a limitation of three such positions per member. In the event of multiple Chair positions the total number of Board members shall not be less than eleven (11) members.
7. Each member of the SDMEA Board shall have one vote. During normal Board meetings, the President shall be an abstaining vote except when required as a tie-breaking vote.
8. When the Board is not in session, power to act on all matters necessary for the administration of SDMEA shall be vested in the SDMEA Executive Committee and be subject to review and approval of the Board at its next meeting.
  - a. The Executive Committee shall consist of the President, President Elect, Past President and State Manager.
9. Regular meetings of the Board shall be held four times per year.
  - A. The last weekend prior to Labor Day in August
  - B. In conjunction with the state music conference/All State Chorus and Orchestra
  - C. The first weekend after commencing 2 days or later after January 1<sup>st</sup>
  - D. The third weekend in May
  - E. The President may change the dates/time of the above meetings based on extenuating circumstances by notifying the Board members by phone, letter or email 10 days in advance of the meeting
10. The President may call additional board meetings as deemed necessary for the good of the organization.
11. All Board members are required to attend a minimum of three of the four annual Board meetings. In the event of additional Board meetings called during the year, all board members are required to attend a minimum of one-half of the extra meetings called. Failure to attain this attendance shall be cause for immediate removal of the failed attendance member.
12. If needed, board votes may be cast electronically. Each board member will have 36 hours to respond. An electronic quorum is constituted by the fact that all board members have access to electronic mail.

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### **Board of Directors – Compensation & Reimbursement**

The South Dakota Music Educators Association is a volunteer organization. There are no paid positions on the Board of Directors. There are, however, honorariums and reimbursement for expenses incurred as follows:

1. Attendance at Board meetings: Each attending Board of Director member is given an honorarium of \$25 for a one half day meeting and \$50 for a whole day meeting.
2. Board members requiring an overnight stay to attend a Board Meeting shall be reimbursed for the cost of the lodging.
3. Transportation: Board members are reimbursed for the actual cost of gas for their vehicle. The vehicle must be filled to capacity upon leaving the home city and refueled in the destination city. The amount of the actual fuel used is doubled (multiplied times 2) and submitted with receipts.
4. Meals during the travel time and time spent attending to the Board meetings shall be reimbursed at actual cost with a limit of \$25 per day.
5. All expenses must be submitted on a current SDMEA voucher, signed by the Board member incurring the expensed, receipts attached and submitted to the SDMEA Treasurer. All vouchers must be submitted within 15 days of the meeting.
6. The Board of Directors may change these regulations and amounts contained therein at any time.

### **SDMEA OPERATIONAL PROCEDURES**

**Policy Statement:** This section describes the current general procedures in effect for the association as outlined in the Table of Contents. The policies and procedures contained in this section may be repealed, replaced, or amended upon review and analysis by the SDMEA Executive Committee with approval by the SDMEA Board of Directors.

#### **Procedure No. 1.1 General Communications**

1. A copy of all correspondence is to be forwarded immediately to the officer to whom you report.
2. A copy of all correspondence that involves or may involve any Board member. Officer or general member must be copied to the president and the referenced individual(s).

**Procedure No. 1.2 Use of the SDMEA Title:** In order to maintain the high standards and professional image of SDMEA in the educational, professional public and governmental environments, the following guidelines will be followed:

1. The SDMEA Board, Officer or Committee Chair title must be used when promoting SDMEA to the influential media.
2. The SDMEA title must be used on all internal correspondence. (Use of the official SDMEA stationery will satisfy this guideline)
3. The SDMEA title will not be used when stating a personal position to the external media. While an SDMEA position regarding a particular action, policy, or philosophy may at some point not agree with personal position, the stated position when using the SDMEA title must be the SDMEA position.

#### **Procedure No. 1.3 Board of Directors Plans and Reports**

1. Each member of the SDMEA Board of Directors will prepare:

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- a. A plan for the activities of their respective position including a proposed budget at the August Board Meeting (the first Board meeting~ of the year)
  - b. A written status report of the activities to date at each Board of Directors meeting
  - c. A final report of the accomplishments (measured against the initial plan) to be submitted to the Board at the May Board of Directors meeting (last meeting of the year)
2. The President, President Elect and State Manager are responsible for ensuring the reports are completed on schedule.

Procedure No. 1.4 Use of the SDMEA Member Mailing Labels: As a professional organization, SDMEA is obligated to safeguard its members from exposure to unwanted mailings that may occur as a result of their membership. Therefore the following procedures will be used in distributing SDMEA membership labels:

- All official mailings must be communicated with a member of the executive committee
- Labels must be secured via the recruitment/data base chair
- The most current list from the data base chair must be secured

### SDMEA OFFICER NOMINATION AND ELECTION

#### 1) NOMINATING COMMITTEE CHAIR

2) The purpose of this section is to provide the Nominating Committee Chair with a specific set of procedures that clarify and complement the other nomination and election procedures. The nominating committee chair is the facilitator of the SDMEA nominating process. To aid the chair, these procedures are established to provide fair and consistent methods to facilitate the SDMEA nominating process. The Past-President normally serves as the nominating chair; however, the President may select another Nominating Committee Chair by the recommendation of the past president.

##### a) Chair Responsibilities

- i) As the facilitator, the chair of the nominating committee must ensure that
  - (1) The nominating committee fairly evaluates the credentials of each candidate vying for office.
  - (2) The nominating committee properly uses the established rules and procedures to select the nominee for each office
  - (3) The nominating committee is properly instructed on the nomination procedures
  - (4) The ballots are counted and secured as prescribed
  - (5) The endorsed ballot of nominees is submitted to the president and the Executive Board members of the Association
  - (6) The candidates are informed of the nominating committee's decision regarding their candidacy.
- ii) The chair must follow the practices prescribed in the bylaws and the nomination procedures. The committee does not have the authority to deviate from these practices.

The following is a comprehensive list of board members with their job descriptions, qualifications, goals and responsibilities. While the list is not exhaustive, it may be used as a direct guide for each board member.

### SDMEA PRESIDENT

**Job Description:** The President, whose term commences following election of the first day of the association year (July 1<sup>st</sup> – June 30<sup>th</sup>) after having served as President-elect, is the Executive Head of and Presiding Officer over the Association, as well as the direct superior of all Board and

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committee and sub-committee persons. The President serves as a member of all committees and presides over all annual and special meetings of the membership, Board of Directors, and the Executive Committee. The President, having already served two years as President-elect, will serve two years as president and two years as immediate Past-President.

### **Qualifications:**

1. The candidate must be a voting member of SDMEA and MENC.
2. The candidate for this office will have previously served as President-elect.
3. The following characteristics are preferred:
  - a. Educator experience in the music education field.
  - b. Possess leadership ability and positive people skills.
  - c. Be a strong advocate and spokesperson for music education in South Dakota.
  - d. Possess leadership ability and people skills.

### **Goals:**

1. Encourage the development of new programs to encourage more membership participation in SDMEA.
2. Expose the Association membership to the most recent practical philosophies, application and techniques of music education through well-developed programs, seminars, workshops and music performance events.
3. To establish continuity of SDMEA leadership, assist in the selection of potential leaders to work with the current officers.
5. Lead the annual review of the strategic plan for the association.
6. Throughout the entire year, communicate almost all details/actions/communication with state manager (and president-elect if appropriate).

### **Responsibilities and Duties:**

1. Conduct himself/herself in a manner that will exhibit enthusiasm and inspire others to support and take part in the Association activities.
2. Distribute the Policy and Procedures to each Association officer and Committee Chair.
3. Represent SDMEA at all Regional and National meetings and conferences.
  - A. Attend biennial leadership conference and national MENC conference
  - B. Supply all requested data
  - C. Answer correspondence
  - D. Communicate with National officers
  - E. Communicate SDMEA's activities throughout the year to MENC
4. Preside at all scheduled meetings of the Executive Committee and Board of Directors.
5. Determine and communicate the scheduling of Officer and Board of Director meetings on a planned basis.
6. Prepare for upcoming SDMEA Board Meetings
  - A. Request agenda items from board members
  - B. Request written reports from board members
  - C. Request special reports of those who need to report
  - D. Ask Committee Chairs to present report
7. Create agenda for each Board of Directors meeting and distribute to each Officer and Board member one week prior to the scheduled meeting.

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8. Conduct meetings in a pleasant and orderly manner, starting promptly, adhering to schedule, following the agenda, and adjourning by the agreed upon time.
9. Maintain close relationship with MENC Headquarters to assure proper communication exists between the National office and the state SDMEA.
10. Supplies to MENC Headquarters office upon request, the information concerning state activities.
11. Is a member of the North Central Division Board of Directors of MENC.
12. Represents the state association at the Biennial meeting of the State Presidents National Assembly or appoints a representative.
13. Represents the state association at interim meetings of state presidents or appoints a representative.
14. Serves as the principal contact regarding relationships with the State Education Association, the State Department of Education, the South Dakota High School Activities Association, and other such groups.
15. Maintains close contact with the South Dakota High School Activities Association Fine Arts Chair regarding Regional meetings and All-State Chorus & Orchestra concerns.
16. Serves as a unifying force for various special interest groups.
17. Is responsible for the planning of annual state general membership meetings.
18. Contributes to each publication of the *South Dakota Musician*.
19. Grooms the President-Elect to become conversant with the President's responsibilities so that the President-elect may successfully succeed the President.
20. Select and appoint current year Committee Chairs.
21. Appoints standing and special committees and delegates certain responsibilities which may or may not be stated in the constitution.
22. Encourages communication up and down the Association administration organization.
23. Submits a written State of the Association status report to the current Board of Directors and to the new President, prior to the new President's inauguration.
24. Oversee updating of the Policy and Procedures as needed
25. Oversee the updating of the Constitution and Bylaws as needed
26. At the end of the President's term, sends a letter of thanks and cessation of term to all appointed Board members.
27. Appoint Committee Chairs to develop and organize the various aspects of the State Conference
28. Coordinate Committee Chairs and the organizational aspects of the State Conference.
29. Communicate with web editor any necessary changes to web pages.

### Activities Time Line – President

#### July

1. Annual term on BOD begins July 1<sup>st</sup>
2. Begin working on annual plan and budget
3. Appoint individuals to fill vacant Chair positions
4. Review Strategic Plan and formulate goals & objectives for the upcoming year
5. Select dates, places and times for the upcoming year's Board meetings
6. Write out agenda for the BOD meeting and notify all members
7. Prepare letter to be sent out to all K-12 and college music teachers in the state

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### August

1. Work on final draft of annual Board's Strategic plan and budget
2. Submit names & addresses of BOD officers and chairs to the National office
3. Write article/column for *SD Musician* (Sept. 1 deadline)
4. Plan All-State Chorus & Orchestra Festival SDMEA events
  - Book hotel room
  - Secure rooms for General Membership meeting, Directors Reception, and Board Meeting (work with SDHSAA Fine Arts Chair on this)
  - Order food for Directors Reception
  - Check with the Awards Chair regarding details for the banquet
5. Prepare letter to be sent out to all SDMEA members outlining the year's agenda
6. Conduct BOD meeting

### September

1. Write and submit State Report to National MENC via internet (per request of the North Central Divisional Chair)
2. Book rooms and conference room for BOD January Retreat
3. Check with Awards Chair to see that all is arranged for the All-State Awards Banquet

### October

2. Notify SDHSAA Fine Arts Chair of the number of BOD members who need reserved seating tickets for the All-State Chorus and Orchestra Festival concert
3. Write out agenda for the All-State BOD meeting and notify all members one week prior to meeting
4. Confirm all hotel reservations, meeting rooms, food orders, etc. for All-State

### November

1. Oversee all SDMEA activities associated with All-State Chorus & Orchestra Festival
  - Preside at SDMEA General Membership meeting
  - Meet with SDHSAA Fine Arts Chair to go over the order of the All-State concert program
  - Preside as emcee for the All-State Concert (write out script if necessary)
  - Conduct BOD meeting
  - Assist with handing out registration packets and shirts as needed
2. Write article/column for *SD Musician* (December 1 deadline)

### December

1. Write out agenda for the January BOD Retreat and notify all members
  - Confirm rooms and conference room with the hotel
  - Ask for reports to be sent to President by December 15 to distribute to all members at least one week prior to the Board Meeting/Retreat

### January

1. Conduct meetings at the SDMEA Board Retreat
2. Secure rooms and conference room for the May BOD retreat/meeting (if needed)
3. Write and submit State Report to National MENC via internet (per request of the North Central Divisional Chair)

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4. Write article/column for *SD Musician* (February 1 deadline)

### February

1. Contact Middle School All-State Honor Band Chair and make sure all is in order for the festival.
2. Contact the Elementary Chair to make sure all is in order for the three elementary festivals in March.

### March

1. Attend Middle School All-State Honor Band festival

### April

1. Begin preparing Final Report for May Board Meeting
2. Prepare agenda for May BOD meeting/retreat and email to members one week prior to the meeting
3. Solicit committee reports from Board members to be sent out with Board meeting agenda by April 15

### May

1. Attend and conduct BOD meeting/retreat
2. Announce date/place/time for August meeting
3. Submit Final Report to BOD
4. Send Thank You notes to all appointed officers at end of the 2-year term

### June

1. Write and submit State Report to National MENC via internet (per request of the North Central Divisional Chair)
2. Meet with President-elect to transfer all files and update him/her on all Board Activities

### Additional Reminders:

- Attend North Central Divisional meetings
- Attend National Assembly and other Leadership meetings
- Attend National MENC Conferences
- Represent SDMEA whenever called upon to do so within the state and region
- Oversee all Chairs and make sure all their events are organized and running smoothly; assist them as needed
- Make sure all projects and initiatives of the Board are progressing smoothly
- Function as a Resource person for SDMEA/MENC
- Troubleshoot problems as they arise within the organization
- Present sessions at In-Service Conference and in the schools as needed
- Speak as an advocate for music education whenever called upon
- Send periodic e-mails to the executive Board every 2-3 weeks keeping them updated on happenings from the President's office

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### SDMEA PRESIDENT ELECT

**Job Description:** The President-Elect is nominated, according to the SDMEA bylaws, by the appointed nominating committee and is a member of the board of directors, executive committee, and other committees as assigned by the President.

**Qualifications:**

1. Each candidate for this office will have served the organization as an officer within the past six years. (Not limited to this state)
2. The candidate should be familiar with the National MENC organization and its structure.
3. The candidate must be a voting member of the corporation (SDMEA/MENC member)
4. Music Educator or music related field.

**Goals:**

1. Become familiar with the full duties of all elements and activities of the SDMEA organization in preparation for ascension to the President position.
2. Coordinate various aspects of the SDMEA Conference and its participants

**Responsibilities and Duties:**

1. Provides recommendations and philosophical direction during the development of policies, procedures and educational offerings to ensure that they enhance the professionalism of music education.
2. Assist the President with the administration of the association's functions and activities.
3. As a member of the Executive Committee, the president-elect is responsible for assisting the president with the operational activities of the society during the interim (between board meetings).
4. As a functional officer of the association, the president-elect may be assigned to oversee and assist with the operational activities of other Board members and Chairs.
5. Coordinate and assist in planning the annual SDMEA Conference. Work to secure a panel of support staff for the SDMEA conference. (ie local site chair, exhibits chair, presenter chair, collegiate chair)

**Additional Duties:**

1. Preside at meetings in the President's absence.
2. Assists the President with all Association activities.
3. Monitors the activities of all the Committee Chairs and make recommendations where necessary.
4. Accept and follow through on special assignments delegated by the President.
5. Submit written progress reports of all assigned duties to the President as required.
6. Attends national or divisional meetings with the SDMEA President the year prior to taking office.
7. Serve as formal liaison between SDMEA and SDHSAA for the fall in-service conference.
8. Communicate with web editor any necessary changes to web pages.

### Activities Time Line

**July**

- Annual term of Board of Directors begins July 1
- Begin working with the President/State Manager on the annual plan and budget

**August**

- Final draft of annual plan and budget due
- Attend Board Meeting as scheduled by the President

**September**

- Complete details on Fall Conference

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- Constant communication with president and all involved in the fall conference

### October

- Attend Board Meeting at All-State Chorus and Orchestra Festival
- Secure hotel accommodations for the next year's conference

### November

- Attend Board Meeting at All-State Chorus and Orchestra Festival

### December

- Begin planning process for the following year's conference
- Begin to secure planning staff, present roster at next board meeting

### January

- Attend Board Retreat the first weekend in January or as set by the president
- Communicate with SDSHSAA about details of conference

### February

- Communicate with conference support team

### March

- All speakers and presenters for the conference must be secured

### April

- Begin preparing Final Report for May Board Meeting

### May

- Attend Board Meeting
- Turn in final report

### June

- Communicate with next year's site all expectations about conference.

## Event Tasks – SDMEA Conference Committee

### SDMEA PAST PRESIDENT

**Job Description:** The past president, whose term commences after having served as president-elect and president of the organization, according to the association's bylaws, is a voting member of the SDMEA Board and of the Executive Committee.

#### Qualifications:

1. Is a member of SDMEA/MENC.
2. Music educator or related field.

#### Goals:

1. Acts as an advisor to all Board Positions and in all aspects of managing the association.
2. Works to ensure and enhance continuity in the Board of Directors positions
3. Assists with the organization of the annual SDMEA Conference.

#### Responsibilities:

1. Coordinates and works with the president-elect and the current president.
2. Presides over the nomination committee

#### Duties:

1. Attend Board of Directors and Executive Board meetings.
2. Serves in an advisory capacity to encourage continuity.

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3. Arranges for the auditing of financial records per the Board of Directors requirements.
4. Assists the President in all duties as needed.
5. Chairs committees as directed by the President.
6. Assist in organization of the SDMEA Conference as directed by the President
7. Write an article for each of the three issues of the *South Dakota Musician*
8. Communicate with web editor any necessary changes to web pages.

### Activities Time Line

#### July

- Annual term of Board of Directors begins July 1
- Begin working with the President on the annual plan and budget

#### August

- Write article for *South Dakota Musician* (Sept. 1 deadline)
- Final draft of annual plan and budget due
- Attend Board Meeting as scheduled by the President

#### September

#### October

#### November

- Write article for *South Dakota Musician* (Dec. 1 deadline)
- Attend Board Meeting at All-State Chorus and Orchestra Festival

#### December

#### January

- Write article for *South Dakota Musician* (Feb 1 deadline)
- Attend Board Retreat the first weekend in January or as set by the president

#### February

- Continue work for next state conference

#### March

#### April

- Begin preparing Final Report for May Board Meeting

#### May

- Attend Board Meeting
- Turn in final report

### Event Tasks – SDMEA Conference Committee

#### STATE MANAGER

**Job Description:** The State Manager is appointed according to the associations bylaws and is a member of the Board of Directors and Executive Committee.

#### Qualifications:

1. Member of SDMEA and MENC.
2. Music Educator or related field.

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3. Previous Board experience – minimum 6 years – required.

### Goals:

1. Provide leadership and advocacy for the comprehensive organization.
2. Act as main communications agent with MENC national office.
3. Cognizant of educational practices at the national level.
4. Work with other State Managers.
5. Aware of what is happening at the state level by reading state magazines/web sites.
6. Provide the “big picture” – communicate with board members ideas gleaned from other states that would work for SDMEA.
7. Inspire the board to continually improve the quality of services that are offered to SDMEA.

### Responsibilities:

1. Retain all copies of the minutes of the Executive Committee meetings of the association.
2. Maintain detailed records of all association activities and submits all reports which are regularly required by MENC, or legally for the association as a 501c(6) Not For Profit organization.
3. Attend annual National meeting of State Managers in Reston, VA. Receive all updates to national policies and procedures as affects state affiliates.
4. Is the only state officer that is given the security access codes to internal MENC/SDMEA information maintained by MENC.
5. Conduct elections and other referendums as the President directs.
6. Retain copies of Conflict of Interest policy signed by the Board.
7. Retain copy of insurance documents.
8. Review web pages often and offer suggestions for clarification, if needed.

### Duties:

1. Attend Executive Committee and Board of Directors meetings.
2. Retain file of minutes for all Executive Committee meetings, special meetings, and important correspondence.
3. Manage the election of Officers and Directors.
4. Communicate nominations prepared by the Nominating Committee to the membership and provide for additional nominations from the members.
5. Distribute ballots and provide for their return.
6. Count the ballots or votes, certify the election, and submit names of new Officers and Directors, Board positions, business and home addresses, phone numbers and email addresses to MENC National Office.
7. Communicate with web editor any necessary changes to web pages.

## SECRETARY

**Job Description:** The Secretary is appointed, according to the association’s bylaws, by the President and is a member of the board of directors.

### Qualifications:

1. Member of SDMEA and MENC
2. Music Educator or music related field.
3. Previous Board experience desired.

### Goals:

- Record and maintain a clear record of all the Association’s activities.

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### Responsibilities:

1. Records the minutes of all official meetings and keeps the official records.
2. Maintain all copies of the minutes of the Board of Directors meetings.
3. Files all pertinent data and important correspondence.
4. Keeps the SDMEA Constitution and By-Laws on file and records revisions.
5. Determine whether a quorum is present at any Officer or Directors' meeting. The number of Officers and/or Directors required to constitute a quorum in order for the meeting to be considered official is established by the SDMEA By-Laws

### Duties:

- a) Attend Board of Directors meetings.
- b) Determine if quorum is present at any BOD meeting.
- c) Records the minutes of all official meetings and keeps the official records.
- d) Prepare minutes of regular and general membership meetings.
- e) Forward any official postings or documents to the web editor.
- f) Email the minutes to the Executive Board members in a timely manner following meetings for proofreading and congruence.
  - i) Maintain files of minutes for all regular Board meetings.
- g) Communicate with web editor any necessary changes to web pages and email him/her the minutes of the meetings

## TREASURER

**Job Description:** The Treasurer is appointed, according to the association's bylaws, by the President and is a member of the board of directors.

### Qualifications:

1. Member of SDMEA and MENC
2. Music Educator or music related field.
3. Previous Board experience desired.

### Goals:

1. Develop the best possible realistic annual budget for smooth association financial operation.
2. Comply with the association financial planning.
3. Development of financial planning for future expected increased costs.
4. Monitor and report the association finances, used to support the development and administration of the association's goals and objectives.
5. Present current year budget information and submits the following year's budget for board review and approval.
6. Provide recommendations and financial information during the development of policies, procedures and educational offerings to ensure that they enhance the professionalism of music education.
7. Prepare the following year's budget, review of activities that have financial impact to the society, and development or revision of procedures to ensure compliance.

### Responsibilities:

1. Maintain, safeguard and account for all financial aspects of the association.
2. Receive, deposit and disburse association funds, with proper authorization.

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3. Maintain up-to date records of all receipts and disbursements.
4. Develop a budget for operation of the association and, after Board of Directors approval.
5. Monitor receipts and expenditures as they occur, to assure compliance with the budget.
6. Assure the association that they are in compliance with all local, state and federal regulations covering the operation and activities of a non-profit and tax exempt organization. Compliance with all legal requirements is a primary responsibility of the Treasurer.

### Duties:

1. Maintain checking and savings accounts for SDMEA funds in an approved financial institution.
2. Receive and deposit all receipts in these accounts and pay all authorized expenses by check.
3. Prepare a budget for the forthcoming year at the first Board meeting of the year
4. Maintain a computerized accounting system to provide a running report of receipts, expenses and cash on hand that may be provided to Board members and Officers as they request.
5. Provide a financial report for each Board of Directors meeting and attend each meeting.
6. Prepare a complete year-end financial report and present to the Board of Directors at the first Board meeting of the new budget year.
7. Keep Officers, Directors and Committee Chairs informed of budget status, calling attention to any deviation of unusual usage of budgeted funds.
8. Reimburse board members for meetings after receiving expense voucher.
9. Work with committee and event chairs to arrange for collection of fees from attendees for official functions and events.
10. Receive monthly membership reimbursement from MENC. Deposit check and record in accounting software. Coordinate these renewals with the Membership Chair.
11. Work closely with accounting firm, preparing any necessary documents for the "Treasurer's report" and IRS.
12. Have accounting records available for an Audit Committee at a time designated by the President.
13. Assure that all SDMEA legal requirements are considered in the handling of receipts, disbursements, banking and soliciting of association monies.
14. Communicate with web editor any necessary changes to web pages.

### Activities Time Line

#### July

- Annual term on Board of Directors begins July 1<sup>st</sup>
- Begin working on annual plan and budget

#### August

- Finalize draft of annual plan and budget
- Attend Board Meeting as scheduled and present budget
- Reimburse Board members once forms are submitted

#### September

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### October

### November

- Attend Board Meeting at SDMEA Conference
- Reimburse Board members once forms are submitted

### December

### January

- Attend Board Retreat as scheduled by President
- Submit mid-year written financial report on financial activities
- Reimburse Board members once forms are submitted

### February

### March

### April

- Begin preparing Final Report for May Board meeting

### May

- Attend Board Meeting
- Present Final Financial Report

### June

## MEMBERSHIP/DATABASE CHAIR

**Job Description:** The Membership chair is elected, according to the association's bylaws, by the SDMEA membership: is a member of the SDMEA Board of Directors.

### Qualifications:

1. Is a member of SDMEA/MENC
2. Music educator or related field

### Goal:

1. Encourage continued growth in SDMEA membership.
2. Monitor existing membership database

### Responsibility:

1. Designs and maintains official SDMEA database.
2. Receive monthly report from national office and make corrections to state database.
3. Spearhead ways and means to have continued SDMEA membership growth.

### Membership/Database Chair - Duties

- 1) Prepare a detailed membership database each month for mailing purposes
- 2) Inform MENC headquarters of any change affecting membership or member data such as change of address

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- 3) Conduct membership drive during the year in accordance with plan presented and in cooperation with board members.
- 4) Identify non-members and encourage their participation
- 5) Effectively communicate with president, president-elect, state manager and the Board of Directors about trends in membership
- 6) Comprehensive database will be maintained to be able to generate labels for all sub organizations
- 7) Submit final membership report of increase or decrease in membership.
- 8) Assist other board members to solicit new members and grow the membership.
- 9) Maintain a membership incentive program (ie. Lapel pins, certificates, awards)
- 10) Send email reminders to non-renewal members
- 11) Write articles for "MUSICIAN" magazine.
- 12) Communicate with web editor any necessary changes to web pages.

### Activities Time Line

#### July

- Annual term on Board of Directors begins July 1<sup>st</sup>
- Begin working on annual membership plan
- Update database

#### August

- Attend Board Meeting as scheduled and present budget
- Update database

#### September

- Update database

#### October

- Update database
- Attend State Conference

#### November

- Attend Board Meeting at SDMEA Conference
- Update database

#### December

- Update database

#### January

- Attend Board Retreat as scheduled by President
- Update database

#### February

- Update database

#### March

- Update database

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### April

- Begin preparing Final Report for May Board meeting
- Update database
- 

### May

- Attend Board Meeting
- Update database

### June

- Update database

## SDMEA BAND CHAIR

**Job Description:** The band chair is elected, according to the association's bylaws, by the SDMEA membership: is a member of the SDMEA Board of Directors.

### Qualifications:

1. Is a member of SDMEA/MENC
2. Music educator or related field

### Goals:

1. The Band Chair will coordinate all instrumental (band) functions of SDMEA.
2. Assist Middle School All State Band Chair with MSASB event.

### Responsibilities:

1. Serves as liaison with the South Dakota Bandmasters Association
2. Conduct activities related to the instrumental field such as a instrumental workshops.

### Duties:

1. Attend Board of Directors meetings in accordance with bylaws of the Board of Directors
2. Writes column and/or solicits articles and pictures for the South Dakota Musician.
3. Plans a minimum of a yearly instrumental workshop.
4. Assisting in conference planning and concert SDMEA conference preparation.

### Event Task Description

1. Instrumental workshop – organize a workshop in connection with MSASB
2. SDMEA Conference – work with conference committee to plan instrumental sessions

### Supplies

1. Stamper
2. Binder #1-Policy and Procedures
3. Binder #4-Board Meetings

### Activities Time Line

### July

- Annual term on Board of Directors begins July 1<sup>st</sup>
- Begin working on annual plan and budget

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### August

- Attend Board Meeting as scheduled and present budget
- Write “Musician” article
- Explore Grant opportunities

### September

- Secure concerts for Conference

### October

- Attend State Conference/Board meeting

### November

- Develop Workshop for MSASB

### December

- Promote Workshop for MSASB
- Write “Musician” article

### January

- Attend Board Retreat as scheduled by President
- Promote Workshop for MSASB

### February

- Promote Workshop for MSASB
- Write “Musician” article

### March

- Attend MSASB and workshop

### April

- Begin preparing Final Report for May Board meeting

### May

- Attend Board Meeting

### June

- Update database

## SDMEA CHORAL CHAIR

**Job Description:** The choral chair is elected, according to the association’s bylaws, by the SDMEA membership and is a voting member of the SDMEA Board of Directors.

### Qualifications:

1. Member of SDMEA/MENC
2. Music educator or related field. Vocal Music Experience preferred.

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### Goals:

1. The Choral Chair will coordinate all high school choral functions of SDMEA.
2. To increase SDMEA membership through the high school choral functions
3. To offer enriching opportunities to high school choral students through SDMEA functions.

### Responsibilities and Duties:

1. Responsible for all organizational aspects of the All-State Chorus event.
2. Appoints a Choral Committee comprised of SDMEA members to assist the Choral Chair in the planning of the All State Chorus events.
3. Appoints committee members comprised of SDMEA members to assist in the following:
  - a. SDMEA All State Chorus activities. Coordinate with Orchestra Chair.
    - i. Practice CDs and Concert CDs
    - ii. T-shirts
    - iii. Spot-checks
    - iv. Door monitors
    - v. Rehearsal monitors
4. Coordinate with Orchestra Chair on combined numbers
5. Writes column and/or solicits articles and photos for the South Dakota Musician.
  - i. -use photo release form as needed
  - ii. -articles due before September 1, December 1, and February 1
6. To attend and actively participate in SDMEA Board meetings.
7. Serves as liaison with the SD-ACDA association
8. Serves as liaison with the SDHSAA
9. Communicate with SDMEA web editor any necessary changes to web pages.

### Activities Time Line

#### July

- Annual term of Board of Directors begins July 1
- Finalize Choral Committee
- Begin working with President on the annual plan and budget
- Get rehearsal notes from Chorus conductor.
- Secure design for All State Chorus and Orchestra T-Shirt
- Lead a reading session of the All-State music at the SD-ACDA summer convention. (usually the last week of July)

#### August

- Final draft of annual plan and budget
- Attend Board Meeting as scheduled
- If a school has a mandatory spot check because of a quartet's failure on the previous year's spot check, send a letter to the school administrator and choral director the last week in August notifying them of the mandatory spot check at All State. It would be preferable for the Choral Chair to call the high school director and explain the process.
- Secure rehearsal notes from the All-State conductor.
- Prepare letter and rehearsal notes to send to the SDHSAA Fine Arts Representative for mailing to directors.
  - Include information about the unedited rehearsal notes
  - Include information about the T-shirt sales with an order blank
  - Provide ordering information for the rehearsal CD

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- Also send the Webmaster a copy of the letter, and information about the T-shirt sales, and rehearsal CD's along with an order blank to be placed on the SDMEA website

### September

- Check with Committee Chair responsible for rehearsal CDs that they are ready and will be sent to choral directors.
- E-mail Choral Committee with details regarding door monitors, rehearsal monitors, spot-checks, so forth.
- Secure score reader for South Dakota Public Broadcasting dress rehearsal and concert.

### October

- Finalize all organizational details before event.
- Also see list below-

#### **All-State Chorus: site and days**

- A. The ABCD seating assignment is determined by SDHSAA. The choir assignments for each quartet will be posted on the SDMEA website. Directors must check the website before coming to All State to know where their students will be seated.
- B. Conduct drawing of quartets for spot checks and administer spot check auditions. Obtain all forms from SDHSAA fine arts representative.
- C. Determine a quartet check-in procedure, and assign SDMEA members to check-in quartets. Absent, late or incomplete quartets should be dealt with according to regulations in the SDHSAA "Music Section". **Need 32 total roll takers (4 rehearsals, 4 doors, 4 takers)**
- D. Introduce the conductor to the students (first rehearsal), and to the public during the concert. Make announcements to singers and their directors as needed before/after breaks. Present a plaque to the conductor during the concert and after the final song.
- E. Conduct solo auditions for director if needed.
- F. Work with the local choral chairperson to make sure that the conductor is greeted at the airport, is transported to the airport after the concert and is provided transportation to eat. (note: the SDHSAA can help assist with most of these details, if so desired)
- G. Determine procedure for recognizing the four-year All-State chorus participants.
- H. Get the names of the 4-year participants from the SDHSAA Fine Arts representative.
- I. Get 4-year certificates from SDHSAA fine arts representative to sign. Distribute and announce names during awards Saturday afternoon.
- J. Attend Board Meeting at All State Chorus and Orchestra

### November

- Immediately after spot checks, send letter to the administrators of all schools involved in the spot check informing them if their quartet(s) passed or failed.
- Write article for *South Dakota Musician*

### December

### January

- Attend SDMEA Board Retreat in January
- Secure conductor for the All-State chorus two years in advance.
- Submit director's contact information to SDHSAA fine arts representative for creating the contract.

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- Get repertoire list from guest conductor for next fall's Chorus.
- Contact the orchestra chair and discuss the combined work that the Chorus Conductor has selected. Let the Orchestra Chair know of any additional instrumentation that may be needed for choral selections.
- Check with a music vendor about availability of selections.
- Submit the repertoire list to SDHSAA fine arts representative and SDMEA Webmaster.
- Write article for *South Dakota Musician* due February 1.

### February

- Secure an SDMEA member to record a rehearsal CD which will be duplicated and available for a fee.

### March

- Have Choral guest conductor start on rehearsal notes for directors.

### April

- Select the Choral Committee for All-State Chorus. These four/five people will help with the following duties before and during All-State:
  - Seating of the chorus (Get seating info from Ken P.)
  - Spot checks (4 judges, 2 door monitors, 1 accompanist)
  - Quartet check-in (Assign directors to check-in at all doors.)
  - Help with awards
  - Oversee T-shirt orders, collate and distribute orders; collect money
  - Oversee concert CD orders and mailing of CDs; collect money
- Begin preparing Final Report for May Board Meeting

### May

- Turn in Final Report
- Attend Board Meeting

### June

- Make sure Chorus conductor has all complete musical scores.
- Mail music to Chorus accompanist.

### Event Task Description

1. Works closely with SDHSAA Fine Arts Representative
2. Secures chorus director two years in advance of All State Chorus event
  - SDHSAA currently pays the following:
    - \$1200.00 stipend,
    - actual cost of mileage/transportation,
    - actual cost of lodging at a hotel contracted by SDHSAA
    - a set standard per diem for meals and tips
3. Coordinates music to be performed. Once the conductor signs the contract issued by the SDHSAA, work with the conductor to secure the program selections.
4. Secure an SDMEA member to record a rehearsal CD which will be duplicated and sent to area directors for a nominal fee.
  - A volunteer has been creating the Master CD and duplicating copies for SDMEA distribution.
5. Schedules and plans for "spot-checks".

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-2 songs, 40 quartets, 4 judges, 1 accompanist, 2 door monitors

6. Assists Local Chairperson in preparations for the following:
  - a. Secure Arena facilities
  - b. Alert custodial staff for equipment, etc.
  - c. Work with local Chamber of Commerce for housing needs
  - d. Securing accompanist
  - e. Arranging for noon luncheons for directors and guests
  - f. Arranging for registration essentials and personnel
    - include cell phone policy forms in directors' packets
  - g. Arranges for photographer
  - h. Arranges for ticket takers
  - i. Handles awarding of 4-year pins and certificates
  - j. Coordinate arrangements with South Dakota Public Television

### Seating Arrangement for All State Chorus

- Sioux Falls and Aberdeen each have 4 choirs (A, B, C, D)  
Rapid City has 5 choirs (A, B, C, D, E)
- Sioux Falls-
  - Choir A is on the west, choirs B and C are on the north, choir D is on the east.
- Aberdeen-
  - Choir A is to the east with B, C, D moving to the west
- Rapid City-
  - Choir A is to the west, Choir B is the west-north diagonal, Choir C is to the north, choir D is the north-east diagonal, Choir E is to the east.

### All State Chorus & Orchestra T-Shirts

**TASK RESPONSIBILITY:** Member of Choral or Orchestra Committee (Tee-Shirt Chair)

**CURRENT STATUS:** Shirts are designed and offered for sale to students participating in the annual All State Chorus & Orchestra. A new design on the shirts is generated each year which makes the shirts unique to the event as a remembrance for the participant. The All State Shirt project is a major source of annual funding for SDMEA.

#### TASK SPECIFICS:

1. Select shirt type – June/July (working with supplier and printer)
2. Design logo – June/July (have teachers design? – this was suggested by teachers)
3. E-mail order form to SDHSAA – August 15<sup>th</sup>
4. Post design and order form on Website – September 1<sup>st</sup> <sup>(1)</sup>
5. Send e-mail to all Chorus & Orchestra teachers in state week after Labor Day <sup>(1)</sup>
6. Send follow up email to all Chorus & Orchestra Teachers in the state one week before the stated deadline for ordering <sup>(1)</sup>
7. Receive orders, enter in database <sup>(1)</sup>
8. Compare each order with monies received. Notify submitter of any discrepancies

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9. Send e-mail confirmation to each order <sup>(1)</sup>
  10. Give all monies received to Treasurer for deposit <sup>(2)</sup>
  11. Order shirts from supplier/printer – September 15<sup>th</sup> – Have delivered to printer
  12. Have shirts transported from printer to Tee-Shirt Chair home, pick orders & bag by school, label bags and pack bags in boxes
  13. Call Local Chair one week in advance of All State and arrange to deliver shirts to a secure area in the arena the evening before the event begins.
  14. Arrange for transportation of shirts to All State event
  15. Arrange for tables to put the shirts on with the ASC&O Site Chair
  16. Contact SDMEA members to assist in set up and distribution of shirts.  
Distribution of shirts should begin when Registration at the All State event begins.
  17. Staff distribution table on both days of the event
  18. Ensure that the following VIP's receive complementary shirts
    - a. Chorus Guest Conductor
    - b. Orchestra Guest Conductor
    - c. Chorus Accompanist
    - d. SDHSAA fine arts representative (5 total)
    - e. SDMEA Board members if a surplus exists
  19. Arrange for disposition of any surplus shirts
- Notes:
- <sup>(1)</sup> denotes task for web/database manager
- <sup>(2)</sup> denotes task for treasurer

### Supplies

1. Stamper
2. Binder #1-Policy and Procedures
3. Binder #4-Board Meetings

## ORCHESTRA CHAIR

**Job Description:** The Orchestra Chair is elected by the SDMEA membership, according to the association's bylaws, and is a voting member of the SDMEA Board of Directors.

### Qualifications:

1. Member of SDMEA/MENC
2. Music educator or related field. Orchestra experience preferred.

### Goals:

- a. The Orchestra Chair will coordinate all orchestral functions of SDMEA.
- b. The Orchestra Chair will attempt to increase SDMEA membership through the high school orchestra functions.
- c. The Orchestra Chair will communicate to all string teachers in the state.
- d. To offer enriching opportunities to high school orchestra students through SDMEA events.

### Responsibilities and Duties:

- a. Serves as liaison with ASTA.
- b. Responsible for all organizational aspects for the All-State Orchestra event.
- c. Appoints a committee comprised of SDMEA members to assist in SDMEA orchestra activities to assist in the SDMEA All State Orchestra activities in cooperation with Choral Chair
  - i. T-Shirts

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- ii. Check-in Students
- iii. Concert CD's
- d. Writes columns and/or solicits articles and photos for the South Dakota Musician.
  - i. Use photo release form as necessary
  - ii. Articles due Sept. 1, Dec. 1, and Feb. 1.
- e. Attends and actively participates in SDMEA board meetings
- f. Appoints an orchestra committee for All State Orchestra.
- g. Serves as liaison with the SDHSAA.
- h. Communicates with Choral chair on combined chorus numbers.
- i. Communicates with SDMEA web editor any necessary changes to web pages
- j. Communicate with SDHSAA Fine Arts Representative, the Local Chair and the Conductor the necessary orchestral seating arrangements.
- k. Execute Orchestral Seating arrangement.
- l. Communicate and organize with the librarian in securing orchestral parts for the All-State Orchestra.

### Event Task Description

- a. Makes all necessary organizational arrangements for All State Orchestra.
- b. Serves as liaison with SDHSAA for the Coordination of All – State Event
- c. Secures All-State Orchestra director
- d. Coordinates music

### Activities Time Line

#### July

- Annual term of Board of Directors begins July 1
- Finalize Orchestra Committee
- Begin working with SDMEA President on the annual plan and budget
- Get rehearsal notes from Orchestra conductor.
- Secure design for All State Chorus and Orchestra T-Shirt with Choral Chair

#### August

- Final draft of annual plan and budget
- Attend Board Meeting as scheduled
- Secure rehearsal notes and bowings from the All-State conductor.
- Prepare letter and rehearsal notes to send to the SDHSAA Fine Arts Representative for mailing to directors.
  - Include information about the unedited rehearsal, tempo, and bowing notes
  - Also send the Webmaster a copy of the letter, and information about the T-shirt sales, rehearsal and bowing notes along with an order blank to be placed on the SDMEA website

#### September

- E-mail Orchestra Committee with details.
- Secure score reader for South Dakota Public Broadcasting dress rehearsal and concert. Coordinate this with Choral Chair

#### October

- Finalize all organizational details before event.
- Also see list below-  
**All-State Orchestra: site and days**

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- A. Introduce the conductor to the students (first rehearsal), and to the public during the concert. Make announcements to singers and their directors as needed before/after breaks. Present a plaque to the conductor during the concert and after the final song.
- B. Work with the local choral chairperson to make sure that the conductor is greeted at the airport, is transported to the airport after the concert and is provided transportation to eat. (note: the SDHSAA can help assist with most of these details, if so desired)
- C. Assist in determining procedure for recognizing the four-year All-State Orchestra participants. Coordinate this with Choral Chair.
- D. Get the names of the 4-year participants from the SDHSAA Fine Arts representative.
- E. Get 4-year certificates from SDHSAA fine arts representative to sign. Distribute and announce names during awards Saturday afternoon.
- F. Attend Board Meeting at All State Chorus and Orchestra

### November

- Write article for *South Dakota Musician*

### December

### January

- Attend SDMEA Board Retreat in January
- Secure conductor for the All-State Orchestra two years in advance.
- Submit director's contact information to SDHSAA fine arts representative for creating the contract.
- Get repertoire list from guest conductor for next fall's Orchestra.
- Contact the Choral chair and discuss the combined work that the Orchestra Conductor has selected.
- Check with a music vendor about availability of selections.
- Submit the repertoire list to SDHSAA fine arts representative and SDMEA Webmaster.
- Write article for *South Dakota Musician* due February 1.

### February

### March

- Have Orchestra guest conductor start on rehearsal notes for directors.

### April

- Select the Orchestra Committee for All-State Orchestra. These four/five people will help with the following duties before and during All-State:
  - Help with awards
  - Oversee T-shirt orders, collate and distribute orders; collect money
  - Oversee concert CD orders and mailing of CDs; collect money
- Begin preparing Final Report for May Board Meeting

### May

- Turn in Final Report
- Attend Board Meeting

### June

- Make sure Orchestra conductor has all complete musical scores.

### Event Task Description

1. Works closely with SDHSAA Fine Arts Representative
2. Secures orchestra director two years in advance of All State Orchestra event
  - SDHSAA currently pays the following:
    - \$1200.00 stipend,
    - actual cost of mileage/transportation,
    - actual cost of lodging at a hotel contracted by SDHSAA
    - a set standard per diem for meals and tips
3. Coordinates music to be performed. Once the conductor signs the contract issued by the SDHSAA, work with the conductor to secure the program selections.
4. Assists Local Chairperson in preparations for the following:
  - Secure Arena facilities
  - Alert custodial staff for equipment, etc.
  - Work with local Chamber of Commerce for housing needs
  - Arranging for noon luncheons for directors and guests
  - Arranging for registration essentials and personnel
  - Arranges for photographer
  - Handles awarding of 4-year pins and certificates
  - Coordinate arrangements with South Dakota Public Television

### Supplies

1. Stamper
2. Binder #1-Policy and Procedures
3. Binder #4-Board Meetings

## ELEMENTARY CHAIR

**Job Description:** The elementary chair is elected, according to the association's bylaws, by the President and is a voting member of the SDMEA Board.

### Qualifications:

3. Is a member of SDMEA/MENC.
4. Music educator or related field.

### Goals:

8. The Elementary Chair will coordinate all elementary music functions of SDMEA.
9. To increase SDMEA membership through the elementary music functions offered.
10. To offer enriching opportunities to elementary students through SDMEA functions.

### Responsibilities and Duties:

9. Responsible for all aspects of the Elementary Honor Choir event
10. Writes a column and/or solicits articles and pictures for South Dakota Musician.
11. Works with SDMEA Board to plan clinicians and exhibitors for SDMEA Conference
12. Responsible for finding a director for the Elementary Honor Choir.
13. Responsible for all aspects of three regional Elementary Festival Choruses
14. Writes a letter asking the Governor to declare the month of March "Music in our Schools Month"
15. To attend and actively participate in SDMEA Board Meetings

## South Dakota Music Educators Association Policy & Procedures Manual

### Activities Time Line:

#### July

- Annual term of Board of Directors begins July 1
- Begin working with the President on the annual plan and budget

#### August

- Send music, information, rehearsal CD, etc... to directors of EHC students
- Collect EHC participation fees. Follow the SDMEA Money Procedures found on the Website under Money Policy and Information.
- Line up instrumentalists for the concert if needed—send music to them
- Write article for the “Musician” magazine and submit to the editor by 9/1
- Final draft of annual plan and budget due
- Attend Board Meeting as scheduled by the President

#### September

- Organize directors/college MENC members to help with EHC event
- Designate a participating director to handle T shirt orders-send sizes to that person
- Make certificates for EHC members and 3 year EHC members
- Make name tags (put t-shirt size on the name tag)
- Organize a group of participating directors/MENC students to provide entertainment (games) for the EHC students after lunch
- Produce programs for the event
- Contact with the guest director

#### October/November

- Attend board meeting at All-State Chorus and Orchestra
- Write article for the “Musician” magazine and submit to the editor by 12/1
- Coordinate the EHC rehearsal the day of the event

#### December

- Work on mid-year written report on the position of the activities vs. the plan to submit at Jan board meeting
- Get a director contracted for the EHC two years from now

#### January

- Attend SDMEA Board meeting/Board Retreat the first weekend in January or as set by the President
- Write the Governor for MIOSM Proclamation
- Write article for the “Musician” magazine and submit to the editor by 3/1

#### February

#### March

- Get EHC performance music from guest director
- Send letter, audition form, and information to State President to include in the Fall mailing and/or to Webmaster to put on the SDMEA website
- Find judges (4) to listen to EHC auditions tapes & CDs

#### April

- Begin preparing final report for May board meeting
- Order EHC music
- Talk to guest director about making a rehearsal CD
- Begin working on annual plan and budget

#### May

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- Deadline to submit EHC auditions
- Organize audition information (number audition materials, compile a database of directors that submitted auditions)
- Send auditions to judging panel for preliminary judging
- Arrange final meeting of judges
- Finalize EHC roster and verify directors if those students are SDMEA members
- Line up accompanist and send them music
- Talk with site director about handling food and snack arrangements for the event (revisit in Aug if necessary)
- Final draft of annual plan and budget
- Attend SDMEA board meeting
- Turn in final report

### June

- Discuss performance building arrangements and event schedule with site manager
- Contact agencies to photograph and record the event—may be the same as All-State Chorus and Orchestra, discuss with site director
- Submit EHC roster and information to webmaster by June 15<sup>th</sup>

**TASK RESPONSIBILITY:** Elementary Chair

### Event Task Description

#### 1. Elementary Honor Choir

EHC is a state activity for 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup> grade students. Students work with their teachers to submit audition tapes/CDs. A judging panel selects singers from across the state to participate. The day is currently held in conjunction with the SDMEA Conference. A guest conductor is brought in for the day to work with the choir. After a day of intense rehearsal the choir puts on a late afternoon concert for the public.

### TASK SPECIFICS FOR ELEMENTARY HONOR CHOIR:

1. Revise Elementary Honor Choir audition form as necessary – complete by March 1st.
2. Have Webmaster post audition form, letter from Elementary Chair, and audition information and guidelines to website – post by March 1st <sup>(1)</sup>
3. Have Database Manager generate labels for all appropriate categories of teachers – forward labels to Elementary Chair <sup>(2)</sup>
4. When audition tapes arrive, open each tape. Label each tape and its accompanying form numerically.
5. Collect audition fee (which accompanies each tape), deposit and enter in accounting program
6. Enter all entries (complete form info) into spreadsheet
7. Contact enough SDMEA members (qualified to adjudicate) to obtain 4 judges – March
8. Distribute tapes to adjudicators for preliminary eliminations – complete by May 15th.
9. Arrange a time and place for adjudicators to listen and judge the final tapes together.
10. Conduct the final judging – must be completed by May 25<sup>th</sup>.
11. Finalize EHC roster and verify directors if those students are SDMEA members by submitting the list of directors to the Database Manager <sup>(2)</sup>
12. Submit EHC roster and information to webmaster <sup>(1)</sup>
13. Send music, information, rehearsal CD, etc... to directors of EHC students

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14. Collect EHC participation fees. Follow the SDMEA Money Procedures found on the Website under Money Policy and Information.
15. Line up instrumentalists for the concert including accompanist—send music to all
16. Designate a participating director to handle T shirt orders-send sizes to that person
17. Make certificates for EHC members and 3 year EHC members
18. Contact agencies to photograph and record the event. Discuss with site director
19. Make name tags (put t-shirt size on the name tag)
20. Organize a group of participating directors to provide entertainment (games) for the EHC students after lunch
21. Produce programs for the event
22. Discuss food and snack arrangements for the event with site director
23. Contact with the guest director
24. Pay guest conductor and accompanist
25. Coordinate the EHC rehearsal the day of the event
26. Get a director to conduct the EHC two years from now

- (1) denotes task for Webmaster
- (2) denotes task for Database Manager
- (3) denotes task for Sec/Treas

### Event Task Description

#### 2. Music In Our Schools Month

During the month of March schools across America celebrate Music In Our Schools Month (MIOSM). There is a theme set each year by MENC and the World's Largest Concert is held to celebrate. This is a month dedicated to the importance of music as a vital part of a child's education. South Dakota has our governor write a proclamation declaring the month of March as "Music In Our Schools Month."

### TASK SPECIFICS FOR MUSIC IN OUR SCHOOLS MONTH:

1. Write a letter to the Governor asking him to declare March "Music In Our Schools" month. (January)
2. Fax the letter to the Governor.
3. When proclamation is received e-mail a copy to the webmaster for display on the website.
4. Write an article to be posted on the website containing information about MIOSM and activities that can be used to celebrate MIOSM.
5. E-mail your article to the webmaster for display on the website.

### Event Task Description

#### 3. Elementary Festival Choruses:

EHC is a state activity for 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup> grade students. Teachers can select up to 10 of their students to participate in this event. Students must meet the following criteria:

- Be in grades 4, 5, or 6.
- Sing on pitch consistently.
- Maintain musical part independently.
- Spend extra time LEARNING and MEMORIZING MUSIC BEFORE THE FESTIVAL.
- Exhibit SELF-DISCIPLINE and appropriate behavior in rehearsals and concerts.
- Sing in the treble vocal range with pleasing vocal qualities that blend well with others.

Currently 3 elementary festival choruses will be held on March 1<sup>st</sup> at 3 regional sties. (Madison, Sturgis, & Mobridge) The festival choruses are in March to coincide with MIOSM. A guest conductor is brought in for the day to work with the choir. After a day of intense rehearsal the choir puts on a late afternoon concert for the public.

### TASK SPECIFICS FOR ELEMENTARY FESTIVAL CHORUSES:

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**CURRENT STATUS:** The overall responsibility for the Elementary Festival Chorus lies with the Elementary Chair.

- Secure three sites (preferably on the same day)
- Ask those at the sites to serve as site chair
- Complete any contracts necessary to secure facilities
- Secure 3 guest directors, send contracts
- Secure 3 accompanists, send contracts
- If needed secure a registration chair for each location
- Site chairs should ask a local booster group or parent group to prepare lunch and snacks and then SDMEA will reimburse them for the costs
- Site chairs coordinate lodging for the guest conductor.
- Form a committee to suggest selected repertoire to the guest conductors
- Order music
- Request rehearsal notes from directors
- Form a schedule, distribute to all involved
- Elementary Chair makes the practice CD and mails it with repertoire
- Secure instrumentalists if needed
- Compose an entry form and post on the website
- Collect entry forms and registration fees. Follow the SDMEA Money Procedures.
- Form a database of the participating schools and directors and students
- Mail music and information to the directors in the database. (assign music parts)
- Designate someone to be in charge of T-shirts, forward them t-shirt sizes
- Designate someone on the committee to make name tags
- Designate someone to make certificates
- Make programs, print them and get them to SDMEA representative to take to each site
- SDMEA representative also takes t-shirts to each location
- Pay accompanists and guest conductors
- Site chair should organize the layout/logistics of the site.
- Work with site chairs to figure out workers needed for the day and assign people to do those duties.
- SDMEA member should emcee/host the event with the site chair.

### July

### August

- Get repertoire selections from repertoire committee

### September

- Prepare information about EFC to be presented at EHC in Oct and at the SDMEA booth at the conference

### October

- Forward the information for Elementary Festival Choir and the Registration Form to the web editor.

### November

### December

- Registration chairs receive registration info and money. Follow SDMEA money procedures and turn in income to Treasure.
- Use registration info to order music
- Make practice CD
- When music arrives distribute to participating directors with schedule, director's notes, letter, division of parts, and practice CD.

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- Forward information to those ordering t-shirts, making name tags, printing certificates, printing programs, etc...

### January

- Start finding guest conductors for the next year's EFCs. Send contracts after verbal commitment
- Gather repertoire suggestions from guest conductors.
- Order T-shirts

### February

- Produce name tags
- Produce certificates
- Produce programs
- Publicity form letter for participating schools and sites to post and put in their local newspapers.

### March

- Attend EFC, emcee the day, help site chair carry out the schedule, run general membership meeting.
- Collect admission fees; follow SDMEA money procedure and turn into the Treasurer
- Secure 3 sites for next year's EFC. Set a date and get it on the site's activities calendar as well as on the SDMEA calendar.
- Begin forming a committee composed of but not limited to 3 site chairs, 3 registration chairs, others to help with name tags, certificates, programs, t-shirts, etc...

### April

### May

- Form a repertoire committee to peruse and suggest repertoire

### June

- Prepare write up for EFC for the ASCO program. Forward it to the awards chair by July 1<sup>st</sup>.

## SDMEA MIDDLE SCHOOL BAND CHAIR

**Job Description:** The Middle School Band Chair is elected according to the Association's Bylaws, by the SDMEA Membership, and is a voting member of the SDMEA Board of Directors.

### Qualifications:

- Member of SDMEA/MENC
- Music educator or related field
- Experience teaching middle school band
- Good organizational skills
- Ability to choose and lead a committee
- Ability to delegate tasks

### Goals:

- To coordinate all Middle School Band functions of SDMEA
- To increase SDMEA membership through the Middle School Band functions offered
- To offer enriching opportunities to Middle School band students through SDMEA functions
- To organize and oversee the Middle School All-State Band event which will provide a unique opportunity for middle school band students from programs of all sizes and locales on both sides of the state; provide challenging, excellent musical experiences and opportunities to meet other students from around the state who have similar interests and abilities.
- To include as many schools in the event as possible while maintaining the integrity of the band.

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### Responsibilities and Duties:

Middle School Band Chair will:

- head a committee to help with the organization and execution of the MSASB, and delegate responsibilities to committee members.
- oversee the preparations for the MSASB.
- keep excellent records about the details of the event and compile them to be given to the next MSB Chair.
- gather feedback from directors, judges, conductors, and all involved in the process to make the event stronger.
- train a leadership committee member to eventually take over as MSB Chair by mentoring them in the capacity of co-chair of the MSASB..
- contribute three articles annually to the SD Musician magazine.
- attend SDMEA Board meetings throughout the year.

### Activities Time Line:

#### July

- Annual term of Board of Directors begins July 1
- Begin working with the President on the annual plan and budget

#### August

- Write article for the *South Dakota Musician* magazine
- Final draft of annual plan and budget due
- Attend Board Meeting as scheduled by the President

#### September

- Send email to distribution list of directors reminding of MSASB and deadlines
- Post general information letter on website
- Contact new directors and add to distribution list (mailing postcards to each middle school in the state)
- Reserve hotel rooms for guest conductors
- Make contact with Pierre Riggs conductor
- Confirm building reservation with Riggs staff

#### October

- Attend Board Meeting at All State Chorus and Orchestra

#### November

- Secure judges
- Post audition form on website
- Get repertoire lists from guest conductors
- Write article for SD Musician

#### December

- December 1 deadline for audition entries
- Contact photographer and CD vendor, issue contracts
- Code recordings and send to judges by December 20
- Order necessary music
- Coordinate with SDMEA on details of director workshop
- Collect audition fees and send to Treasurer. Follow the SDMEA Money Procedures found on the Website under Money Policy and Information

#### January

- Post band on website on or before January 15
- Send music to schools by January 25

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- Contact t-shirt vendor
- Get guest conductor bios and program information
- Post schedule including SDMEA workshop on website
- Write article for SD Musician
- Order pencils

### February

- Follow up with Pierre band director
- Contact Pierre Music Boosters for hospitality
- Contact Pierre Chamber of Commerce for hospitality funds
- Acquire percussion equipment for two bands
- Confirm reservation with Riggs
- Collect and place t-shirt orders
- Collect registration fees and send to Treasurer. Follow the SDMEA Money Procedures found on the Website under Money Policy and Information
- Type program
- Send program to printer
- Call for volunteers to help with tasks during the event
  - a. Cookie break servers
  - b. T-shirt table
  - c. Hand out programs
  - d. Ticket sellers
- Print name tags for the stands
- Print three year certificates, buy frames

### March

- Event first Saturday of March
- Reserve Riggs Theater for next year's event
- Thank yous

### April

- Hire guest conductors for two years in advance
- New audition material posted on web on or before May 1

### May

### June

### Supplies:

- 1) Policies and procedures manual
- 2) Flash drive with documents
- 3) Binder
- 4) 2 boxes
  - a. Music that has been purchased for MSASB
  - b. miscellaneous

## MIDDLE SCHOOL VOCAL AND GENERAL MUSIC CHAIR

**Job Description:** The Middle School Vocal Chair is elected according to the association's bylaws, by the SDMEA Membership, and is a voting member of the SDMEA Board of Directors.

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### Qualifications:

- Member of SDMEA/MENC.
- Music educator or related field.
- Experience teaching middle school vocal music
- Ability to choose and lead a committee
- Ability to delegate tasks

### Goals:

- To coordinate all Middle School Vocal music functions of SDMEA.
- To increase SDMEA membership through the vocal music functions offered.
- To offer enriching opportunities to middle school students through SDMEA functions.
- To organize and oversee the Middle School Vocal Music Contest across the state.
- Assist Elementary Chair in preparation for the Elementary Festival Chorus.

### Responsibilities and Duties:

Middle School Vocal Chair will:

- Head a committee to help with the organization and execution of the Middle School Vocal Contest and delegate responsibilities to committee members.
- Oversee the preparations for the Middle School Vocal Contest.
- Keep excellent records about the details of the event and compile them to be given to the next Middle School Vocal Chair.
- Gather feedback from directors, judges, and all involved in the process to make the event even stronger.
- Write a column and/or solicit articles and pictures for the SD Musician.
- Work with SDMEA Board to plan clinicians and exhibitors for SDMEA Conference.
- Participate in the three regional Elementary Festival Choruses.
- Be site coordinator for one of the regions for the Elementary Festival Choruses.
- Attend and actively participate in SDMEA Board Meetings.
- Communicate with web editor any necessary changes to web pages.

### Activities Time Line:

#### July (Term Begins July 1)

- Annual term of Board of Directors begins July 1

#### August

- Write article for the “Musician” magazine and submit to the editor by September 1

#### September

#### October/November

- Attend board meeting at All-State Chorus and Orchestra
- Write article for the SD Musician magazine and submit to editor by December 1

#### December

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### January

- Attend SDMEA Board meeting

### February

- Write article for the “Musician” magazine and submit to the editor by March 1

### March

### April

### May

- Attend SDMEA board meeting
- Turn in final report

### June

## PUBLIC RELATIONS/GOVERNMENT CHAIR

**Job Description:** The Public Relations/Government Chair is appointed, according to the association’s bylaws, by the President.

### Qualifications:

1. The candidate must be a voting member of SDMEA and MENC.
2. Music educator or music related field.

### Goals:

1. Improve membership participation in association activities. Arrange for the preparation of reports or articles by different members for publication in the SD Musician Magazine. Utilize all available means to achieve member contributions.
2. Work with various committees to more effectively publicize SDMEA activities.
3. Accomplish an ongoing monitoring and review of state legislative activities and actions that may affect the goals and objectives of SDMEA.

### Responsibilities:

1. Keep the SDMEA membership informed and interested in association programs and activities.
2. Promote member, association and MENC interests to all educational institutions within the state, the community and as appropriate, other related professional societies and trade groups.
3. Coordinate publicity matters internally and with MENC.

### Duties:

1. Secure the necessary contacts and publicize the association through local, community and statewide newspapers, college and company newsletters, radio and television as practical and through magazines as appropriate.
2. Communicate Publicity programs, procedures, schedules and deadlines to all Officers, Committee Chairs and the membership at large. Encourage their participation and written contributions to publications.
3. Attend, have reporters attend, or otherwise obtain information to suitably publicize and report on all Association official events. Arrange for desired photographs for printing.

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4. Remain informed of all MENC programs and activities for necessary description and other treatment in publications. Submit necessary news releases and other publicity materials to MENC.
5. Construct and maintain a file (scrapbook) on Association Publicity. Organize and maintain files of all Newsletters, other publication, Publicity correspondence and records for the reference and use of the Association and succeeding Publicity Chairs. Maintain a clip file, listing publication and date that article was published.
6. Recruit and develop an effective Publicity committee. Delegate to the optimum limit to ensure coverage of all responsibilities. Arrange and conduct Publicity Committee meetings as required. Appoint an assistant chair capable of assuming next term's committee leadership responsibilities.
7. Educates the membership in the processes of public relations.
8. Informs the SDMEA membership of new developments in the field of government relations which have significant value.
9. Contributes articles to the South Dakota Musician.
10. Prepare and operating budget for the Publicity Committee and submit to Treasurer.
11. Submit written progress reports of all Publicity Committee activities to the Board at each Directors meeting.
12. Communicate with web editor any necessary changes to web pages.

### AWARDS CHAIR

**Job Description:** The awards chair is appointed, according to the association's bylaws, by the President and is a voting member of the SDMEA Board.

#### Qualifications:

1. Is a member of SDMEA/MENC.
2. Music educator or related field.

#### Goals:

1. The Awards Chair will coordinate all awards aspects of SDMEA.

#### Responsibilities and Duties:

1. Attend Board Meetings
2. Serves as coordinator for all awards for SDMEA.
3. Serves as award committee chair.
4. Directs the board to appoint two others to be members of committee (choose someone who is well acquainted with teachers in the state)
5. Collects and updates database for candidates for awards and informs the webmaster of award deadlines and recipients.
6. Determines candidates for Staff Recognition Awards (40, 35, 30, 25); Distinguished Service to Music Awards, Distinguished Administrator Award, Outstanding Young Music Educator, HS Music Participation Recognition.
7. Prepares and sends to SDHSAA office information on , Outstanding Young Educator, High School Participation Recognition, Distinguished Service to Music and Distinguished Administrator awardees for the All State Chorus and Orchestra program.
8. Plans and officiates at the SDMEA Awards Banquet held during the State Music Conference in honor of the recipients of SDMEA Awards.
9. Officiates at the Distinguished Service to Music awards and the Outstanding Administrator Award presentations during the All State Chorus and Orchestra Concert

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10. Solicits recommendations from high school directors for the Distinguished Service to Music Awards, Outstanding Young Educator Award and the Outstanding Administrator Award and presents the nominees to the SDMEA Board for consideration at the spring meeting.
11. Notifies award recipients of timetable of events for the presentation of awards.
12. Maintains records of recipients and when appropriate submits records to the SDMEA archives
13. Write an article for each of the 3 issues of the SD Musician.
14. Train other board members and non board members for leadership replacement
15. Communicate with web editor any necessary changes to web pages.
16. Submit items for SDMEA newsletter

### Supplies

1. Binder #1-Policy and Procedures
2. Binder #2-Distinguished Administrator Award, Distinguished Service to Music Award, Outstanding Young Music Educator, and HS Music Participation
2. Binder #3-Years of Service Award Winners

### Activities Time Line:

#### July

1. Contact years of service award winners to confirm years and name spellings.
2. Secure location for SDMEA Awards Banquet.
3. Finalize SDMEA booklet
4. Plan SDMEA Awards Banquet
  - a. Arrange for Guest Speaker
  - b. Arrange for Dinner Music (contract if necessary)
  - c. Begin to create the Program
  - d. Determine Seating arrangement for banquet
  - e. Arrange for pictures to be taken of the awardees
  - f. Select menu for Awards Banquet with caterer

#### August

1. Early—send SDMEA Awards Banquet letter to SDHSAA (Ken Pickering)
2. Contact Distinguished Administrator and Distinguished Service to Music recipients.
3. Write article for SD Musician. (September 1 deadline)
  - a. Invite Music Educators to SDMEA Awards Banquet
4. Late—years of service award winners are given presentation information with RSVP.

#### September

1. Order plaques for award recipients. (seek sponsorship for reduced rate on the plaques and the booklet)
2. Plan order of the SDMEA Awards Banquet program

#### October

1. Early—Bios for Distinguished Award winners to SDHSAA (Ken Pickering)
2. Early—Seat requests for SD All State Chorus/Orchestra to SDHSAA (Ken Pickering)
3. Early-- Complete Awards display of award winners for SDMEA Conference.
4. Order flowers for Distinguished service recipients.
5. Host SDMEA Awards Banquet
  - a. Photographer in place
  - b. Collect tickets and money

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- c. 72 hours prior to the event confirm the number of banquet meals needed!
  - d. Make nametags for participants and centerpieces for the tables
6. SD All State Chorus/Orchestra
  - a. At 7:35PM—announce the years of service award winners to the audience
  - b. During concert present plaques to Distinguished Award Winners and H.S. participation awards.
7. Fall Board Meeting during SD All State Chorus/Orchestra weekend

### **November**

1. Mail Award plaques that were not presented & enclose an SDMEA Award Program.
2. Inform administrators of award winners & enclose a program.
3. Write article for SD Musician (December 1 deadline)
  - a. Pictures of SDMEA Awards Banquet with Distinguished Award winners and Years of Service Award recipients.
  - b. Article with bios of distinguished recipients and list of Years of Service Award recipients.
  - c. Article with information about HS Participation Recognition and Young Educator Awards

### **January**

1. Winter Board meeting
2. Write article for SD Musician. (February 1 deadline)
  - a. Requests for nominations for Distinguished Award winners.
  - b. Remind music teachers to register on Data Base.

### **March**

1. Awards display up at MS All State Band and the Elementary festivals if possible

### **May**

1. Spring Board meeting
  - a. Nominations due for Distinguished Administrator (May 15)
  - b. Nominations due for Distinguished Service to Music (May 15)
  - c. Nominations due for Outstanding Young Educator Award (May 15)
  - d. Nominations due for HS Participation Award (May 15)
  - e. Board approves nominations for Distinguished Administrator, Distinguished Service to Music, Outstanding Young Music Educator, and HS Music Participation Recognition.
  - f. Determine recommendations for SDHSAA awards.

### **June**

1. Generate recipient list for Staff Recognition Awards (25, 30, 35, 40 year service awards)
2. Acknowledge receipt of nominations with a thank you note for Distinguished Administrator, Distinguished Service to Music, Outstanding Young Music Educator, and HS Music Participation Recognition.

### **Yearly Awards Given**

1. Distinguished Administrator Award
2. Distinguished Service to Music Award
3. Years of Service Award
4. Outstanding Young Music Educator Award HS Music Participation Recognition

## TECHNOLOGY CHAIR

**Job Description:** The technology chair is appointed, according to the association's bylaws, by the President and is a voting member of the SDMEA Board.

**Qualifications:**

1. Is a member of SDMEA/MENC.
2. Music educator or related field.
3. Excellent computer skills

**Goals:**

1. Provide SDMEA members with technology-related information, strategies, and applications.
2. Keep SDMEA Board aware of current software applications that are appropriate for their specific duties.
3. Keep abreast of the latest music technology innovations.

**Responsibilities and Duties:**

1. Attend SDMEA Board meetings and prepare technology reports as requested by the President.
2. Serve as a coordinator and distributor of information on computer software useful in music education.
3. Write articles for the *South Dakota Musician* on the latest technology useful to music educators and present strategies on how to use it.
4. Create and oversee SDMEA workshops on technology for music educators.
5. Remain current on technology developments with application to music education.

**Activities Time Line:**

**July**

- Annual term of Board of Directors begins July 1
- Begin working with the President on the annual plan and budget

**August**

- Prepare article for the Fall *South Dakota Musician*
- Final draft of annual plan and budget due
- Attend Board meeting as scheduled by the President

**September**

**October**

- Attend ASCO and SDMEA State Music Conference

**November**

- Prepare article for the Winter *South Dakota Musician*

**December**

**January**

- Prepare article for the Spring *South Dakota Musician*
- Attend Board Retreat the first weekend in January or as set by the President

**February**

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### March

### April

- Begin preparing Final Report for May Board Meeting

### May

- Attend Board Meeting
- Turn in final report

## Web Manager/Technology Chair

**Job Description** The Web Manager is appointed, according to the Association's bylaws, by the President. The web manager is a paid position within SDMEA.

### Qualifications

- Excellent computer skills
- Knowledge of web design and maintenance
- Preferably member of SDMEA/MENC
- Preferably music educator or related field

### Goals

- Maintains the official SDMEA Website
- Accuracy in presenting all official communications for SDMEA via WWW

### Responsibilities

- Receive information from each Board member for their respective responsibility
- Format, enter, and upload information to the website as necessary
- Receives, forwards, distributes email to applicable board members as necessary
- Provides monthly electronic news letters to SDMEA members
- Email board members to update specific areas of concern

### Duties

- Place minutes/information of Board meetings on the website
- Elementary Festival Chorus
  - Post Audition forms to Website
  - Send email notification to all Elementary teachers as needed
- All State Chorus and Orchestra
  - Post shirt design, information about the shirt, and order forms to website
  - Practice CD order form
  - CD concert order form
  - Send e-mail to all Chorus and Orchestra teachers in the state regarding ordering procedures via the website
  - Send follow-up email to all Chorus and Orchestra teachers in the state to remind them of upcoming deadline for ordering shirts
- MSASB
  - Scales and etudes
  - Official letters and communications from MSASB

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- Activities Calendar
  - Communicate and coordinate with SDBM and SDSHSAA
- Update all SDMEA web pages as necessary

### Activities Time Line

#### July

- Comprehensive updates as necessary
- ASC&O

#### August

- Comprehensive updates as necessary

#### September

- Post shirt design, information about the shirt, and order forms to website
- Send e-mail to all Chorus and Orchestra teachers in the state regarding ordering procedures via the website
- Send follow-up email to all Chorus and Orchestra teachers in the state to remind them of upcoming deadline for ordering shirts
- Comprehensive updates as necessary

#### October

- Comprehensive updates as necessary
- ASC&O
- Board Information

#### November

- Comprehensive updates as necessary

#### December

- Comprehensive updates as necessary

#### January

- Comprehensive updates as necessary
- Board Information

#### February

- Comprehensive updates as necessary
- EHC

#### March

- Comprehensive updates as necessary

#### April

- Comprehensive updates as necessary
- MSASB

#### May

- Comprehensive updates as necessary

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- Board Information

### **June**

- Comprehensive updates as necessary

**The Following is a comprehensive web policy adopted by the board January 9, 2009**

#### **PURPOSE**

The South Dakota Music Educators Association owns and operates this Web site as an information service to its members and to the public generally. This Web site is a supplement to, and not a replacement for information available from the South Dakota Musician magazine. The Association reserves the right to determine what information shall and shall not be placed on this Web site. The target audience of the Web site is the members of the South Dakota Music Educators Association and its affiliate organizations, members' schools, administration, and students. All materials posted on the Web site shall be intended to serve this audience only.

#### **USE**

The SDMEA Web site will be designed and implemented so that users with minimal computer configurations will be able to effectively use the Web site. Every effort will be made to ensure that the site is optimally accessible to all major web browsers with minimal disruption to appearance and operation. We do not collect personal information on our users in the records we keep to compile our Web site statistics. Electronic mail questions, comments, or web forms submitted to SDMEA that contain personally identifiable information will only be used for informative purposes and can be removed by request. We may redirect any inquiry to another person in order to better answer a question.

#### **MAINTENANCE**

Maintenance of the SDMEA Web site requires Internet Explorer 4.0+, Netscape 4.0+, Macromedia Dreamweaver, HomeSite, Fireworks, Adobe Acrobat, a modem connection, and an FTP client. It will be the webmaster's/webeditor's responsibility to keep track of all SDMEA owned software licenses and media. All SDMEA owned software will be registered and licensed in the name of the Association. Before new features are posted to the internet, they will be tested in both Internet Explore and Netscape for cross-browser compatibility. The Web site must not contain any written information or contain any logo indicating the site is best viewed with any specific web browser(s); or that the Web site has been a recommended or featured site by any organization, or point to any particular search engines, or recommend any commercial software. The Web site may not contain the name, nor link to the Web site, of the contractor who developed it.

#### **PRIVACY**

All members who hold positions within the SDMEA leadership will have their contact information posted at pertinent locations throughout the Web site. Contact information will include name, mailing address, home phone, work phone, fax number (if available), and email address. Any of the above information, with the exception of the email address, will be removed from the Web site upon the request of the individual concerned. The SDMEA Web site Policy is intended to respect and protect the privacy of members and students while allowing the members to freely share information. The privacy of our students will be upheld to the fullest extent possible. This information will be limited to students involved with the SDMEA State Festival Honor Groups, SDMEA Competitions, SDMEA Scholarships, and any other SDMEA-affiliated student program.

#### **WEB AUTHORITY**

It is the responsibility of the webmaster/webeditor to determine the content of the site. Furthermore it is their responsibility to ensure the web site information is accurate and complies with the SDMEA Web site Policy. The formulation of HTML styles and graphic logos shall be maintained by the SDMEA webmaster and made available to the SDMEA membership for their use and implementation. The SDMEA Web site will not be

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used to facilitate any online interaction at any level. The SDMEA webmaster/webeditor shall have compliance authority which is intended to ensure a uniform internet presence among the members of the Association.

### **COPYRIGHTS**

The images on this Web site are copyrighted and may not be downloaded. Written permission is required from the owner of copyrighted material (including graphics, video, audio, and text) before copyrighted information can be placed on the SDMEA Web site.

### **HYPERLINKS**

SDMEA will not be held responsible for content on any site not on the SDMEA server. Should hyperlinked information to another Web site violate any SDMEA Policy, all hyperlinks to that location will be removed immediately.

### **HYPERLINK POLICY**

The following will serve as the contractual agreement between SDMEA and any party requesting a link from, or to, the SDMEA Web site. SDMEA is not responsible for any commercial or personal links provided by any organization which has a link on the SDMEA Web site. In order to receive a hyperlink from SDMEA your site must at least fulfill the following criteria:

- The site must NOT include offensive, obscene and/or libelous material or any other material that may lead to civil or criminal liability and cannot be directly linked to any other sites that may include offensive, obscene and/or libelous material or any other material that may lead to civil or criminal liability.
  
- The site may hyperlink back to SDMEA from the site using either a text link with the Association's full name, "South Dakota Music Educators Association," or by using a graphic image provided by SDMEA upon request
- The site must not be a personal Web site. SDMEA will not link directly to any personal web pages maintained by individuals.
- The site has not been made a party to or threatened by any suits, actions, claims or any other liability for any negligent misstatement or infringement of intellectual property rights or libelous or obscene publication or any other cause whatsoever arising from the publication of its Web site.

### **TERMS AND CONDITIONS OF HYPERLINK**

SDMEA does not necessarily endorse Web sites that link to any of SDMEA's pages. SDMEA will not be held liable for the content of any site from which its site is hyperlinked. Anyone permitted to hyperlink from or to SDMEA must accept and acknowledge the following terms and conditions:

- May only use the text and images provided by SDMEA in the manner specified by SDMEA.
- Acknowledge and agree that SDMEA's trademarks, name, and Web site and its contents, are and shall remain the sole property of SDMEA.
- Shall not now or in the future contest the validity of the SDMEA's trademarks and copyrighted information.
- Shall not take any action that would impair the value or goodwill associated with SDMEA's image or reputation and in particular you shall not use SDMEA's logo in any way that might be misleading or seek to promote any goods or services not certified or endorsed by SDMEA.

Subject to the terms and conditions of this Agreement, SDMEA gives the site a non-exclusive, limited license to use the SDMEA Logo on the Web site solely for the purpose of providing a hyperlink to SDMEA's Web site. The site may not use the Logo for any other purpose whatsoever including the promotion, advertising or publicity of the Web site. Any link established must transfer the user directly to the home page of SDMEAs Web site to enable viewing of the site as posted by SDMEA without the imposition

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of any frames, browser windows or third party content.

The site shall not state or imply in any way that SDMEA has endorsed the products, service or Web site. SDMEA reserves the right to terminate this Agreement with or without cause at any time, If SDMEA terminates this Agreement, the site shall remove any and all links to the SDMEA Web site within twenty-four hours of receipt of notice from SDMEA. The site host agrees to defend, indemnify and hold SDMEA, its trustees, officers, employees and agents from and against any claims, demands, damages, causes of action, loss or judgments arising from your breach of this agreement or the hyperlink to SDMEA's Web site. The site host expressly agree that the use of SDMEA's services is at your sole risk. SDMEA does not warrant that its Web site will be uninterrupted or error free, SDMEA provides this Web site without warranty of any kind.

SDMEA disclaims all warranties, expressed or implied, including, but not limited to, the implied warranty of merchantability and fitness for a particular purpose. Requests from other websites to link to SDMEA's web site will be reviewed by the webeditor/webmaster on a case by case basis for approval. All changes to the web page will be approved by the SDMEA President.

### **WEB POLICY REVIEW**

Changes to aforementioned policies and procedures can be made as often and as necessary in accordance with the SDMEA By-laws. Policies and procedures will be reviewed regularly by the governing board and all proposed changes must be approved by the executive board.

## **MUSIC IN OUR SCHOOLS CHAIR (MIOSM)**

**Job Description:** The music in our schools chair is appointed, according to the association's bylaws, by the President and is a voting member of the SDMEA Board.

### **Qualifications:**

1. Is a member of SDMEA/MENC
2. Music educator or related field.

### **Goals:**

1. To make the entire state aware of the importance of music in our schools.

### **Responsibilities:**

### **Duties:**

1. Provides copies of list of suggested MIOSM activities to members
2. Order packets of materials from MENC about MIOSM and distributes them to SDMEA members especially in communities with local radio/TV services
3. Compiles materials on MIOSM to be sent to each high school and grade school through the SDHSAA.
4. Writes and mails letters to each SD radio and television station informing them of MIOSM (interviews result).
5. Communicates with PBS requesting coverage of the "World's Largest Concert" for SD viewers.
6. Secures the Governor's official proclamation of MIOSM for the SD In-Service Conference.
7. Communicates with MENC regarding MIOSM activities in SD schools.
8. Communicate with web editor any necessary changes to web pages.

### **Event Task Description**

**RETIRED MUSIC EDUCATORS CHAIR**

**Job Description:** The retired music educators chair is appointed, according to the association's bylaws, by the President and is a voting member of the SDMEA Board.

**Qualifications:**

1. Is a member of SDMEA/MENC
2. Music educator or related field.

**Goals:**

**Responsibilities:**

**Duties:**

1. Informs retirees of state, regional, and national special sessions and activities.

**Event Task Description**

**BUSINESS MANAGER – SOUTH DAKOTA MUSICIAN**

**Job Description:** The Business Manager of the *South Dakota Musician* is appointed, according to the association's bylaws, by the President.

**Qualifications:**

1. Member of SDMEA/MENC.
2. Music educator or related field.

**Goals:**

1. The Business Manager will handle all finances of the *South Dakota Musician*.

**Responsibilities and Duties:**

1. Serves as liaison with the SDMEA Board.
2. Responsible for all financial matters of the magazine.
3. Responsible for securing advertising for the *South Dakota Musician*.
4. Prepares and presents an annual financial statement to the Executive Board and membership.
5. Responsible for proper maintenance of funding for the magazine.
6. Presents to SDMEA Board suggestions for advertising rate changes when necessary.
7. Communicate with web editor any necessary changes to web pages.

**Activities Time Line**

**July**

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- Send advertising rate information and invitations for advertising to current and potential clients.

### **August**

- Submit all advertising to editor for fall issue.

### **September**

- Deadline for advertising for fall issue September 1

### **October**

### **November**

- Submit all advertising to editor for winter issue

### **December**

- Deadline for advertising for winter issue December 1

### **January**

- Submit all advertising to editor for spring issue

### **February**

- Deadline for advertising for spring issue February 1

### **March**

### **April**

- Pay bills,
- Send assessment notices to organization treasurers

### **May**

- Remit payment for services to Editor, Bus. Mgr., Secretarial.
- Begin work on financial statement for the year.

### **June**

- Finalize financial statement and remit to SDMEA board with recommendations for advertising rates

## **TRI-M CHAIR**

**Job Description:** The Tri-M Chair is appointed, according to the association's bylaws, by the President and is a voting member of the SDMEA Board.

**Qualifications:**

1. Member of SDMEA/MENC.
2. Music educator or related field.

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### Goals:

1. Encourage the growth of Tri-M chapters within the state.
2. Encourage the recognition of and respect for Tri-M among SD educators and administrators.

### Responsibilities:

1. Include a Tri-M information letter with fall SDMEA mailings.
2. Regularly highlight Tri-M in SDMEA magazine publications.
3. Have Tri-M information available at SDMEA booth at All State events and SDMEA sponsored in-services.
4. Provide mentorship to new Tri-M chapter advisors.
5. Provide support and encouragement for all Tri-M chapters.
6. Provide information to educators about Tri-M happenings throughout South Dakota.
7. Communicate with web editor any necessary changes to web pages.

### Duties:

1. Attend Board of Directors and Executive Board meetings.
2. Increase awareness among SD music educators of what Tri-M is all about and the benefits of starting/maintaining a Tri-M chapter within their school music programs.

### Activities Time Line

#### July

#### August

- Send out Tri-M activation information in fall SDMEA mailings
- Submit article/promo. ad to SD Musician Magazine editor (Sept. 1 deadline)

#### September

- Remind advisors to activate/renew their chapter memberships
- Begin planning for induction ceremonies; order membership pins, cards, etc.

#### October

- Chapter activation or renewal form/fees are due by end of this month

#### November

- Submit article/promo. ad to SD Musician Magazine editor (Dec. 1 deadline)

#### December

#### January

- Submit article/promo. ad to SD Musician Magazine editor (Feb. 1 deadline)

#### February

#### March

#### April

- Remind advisors to order graduation honor cords, senior pins, etc.

**May**

**June**

### **COLLEGIATE CHAIR**

**Job Description:** The Collegiate Chair is appointed, according to the Association's bylaws, by the President and is a voting member of the SDMEA Board.

**Qualifications:**

1. Member of SDMEA/MENC.
2. Music educator or related field.
3. Currently an Advisor to a college or university student MENC chapter in South Dakota.

**Goals:**

1. The Collegiate Chair will encourage establishment of student chapters at colleges and universities.
2. Disperse information received from national MENC office.
3. Attempt to bring unity focused on music education through recognition of MENC chapter activities throughout the state.
4. Foster, encourage and recognize chapter growth and communication within existing chapters and to encourage the development of lapsed or non-existent chapters.

**Responsibilities:**

1. Communicate with South Dakota state collegiate chapters.
2. Write articles (3) for SD Musician.
3. Coordinate and organize "Collegiate Day" as a part of the SDMEA Conference and the All State Orchestra and Chorus event.
4. Communicate with web editor any necessary changes to web pages.

**Duties:**

1. Attend Board of Directors meetings.
2. Plan the Collegiate Day of the SDMEA Conference

**Activities Time Line**

**July**

**August**

- Write article for *South Dakota Musician* (due September 1).

**September**

**October**

**November**

- Write article for *South Dakota Musician* (due September 1).

**December**

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### January

- Write article for *South Dakota Musician* (due September 1).

### February

### March

### April

### May

- Begin developing the SDMEA Collegiate Day - ONGOING

### June

## SECTION 3 - FINANCE

### EXPENSE REIMBURSEMENT POLICY

#### 1. Reimbursement for Board of Directors

- a. Board of Director Members are given an honorarium in the amount of \$25 per one half day BOD meeting and \$50 for a full day meeting.
- b. Transportation to/from BOD meetings: BOD members are reimbursed for actual gas used. Member is to fill their vehicle immediately before leaving for the meeting. At the destination, the vehicle is to be filled and a receipt obtained. The amount of the gas purchase on the receipt is to be multiplied by 2, with the receipt attached to the expense voucher
- c. Meals & Lodging: Meals and lodging are reimbursed at actual cost. Typically the Treasurer will pay for the group meals and group lodging. In the event the individual incurs the cost, receipts must be attached to the expense voucher when submitted. Whenever possible the state rate for rooms shall be secured.

2. All expense vouchers must be signed in the space provided by the person incurring the expense. In the event a sub-committee member submits the voucher, the chair must also sign the voucher prior to submitting to the Treasurer.

3. A description of the activity involved and/or reason for incurring the expense is to be denoted in the "Explanation" column so that charges can be properly coded to the Functional Account.

### BUDGETS

#### Duties/Event/Task Responsibilities

#### Secretary/Treasurer

**CURRENT STATUS:** The duties of the Secretary and Treasurer are not combined into one position. In addition, each state has a designated "Executive Director" or "State Manager" which serves as the liaison with MENC. This responsibility has been placed within the position of State Manager.

#### Treasurer's Duties:

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1. Receives monthly membership reimbursement from MENC. Deposit check and record in accounting software
2. Reimburse board members for meetings after receiving expense voucher
3. Pay all bills incurred for SDMEA expenses. Do appropriate accounting functions
4. Prepare financial statement for each board meeting.
5. Prepare annual financial statement.
6. Keep record of all transactions.
7. Maintain records, reports and corresponds with the Internal Revenue Service as requested.
8. Receives and deposits all checks and monies.

### **SECTION 4 - RESOURCES**

Grants are necessary for the funding of specific events. Whenever possible, board members who are in charge of a specific task shall work to secure funding from granting agencies with board approval.

Partnerships may be necessary for the funding of specific events. Whenever possible, board members who are in charge of a specific task shall work to secure funding from corporate partnerships with board approval.

### **SECTION 5 - EVENTS**

ALL STATE CHORUS & ORCHESTRA (ASCO)

THE STATE MUSIC CONFERENCE IN CONNECTION WITH ASCO

ELEMENTARY FESTIVAL CHORUS

MIDDLE SCHOOL ALL STATE BAND

MUSICATION EDUCATION WORKSHOPS

ELEMENTARY HONOR CHOIR

### **SECTION 6 - MEMBERSHIP**

All members of SDMEA shall also be members of the Music Educators National Conference with all the privileges and courtesies as defined by MENC with the exception of foreign membership.

### **SECTION 7 - COMMUNICATIONS**

SD MUSICIAN MAGAZINE

The SD Musician is the official printed publication of SDMEA and other state affiliates. It is published in Fall, Winter, and Spring.

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### **WEBSITE**

The SDMEA website ([www.sdmea.net](http://www.sdmea.net)) is the official standing information provider for SDMEA. It is maintained by the web editor and is to remain current. It is governed by the web policy found on pages 48 and 49 of this manual.

### **EMAIL NEWSLETTER**

The electronic newsletter of SDMEA is provided monthly or as needed for SDMEA members.

## **SECTION 8 - CONSTITUTION**

**Constitution and Bylaws**  
**South Dakota Music Educators Association**  
*Adopted Spring 1989*

### **CONSTITUTION**

#### **ARTICLE I – NAME**

The organization shall be known as the SOUTH DAKOTA MUSIC EDUCATORS ASSOCIATION, hereinafter designated either as “SDMEA” or the “State Association for Music Education.”

#### **ARTICLE II – PURPOSE**

The purpose for which the SDMEA is organized and operated is exclusively literary and educational, as defined in Section 501(c)(6) of the Internal Revenue Code and its regulations as they now exist or as they may hereafter be amended. The purpose of SDMEA shall be the advancement of music education, and in specific furtherance thereof:

- A. To conduct programs and activities to build a vital musical culture and an enlightened musical public for the benefit and the general welfare of all persons.
- B. To ensure that every student shall have access in school to a balanced, comprehensive, and high-quality program of music instruction.
- C. To improve the quality of teaching, research, and scholarship in music.
- D. To promote the involvement of persons of all ages in learning music.
- E. To foster the utilization of the most effective pre-service and in-service preparation of music teachers.

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In furtherance thereof, the SDMEA will hold conferences, symposia, and other meetings; publish journals, books and other publications; seek and accept grants, gifts, and contracts for any of the said foregoing purposes and:

Exclusively for the public benefit, use, publish and otherwise make available to the general public on a nondiscriminatory basis the results of its collection of information deriving from the foregoing activities.

The SDMEA may conduct any and all other activities in accordance with its Bylaws, which are designed to accomplish the foregoing purposes.

### **ARTICLE III – AFFILIATION/RELATIONSHIP WITH MENC**

The South Dakota Music Educators Association shall be affiliated with the national organization known as the MUSIC EDUCATORS NATIONAL CONFERENCE – The National Association for Music Education (herein referred to as “MENC”) and shall prescribe to and adhere by the relationship criteria as identified in the MENC Constitution and Bylaws.

### **ARTICLE IV – GOVERNMENT**

The SDMEA Board of Directors shall be the legal representative of the association and as such shall have, hold, and administer all the property funds, and affairs of the association. The SDMEA Board is authorized and empowered on behalf of the association to receive by devise, bequest, donation, or otherwise, either real or personal property, and to hold the same absolutely or in trust, and to invest, reinvest, and manage the same and to apply said property and the income arising there from to the objectives of the association. The SDMEA Board also shall have power to allocate the funds of the association for the purposes of carrying out the objectives of the association. Provisions for the regulation of the internal affairs of the association shall be provided for in the Bylaws of the SDMEA.

### **ARTICLE V – MEMBERSHIP**

Membership in SDMEA shall be divided into such classifications for annual membership dues or for the election of members of the SDMEA Executive Board or for such other purposes as the SDMEA Bylaws may prescribe or as the SDMEA Executive Board may from time to time designate. The conditions, terms, privileges, rights, and duties of membership shall be stated or provided for in the Bylaws of SDMEA.

### **ARTICLE VI – ELECTIONS**

The manner of the election or appointment of the members of the SDMEA Executive Board shall be provided for in the Bylaws of the association.

### **ARTICLE VII – DISPOSITION OF ASSETS**

In the event of dissolution or termination of the SDMEA, the Executive Board shall, after the payment of all of the liabilities of the association, dispose of all of the assets of the association exclusively for the objectives of the association in such manner or to such organization or organizations organized exclusively for charitable, educational, or scientific purposes as shall at the

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time qualify as an exempt organization or organizations under Section 501 (c)(6) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law) as the Executive Board shall determine. Any of such assets not so disposed of shall be disposed of by the court of proper jurisdiction exclusively for such purposes or to such organization(s) as said court shall determine which are organized and operated exclusively for such purposes.

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### BYLAWS OF THE SOUTH DAKOTA MUSIC EDUCATORS ASSOCIATION

#### ARTICLE I – DEFINITIONS

The following words as used in these Bylaws shall have the meanings set forth in this Article:

- A. *Board of Directors* shall mean the entire governing Board of Directors of SDMEA.
- B. *Executive Board* shall mean the Board members authorized to act on behalf of the board in handling the interim affairs of the association.
- C. *Director* shall mean a member of the Board of Directors.
- D. *Executive Director* shall mean a member of the Executive Board.
- E. *Affiliated Organization Advisor* shall mean an official of a related organization designated to act as an advisor to the SDMEA Board of Directors.
- F. *Standing Committee* shall mean a committee that is required by the Bylaws.
- G. *Ad Hoc Committee* shall mean a committee that may be formed at the discretion of the President.
- H. *Policy* shall mean the stated position of SDMEA on a particular matter.
- I. *Procedure* shall mean the rules adopted by SDMEA and approved by the Board to carry out Policies.

#### ARTICLE II – MEMBERSHIP

All members of SDMEA shall also be members of the Music Educators National Conference with all the privileges and courtesies as defined by MENC with the exception of foreign membership. Membership in SDMEA shall be divided into seven categories as follows:

**A. Active Membership:** Active membership shall be open to persons engaged in music teaching or other music-related educational work in the state of South Dakota. Each active member shall have the right to vote and hold office. Each active member shall receive a subscription to the *Musician* (the official publication of SDMEA). Active membership may also be open to persons eligible for other membership categories upon payment of the prescribed active membership dues, subject to the provisions of these constitution and Bylaws. Active membership may also be open to United States citizens residing in foreign countries, subject to the provisions and conditions of these Bylaws.

**B. Introductory Membership:** Introductory membership shall be open to persons in their first year of full-time teaching or other music-related educational work who have been Student Chapter members during the preceding fiscal year. The membership shall be limited to one membership year. Introductory members shall have the same privileges as active members except the right to hold elective office. Each introductory member shall receive a subscription to the *Musician*.

**C. Collegiate Membership:** Collegiate Membership shall be open to music students in teacher education programs at the college or university level who are not employed full time as teachers.

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Student Chapter members shall have the same privileges as active members except the right to vote or hold elective office. Each Collegiate member shall receive a subscription to the *Musician*.

**D. Retired Membership:** Retired membership shall be open to former music educators who have retired from teaching or other music-related educational work and who have been members of MENC for at least ten (10) consecutive years prior to seeking retired membership status. Retired members shall have the same privileges as active members except the right to hold elective office. Each retired member shall receive a subscription to the *Musician*.

**E. Associate Membership:** Associate membership shall be open to any individual interested in the advancement of music education who is not primarily engaged in music teaching or other music-related educational work. As associate member shall have the same privileges as active members except the right to vote and to hold elective office. Associate members shall not receive a subscription to the *Musician*.

**F. Patron Membership:** Patron membership shall be open to any firm, institution or person desiring to support the educational activities of the SDMEA. A patron membership shall have the same privileges as active members except the right to vote and to hold elective office. Patron members shall receive a subscription to the *Musician*.

**G. Foreign Membership:** Foreign membership shall be open to nationals of other countries and American music educators located in foreign countries. Foreign members shall not be required to be a member of MENC, and they shall not have the right to vote or to hold elective office. Each foreign member shall receive a subscription to the *Musician*.

### ARTICLE III – MEMBERSHIP DUES AND FEES

The SDMEA Executive Board shall set the amount of annual dues for each membership category. Changes in the amount of dues for membership may not be enacted more frequently than once per year. Membership dues are payable annually, collected by MENC in accordance with procedures in the MENC Bylaws (herein referenced and included in these SDMEA Bylaws).

### ARTICLE IV – AFFILIATED ORGANIZATION ADVISORS

For purposes of information and coordination of music activities in the state, an Affiliated Organization Advisory Committee may be established to act as an advisory committee to the SDMEA Board of Directors. The members of this committee may include:

1. SDMEA President
2. South Dakota High School Activities Association (Fine Arts Vice Pres.)
3. South Dakota American Choral Directors Association (President)
4. South Dakota String Teachers Association (President)
5. South Dakota Band Masters Association (President)

### ARTICLE V – BOARD OF DIRECTORS

The authority for the management, policies, and actions of the SDMEA shall be vested in the SDMEA Board of Directors.

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A. SDMEA Board of Director Members: The SDMEA Board shall consist of elected and appointed members as follows:

1. President
2. President-Elect
3. Past-President
4. Elementary / MIOS Chair
5. Middle School Band Chair
6. Middle School Choral/General Music Chair
7. Band Chair
8. Orchestra Chair
9. Choral Chair
10. State Manager
11. Membership Chair/Database Manager
12. Web Site Manager/Technology Chair
13. Secretary
14. Treasurer
15. Awards Chair
16. Mentor Chair
17. Government-Public Relations Chair
18. Collegiate Chair
19. Tri M Chair
20. Retired Music Educator Chair
21. Historian Chair
22. Editor for "Musician"
23. Business Manager for the "Musician" magazine

B. The President and Past-President shall progress automatically to their positions. The President-Elect, Elementary/MIOSM Chair, Middle School Choral/General Music Chair, Middle School Band Chair, Band Chair, Orchestra Chair and Choral Chair shall be elected positions. The remaining Board of Director members shall be appointed as necessary by the President.

C. Additional Board of Director members may be required when specified by MENC. In this event, such members will be elected or appointed at the beginning of the next fiscal year after notification by MENC.

D. A member of the SDMEA Board of Directors may hold multiple Chair position with a limitation to two such positions per member. In the event of multiple Chair positions, the total number of Board members not counting the president shall not be less than sixteen (16) members.

E. Each member of the SDMEA Board shall have one vote. During normal Board meetings, the President's shall be an abstaining vote except when required as a tie-breaking vote.

F. When the Board is not in session, power to act on all matters necessary for the administration of SDMEA shall be vested in the SDMEA Executive Committee and be subject to review and approval of the Board at its next meeting.

G. Meetings of the Board:

1. Regular meetings of the SDMEA Board shall be held four times per year in accordance with the following schedule:

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- A. The last weekend in August (not Labor Day Weekend)
  - B. In conjunction with the state music conference/All State Chorus and Orchestra
  - C. The first weekend after commenting 2 days or later after January 1<sup>st</sup>
  - D. The third weekend in May
  - E. The President may change the dates/time of the above meetings based on extenuating circumstances by notifying the Board members by phone, letter or email 10 days in advance of the meeting
2. Special meetings of the Board may be called at any time by the President or by a majority of the Board.
  3. The quorum of regular and special meetings shall consist of more than ½ of its members.
  4. Written notice including the time and place of all regular and special meetings of the Board shall be given to each member of the Board 10 days in advance of the meeting. The 10 day notice of meeting may be waived by advance consent of one-half of the Board to conduct urgent business.
  5. Any one or more members of the Board or any Committee thereof may participate in a meeting of the Board or any such Committee by means of a conference telephone, email or similar communications equipment. Participation by such means shall constitute presence in person at the meeting.
  6. Any action taken without a meeting requires a written consent or email vote by one-half of the members of the Board or Committee.

### **ARTICLE VI – SDMEA EXECUTIVE BOARD**

- A. The SDMEA Executive Board shall be composed of the President, the immediate Past President, the President-Elect, the State Manager.
- B. The SDMEA Executive Board is authorized to act prudently on behalf of the Board in handling the interim affairs of SDMEA, subject to review and approval of the Board at its next meeting.
- C. Meetings of the SDMEA Executive Board:
  1. The President shall call meetings of the Executive Board as the business of SDMEA shall require.
  2. The quorum for a meeting of the Executive Board shall be a majority of its members.

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### **ARTICLE VII – OFFICERS**

- A. The Officers of SDMEA shall be the President, the immediate Past President, the President Elect, the Choral Chair, the Elementary Chair, the Middle School Chair, the Band Chair, the Orchestra Chair, and the State Manager.
  
- B. The term of each office shall be 24 months, commencing on July 1 and shall cease at midnight on June 30 of the second year following election. The choral and orchestra chair's term shall continue past the All-State event.
  - 1. In the event an incumbent resigns his/her office, the term of the incumbent shall cease on the day of resignation, relinquishing all responsibilities while maintaining all regular membership privileges they would be entitled to.
  
  - 2. In the event an incumbent is removed by the Board, the incumbent's term shall cease immediately along with all Board member privileges and responsibilities. Regular membership privileges shall remain in effect.
  
  - 3. At the time of resignation the president may appoint a pro-temp board member.
  
- C. No elected officer shall serve more than two consecutive terms in the same office.
  
- D. At a regular or special meeting of the Board, an officer may be removed for cause by a majority vote of the Board.
  - 1. Removal for cause shall not be done until after the officer has been given an opportunity to explain the offending action.
  
  - 2. The officer removed by the Board may be re-elected by the members, and if so re-elected, may not again be removed by the Board for the same incident.

### **ARTICLE VIII – ELECTION OF OFFICERS**

- A. Qualifications: Candidates for office shall be an active member of SDMEA and MENC.
  
- B. Nominating Procedures: All candidates for office except those for President and Past President, shall be nominated by the Nominating Committee.
  - a. The SDMEA State Manager must receive electronic nominations including a biographical sketch for all offices to be elected by (postmarked) February 1st. Biographical sketches of each candidate nominated must include but not limited to:
    - i. An identification of Educational Background (Degrees received and the granting institution(s)).
    - ii. Professional experience and Employment history.
    - iii. Listing of membership in Professional Organizations and offices held, if any.
    - iv. Listing of Professional and Community involvement.
    - v. An electronic photo of the candidate.

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- b. A Candidate, not receiving a nomination from the Nominating Committee, may be placed on the ballot by said candidate submitting a petition signed by a minimum of twenty-five (25) percent of the voting membership of SDMEA.
    - i. The December 1st MENC official membership list will determine the number of members required to sign the petition.
    - ii. Members desiring to have their names placed on the ballot under the provisions of this subsection must submit to the Secretary, an original petition form as provided by SDMEA of the required voting membership. The completed petition must be postmarked by February 1st.
  - c. Provisions shall be made on the mail ballot for a write in category in the event the voting member does not choose to vote for any of the candidates so listed on the ballot by the above procedures.
- C. Election Procedures: All offices shall be voted on by mail ballot which shall be submitted to the total membership entitled to vote. Such ballots shall be mailed by March 1<sup>st</sup> and shall be received by the State Manager for tally no later than April 1<sup>st</sup>.
1. Elections for all offices shall be by a plurality of those votes cast.
  2. The February 1<sup>st</sup> MENC membership list will determine the members entitled to vote under this section.
  3. The following offices shall be elected in even-numbered years: President-Elect, Orchestra Chair and Elementary/MIOS Chair, Middle School Choral/General Chair.
  4. The following offices shall be elected in odd-numbered years: Choral Chair, Band Chair and Middle School Band Chair.
- D. Vacancies
1. In the event of a vacancy in the office of the President, the President-Elect shall assume the office of President. As President he or she shall complete the balance of term remaining prior to commencing his or her normal term as President.
  2. In the event of a vacancy in both the office of the President and President elect, the Past President and State Manager shall assume the duties of the president. The nominating committee shall be reconvened and a special membership election shall be held within 90 days.
  3. Should there be vacancies in the President, President Elect and Past President assumption of the Presidents duties shall be in the following order: the State Manager, the Band Chair Choral Chair, the Orchestra Chair and the Middle School Choral/General Chair. In each case, the nominating committee shall be reconvened and a special membership election shall be held within 90 days.

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4. In the event of any other Board of Director vacancy, the president shall appoint a replacement for the remainder of the term. Appointments in this event shall be confirmed by a majority of the Board.

### **ARTICLE IX – DUTIES OF OFFICERS**

A. The President shall be the Chief Executive Officer and shall preside at all annual and special meetings of the Membership, Board of Directors, and the Executive committee. The President shall interpret the policies consistent with the intent of these Bylaws and establish goals to be reached during his/her term of office.

1. All policies formulated by the Officers or committees shall be subject to the President's approval.
2. Within 30 days after assuming office, the President shall appoint a Chair of all committees.

B. The President-elect shall perform all the duties of the President during the President's absence.

C. The Treasurer shall be the financial officer of SDMEA.

1. The Treasurer shall keep or cause to be kept complete financial records of SDMEA in accordance with SDMEA financial procedures.
2. All disbursements made by the Treasurer shall be first approved by the President.
3. The Treasurer shall report on the financial condition of SDMEA at each meeting of the Board and upon request to the Executive committee.
4. The Treasurer shall make all financial records available for all members of the board.

D. Duties of Other Officers shall be as identified in the *SDMEA Policies and Procedures Manual*. Additional duties of Officers may be assigned by the President.

### **ARTICLE X – COMMITTEES**

A. Standing Committees shall consist of no less than 3 members of SDMEA, unless otherwise noted in the Bylaws, who may be members of the Board and shall concern themselves with the committee's programs.

1. The Chair of each Standing Committee shall hold office during the term of the President, unless otherwise noted in the Bylaws, and shall report to the President. Selection of Committee members shall be made by the President unless otherwise noted in the Bylaws.
2. The following shall be Standing committees of SDMEA:
  - i. Nominating Committee
  - ii. State Music Conference Committee

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B. Ad Hoc Committees may be established by the President for specific short term purposes as deemed appropriate.

1. The Chair of each Ad Hoc Committee shall hold office during the term of the President, unless otherwise noted in the Bylaws, and shall report to the President. Selection of Committee members shall be made by the President unless otherwise noted in the Bylaws.

### **ARTICLE XI – AMENDMENT TO BYLAWS**

- A. These Bylaws may be repealed, replaced or amended by a majority vote of approval by the Board.
- B. Notices of any proposed amendment or changes to these Bylaws shall be electronically mailed to all members of the Board at least thirty days prior to the meetings at which such amendments or changes are to be considered.

### **ARTICLE XII – FISCAL YEAR**

The fiscal year of SDMEA shall be July 1<sup>st</sup> to June 30<sup>th</sup> of the succeeding year.

### **ARTICLE XIII – BOARD’S LIABILITY**

To the extent permitted by law, each Board member and subsequent heirs, executors, and administrators shall be indemnified by SDMEA against expenses, including attorneys’ fees reasonably incurred in connection with any claims, action, suit or proceeding to which such Board member may be made a party by reason of being or having served on the Board, including any judgment rendered against him or her and any amount paid by him or her in reasonable settlement of such claim, action, suit or proceeding.

### **ARTICLE XIV – PARLIAMENTARY AUTHORITY**

- A. Unless otherwise specified by the President, *Robert’s Rules of Order, revised*, shall Determine the conduct of business in all meetings of SDMEA and of its governing bodies and committees, except where these rules would be inconsistent with the Articles of Incorporation or the Bylaws.
- B. There shall be no closed regularly scheduled SDMEA meetings to the membership with the exception of the Nominating Committee.

### **ARTICLE XV – PROHIBITION AGAINST SHARING IN CORPORATE EARNINGS**

- A. No member, committee member, officer, employee or other person, whether or not connected with SDMEA, shall receive at any time any of the net surplus from its operations. However, this shall not prevent the payment of reasonable compensation (except officers) for service rendered to or for SDMEA in affecting any of its purposes.
- B. No private person shall share in the distribution of any of the corporate assets upon dissolution of SDMEA.