

**KANSAS MUSIC EDUCATORS ASSOCIATION**

**Northwest District**

# **HANDBOOK**



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KANSAS MUSIC  
EDUCATORS ASSOCIATION  
**Northwest District**

**BY-LAWS**

## **By-Laws of Northwest District Kansas Music Educators Association**

### **Article I-Name**

The corporation name of this association is the Kansas Music Educators Association-Northwest District.

#### **Section 1-NAfME-The National Association of Music Education**

The Northwest District is part of the KMEA and it shall function as the affiliated state unit of NAFME.

#### **Section 2- Northwest District:**

**Includes the following counties: Cheyenne, Decatur, Ellis, Ellsworth, Gove, Graham, Jewell, Lincoln, Logan, Mitchell, Norton, Osborne, Phillips, Rawlins, Rooks, Russell, Sheridan, Sherman, Smith, Thomas, Trego, and Wallace.**

### **Article II-Objective**

The objective of this association is the advancement of music education.

### **Article III-Membership and Dues**

#### **Section 1-Active Membership**

Active membership in Northwest KMEA shall be to people who are teachers and retired teachers who are members of NAFME/KMEA.. Active membership shall provide the teacher privileges of participation in the activities of the association including student participation in district and state events, the right to vote, to hold office and admission to the meetings of the district per membership period, upon compliance with state and national registration requirements.

#### **Section 2-NAfME-Collegiate Membership**

Student chapter membership shall be open to students of music education at the college level who are not employed as teachers. Annual dues shall be set by each individual chapter to which shall be added the amount of student chapter membership dues of the National Association for Music Education. Students must be at a college located in the Northwest District.

#### **Section 3-Life Membership**

The Northwest KMEA shall extend to all persons holding life memberships in the National Association for Music Education the rights and privileges of active membership in the association.

### **Article IV-Government**

#### **Section 1-Officers**

The officers of the KMEA Northwest District shall be a President, President-Elect, and Past-President whose duties shall be as follows:

- A. President - The President shall preside at Northwest District annual business meetings and meetings of the Board of Directors. The President shall have the power to appoint resource persons and committees not otherwise provided for in the bylaws and shall be responsible for the planning of the Northwest Districts Mini-Conventions

and perform all other duties pertaining to the office. The President shall have the power to appoint any active member to fill vacancies that may occur among the officers and the board of Directors.

- B. Past- President - The Past-President shall serve as advisor to the President, shall have such other duties as may be assigned by the President or the Board of Directors, and assume the duties of the President in the case of disability or absence of the President.
- C. President-Elect - The President-Elect shall assist the President in an advisory capacity, and have such other duties as may be assigned by the President or Board of Directors.

Section 2. Executive Committee. The Executive Committee of the Northwest District Kansas Music Educators Association shall be composed of the President, Past President, and President-elect of the association and the Executive Director. **(The Executive Director does have a vote on this committee.)** The Executive Committee shall represent and act for the Board of Directors in the intervals between the meetings of that body

### Section 3-Board of Directors

The Board of Directors of the Northwest District KMEA shall be composed of the President, President-Elect, Past President, Executive Director, Chairs of the Honor Groups. (High School Band, High School Choir, High School Jazz Band, Orchestra, Middle School Band, Middle School Choir and Elementary Choir) and shall:

- A. Administer and be responsible for the business management, educational affairs, and operation of the Northwest District KMEA, and for the management and control of the funds thereof;
- B. Have the responsibility for the Northwest District KMEA general policies and program of activities
- C. Appoint an Executive Director, prescribe duties and compensation and have full supervision and control of actions taken by the Executive Director;
- D. Serve as the nominating committee for the election of the officers of the Northwest District.

## **Article V-Elections**

### Section 1-Nominating Committee

The President, President-Elect, Past President, Executive Director and Chairs of the Honor Groups (High School Band, High School Choir, High School Jazz Band, Orchestra, Middle School Band, Middle School Choir and Elementary Choir) shall secure the names of candidates eligible for incoming President-Elect and Chairs of the Honor Groups.

### Section 2-District Election of Officers

An election shall be **held before** the December annual district meeting during each even-numbered year for the purpose of electing District President-Elect and Chairs of the Honor Groups (High School Band, High School Choir, High School Jazz Band, Orchestra, Middle School Band, Middle School Choir and Elementary Choir). Nominations shall be submitted ahead of time to the Executive Committee and then voted upon online by the district active members. The candidate receiving the most votes shall be elected. Candidates for President-elect will be asked to write a short piece stating why they wish to become President-elect. **On-line voting will take place for all elections.**

### Section 3-Eligibility to Vote

Only a person holding a current active KMEA membership shall be eligible to vote at all meetings.

**Article VI-Terms of Office**

**Section 1-President**

The President-Elect assumes the office of the President for a term of two years beginning with the first day of the first month following the close of the annual State In-Service Workshop held on odd numbered years.

**Section 2-President-Elect**

The President-Elect shall serve for a term of two years beginning with the first day of the first month following the close of the annual State In-Service Workshop held on odd numbered years.

**Section 3-Past President**

The Past President shall serve for a term of two years beginning with the first day of the first month following the close of the annual State In-Service Workshop held on odd numbered years.

**Section 4-District Chairmen**

The Chair of the Honor Groups (Band, Orchestra, Choral, Jazz Band, and Elementary Choral) shall serve with the term of the office of District President.

**Section 5- Advisory Board Members**

Site Coordinators, Mentor Chair and Music Advocacy Chair are all appointed and will serve for as long as deemed necessary by the state and the District President.

**Section 6- Succession to the Presidency.** If a District President cannot complete the prescribed presidential term due to incapacitation, vacation of post, resignation, change of residence outside of the prescribed District or State of election, or other reason, the Presidency will be considered vacated.

- a. **President.** If the Presidency is vacated during the first year of the presidential term (before March 1 following assuming the office), the presidency will be filled by the Past President, and the District will continue without a Past President until the normal succession of officers. If the President vacancy occurs during the second year of the presidential term (on or after March 1 following assuming the office), the presidency will be filled by the President-Elect, and the President Elect will complete the duties of President for that term and then remain president for the two year term of which elected.
- b. **Past President.** If the office of Past President is vacated, that position shall remain empty until assumed at the appropriate time by the President.
- c. **President-Elect.** If the office of President-Elect is vacated for a reason other than to assume the Presidency (as described above), the office will be filled by the candidate who was not elected to the President-Elect position from the previous election. If that person is unwilling or unable to assume the office, the President will call for a vote of the membership to elect a new President-Elect within 90 days of the vacation by the President-Elect position.

**Section 7 -Removal from Office.** Any officer or employee of Northwest District KMEA may be removed from his/her position for reason of incapacity, unfitness for office or non-confidence by a 2/3 majority vote of the Northwest District KMEA Board of Directors.

## **Article VII-Re-Election**

District Officers may not be re-elected to succeed themselves but may be returned to the same office after a period of one or more terms have elapsed.

## **Article VIII-Administrative Officers**

The Northwest District shall have the following Administrative Officer.

### **Section 1-Executive Director**

The Executive Director is the chief professional administrator of the Northwest District and is responsible through the District President to the Board of Directors, operating within the by-laws of KMEA and within the policies established by the Board of Directors. In the event of a resignation or incapacitation, executive director candidates shall be nominated by the voting members of the northwest district board. The current president shall assume the duties of the executive director if that person becomes incapacitated or resigns until the position is filled by the board.

### **Section 2-Executive Director-Emergency Contingency Plan**

- A. The Northwest Executive Director of the Association may be deemed incapable of executing the duties of the office by a unanimous vote of the remaining three members of the Northwest KMEA Executive Committee (President, President-elect and Past President). Incapacity is defined as the inability to properly or faithfully execute the duties of office, and may be caused by, but is not limited to, death, injury, mental incapacity, or release from employment for dereliction of duty or illegal activity.
- B. In the event of incapacity, the President of the Northwest KMEA will execute the following plan, either in person or proxy:
  1. Notify all financial institutions holding Northwest KMEA funds or investments and remove the Executive Director as a signatory on these accounts.
  2. Notify the Northwest KMEA Board of Directors.
  3. Notify the Northwest District members to report directly to the President until such time as an Executive Director or Acting Executive Director is hired.
  4. Take possession of all Northwest District KMEA's financial records, organizational records, and physical property in possession of the Executive Director.
  5. Arrange for all Northwest District KMEA mail and e-mails intended for the Executive Director to be forwarded to the President.
  6. Manage the financial accounts of the organization (including, but not limited to, paying bills, making deposits, and oversight of investment accounts.).
  7. In a timely manner and in consultation with the other Northwest District Executive Committee members, hire a new Executive Director or appoint an Acting Executive Director until such as a permanent replacement can be found.
    - a. Any Executive Committee member is eligible to serve as Acting Executive Director until such time as a new Executive Director has been hired.
    - b. A new Executive Director shall be selected within 3 months of the vote of incapacity.



.Section 3 Technology and Website Manager.

The Technology and Website Manager shall be under the direction and responsible through the Executive Director to the Board of Directors, and shall be responsible for maintaining and updating the association website and the oversight of technology used by the association.

**Article IX-Meetings**

Section 1-Board of Directors

The Board of Directors shall meet annually and at the call of the President or upon the joint request of not less than three members of the Board of Directors. A quorum of not less than six members of the Board shall be required for the transaction of business. Authority for emergency or quick action by the Board of Directors may be secured by email or phone and action thus taken shall be effective immediately.

**Article X-Affiliations**

Section 1-Affiliations

Such affiliations as set forth above shall not restrict or alter these by-laws, nor shall such affiliations alter the status of the Northwest District KMEA in its affiliated organizations, nor operation and activities thereof, nor the rights and privileges of individual members as herein set forth.

**Article XI-Limitations of Responsibilities of the Officers**

The authority and responsibility for the management of the good will and credit of the association is vested in the Board of Directors but it is expressly understood that neither the Board of Directors nor any member thereof, nor any salaried officer, nor any member of the association shall be required to accept personal financial responsibility for duly authorized bills or obligations, or for suits, or from authorized activities of the organization carried on in good faith in pursuit of the objectives, purposes and activities or authorized by KMEA.

**Article XII-Fiscal Year**

The fiscal year of the Northwest District KMEA shall be the same as the state and shall be from July 1 to June 30<sup>th</sup>.

**Article XIII-Rules of Order**

Roberts rules of Order-Newly revised shall govern in all business meetings of the Northwest District KMEA.

**Article XIV-Amendments**

The bylaws may be altered or amended by an approving vote of two-thirds of the active members voting at the December Mini-Convention annual business meeting provided formal notice of such contemplated alteration or amendment shall be given by mail or posted on the district website to all active members sixty days before the annual business meeting or, the bylaws may be altered or amended by an approving vote of two-thirds of the active members voting at the annual December Mini-Convention business meeting, provided the alteration or amendment has the approval of the Board of Directors and formal notice of such contemplated alteration or amendment shall have been given to the active members attending the annual convention at least twenty-four hours before the annual business meeting.

**KANSAS MUSIC  
EDUCATORS ASSOCIATION  
NORTHWEST DISTRICT**

**JOB  
DESCRIPTIONS**

# Kansas Music Educators Association Board of Directors

## Northwest District

### (Voting Members)

#### President

- Execute the duties assigned in the By-Laws

##### After ISW

1. Contact chairpersons about website information and securing clinicians.
2. Select a date for the district summer board meeting. Email all board members with the time and location of the meeting.
3. Encourage the chairs to contact and secure their assistants.
4. Encourage the Past-President to collect nominations for the teacher of the year awards. This is to be voted on at the summer board meeting.
5. Plan summer meeting agenda. See past agendas posted on the district website.
6. Attend all state summer board meetings at as designated by **State Executive Director**.
7. Reserve Precision Engraving and Awards for upcoming mini-conventions.
8. Prepare the beginning of the year postcards containing information about the district website and any new information for district members.
9. Communicate with the webmaster about updating welcome letter from all the chairpersons (self included), audition music and procedures.
10. Make sure all clinicians and accompanist have contracts and sent to Executive Director.

##### November Convention

1. Contact Northwest Printers in Hays about programs and deadlines for both conventions.
2. Pick up the programs for the conventions.
3. Make sure the chairs have sent by email honor group rosters to the webmaster for posting.
4. Communicate with Precision and Engraving. (They will be responsible for obtaining their own workers at both conventions)
5. Plan hospitality. Site coordinator manages coffee. Donuts have been used in the past.
6. Plan lunch for the chairs and clinicians.

7. Check with Executive Director to make sure motel rooms are reserved for clinicians, accompanists, president, president elect and chairpersons if needed.
8. Communicate with Executive Director regarding receipts and costs.
9. Contact Jazz chair about four year medals.
10. Confirm all teacher awards are ready for presentation. (Plaques)
11. Announce and introductions at concert

### **December Convention**

1. In general same preparation as the November Convention.
2. Contact chairpersons about directors meetings. Encourage chairs to email agendas to President and Executive Director. Needed for state report.
3. Contact FHSU Site Coordinator to make sure all plans for convention are set including hospitality room.
4. Orchestra participates on odd years.
5. Plan lunch for clinicians and chairs.
6. Conduct business meeting.
7. Announce and introductions at concert.
8. Check with directors on four year metal participants.

### **Immediate Past-President**

1. Assist the President in any way necessary
2. Fulfill a vacant term of the president the first half of the term if necessary.
3. Responsible for website information concerning teacher and administrator awards.
  - i. Outstanding High School
  - ii. Outstanding Middle School
  - iii. Outstanding Elementary School
  - iv. Outstanding Collegiate
  - v. Outstanding Administrator
4. Responsible for collecting application and supporting documentation for above candidates as submitted by teachers.
  - a. Submit application for Northwest Outstanding Teacher Representative for the state level selection by posted deadline October 1<sup>st</sup>...
  - b. Order plaques for award winners.
  - c. Responsible for collection information/applications the Julie Groom Memorial Scholarships.

### **KMEA President-Elect**

1. Assist the President at their request.
2. Fulfill a vacant term of the President the second half of the term.
3. Attend state summer meetings if the President is unable to attend. This is at the request of the President.

4. Attend all District board meetings and District Mini-Conventions.
5. During even numbered years, collect nominations for incoming president-elect and chairs of honor groups.
6. Prepare a voting ballot for the even numbered years December Mini-Convention.

## **NW KMEA High School Band Chair**

1. Select and secure of clinician of choice. Should probably be a college band director. Work with Executive Director so that legal paperwork and contracts can be completed.
2. Once the clinician is selected, work together to determine the repertoire which will be played at the concert. Even years, Over the Rainbow is performed with the choir.
3. Prior to the upload audition date, work with Troy Johnson, to prepare Festival Scores. Festival Scores is the audition software program.
4. Post the audition requirements by June 1. The audition is material is comprised of Rubank/Voxman etudes and a cut from the state audition music. It is on a cycle.
5. Contact teachers to judge auditions. Judging is done after the close of auditions and prior to the November mini-convention. Judging is done online using Festival Scores. 2 judges per instrument.
6. Obtain originals of the repertoire, usually 2 complete sets. Put music in folders for the students. NWKMEA has folders. These will be distributed during the November mini-convention.
7. Each school that submits an audition will have at least one student as a member of the honor band. If the student's score did not qualify for the band but that student is the only entry from that school, that student will sit at the end of the section.
8. After judging is complete, determine the make-up of the band. Instrumentation should be as close to this as possible:
9. Flutes-12 Oboes-2 Bassoon-2 Bb Clarinets-18 Bass Clarinet-4 Alto Sax-4 Tenor Sax-2 Bari Sax-2 Trumpets-12 F Horn-8 Trombone-9 Euphonium-4 Tuba-5 Percussion-7 Total Band- 91
10. Work with the site coordinator to make sure the concert call and rehearsal venues are ready. The chair may have to go to Hays and help set up on the Friday before the mini convention. Fort Hays has 2 sets of most percussion equipment and does work with the chair to make sure everything is ready for Saturday.
11. Facilitate the Band directors meeting during the morning of the Dec. convention.

12. Be on hand during rehearsal to help with anything the clinician might need.
13. Make sure music is left on music stands at the end of the convention. The chair collects this and then sorts it and returns it to the school that lent it or sells it. Work with the Executive Director.
14. Attend the summer board meeting.
15. With Troy's help, publish the roster on the website and to the district president for publication.

### **High School Jazz Band Chair**

1. Be in communication with the webmaster, (?) Troy Johnson; he will instruct you on setting up Festival Scores processes
2. Check what Jazz Cycle the NW is using. It is NOT the State Jazz audition like some districts use.
3. Prepare a letter that will be on the NW KMEA website; send to president or webmaster after approved by someone above your pay grade!
4. Send out a NW district reminder 1-2 weeks before the deadline; make sure teachers know that it is CENTRAL TIME zone.
5. Secure a clinician; check with board on current pay, hotel room, etc. Have clinician prepare a bio for the program (which you can use to introduce them the day of the clinic.)
6. After music is selected, get it ordered or located from district teachers; ORIGINAL music must be used!
7. Make name signs from typing paper to aid the clinician in knowing the student's names. (Have extra pencils in case students forget theirs.)
8. Select an assistant chairperson, so they will know what to do for their turn as chairperson (usually 2 years at a time); keep them informed of what is happening and all correspondence.

#### Day of Mini-convention:

1. Check with Hays High School if anything is needed; what will be supplied (drum set, amps, auxiliary percussion, piano, etc.)
2. Be early to meet clinician and see what they might need.
3. Put name signs on the music stands or piano, etc.
4. Lunch is provided for chairperson and clinician, so escort them to lunch area.
5. You will be introduced (probably) by NW President, and you in turn will introduce clinician.
6. Encourage jazz members to get the state audition music and do the live audition in January.

#### After convention at main NW KMEA Business meeting:

1. Present a summary of number of entries, the number of students selected, who clinician was, and how the day went.
2. Start thinking of who might be a clinician for the next year!

## Junior High Choral Chair

**A. Jan-Feb.** Start looking for a clinician. Check middle school groups performing at KMEA, college professors, recommendations from other clinicians/fellow teacher's recommendations. Chair should have that person by April or May. Send their name, email, and contact information to the NW Executive Director who will send out a contract to the person.

**B. April/May** After clinician has been selected send a list of previously performed music and ask the clinician to choose one off this list for the concert, plus 3-4 others. Remind the clinician that usually 3 pt. or SAB music is performed and have 2/3 girls and 1/3 boys in the NW junior high choir of about 250.

After the music has been chosen, contact the Webmaster, to have the list put up on the web site along with the name of the clinician. Contact Senseney or J.W. Pepper to see about availability of music and pre-ordering for NW KMEA. They will make sure they have it on hand. Put any special instructions with the music on the website.

**C April/May,** Contact an accompanist and send information to executive director so a contract can be mailed.

**D. May-June** Have clinician send photo and biography for program to NWKMEA president for program. Share information with Asst. Chair.

The information should be up on the web site by June. If it can be done earlier, that would be great.

**E. October-** emails from schools with their registration will start coming in to the chair. Just keep them in a separate folder. The Webmaster (Troy) will also have them. He will send the chair a spread sheet with all the names after the closing date.

1. Take spreadsheet and put together in sections then order sections by height and assign them a number. Make row and seat papers to put on chairs.

2. Send Executive Director a list of schools and number for each school, and make name tags for Students including Name, Section and # and school-keep track

of cost of nametags to get reimbursed by KMEA district. Turn bill into Executive Director. Make the name tags out about a week before, because people will subtract and change entries.

3. Put students in rows according to clinician's preference using height and section guidelines.
4. Send site manager a diagram of seating chart with number of chairs needed at least 1 week ahead of concert. There will be some additions and subtractions, but not usually more than 10 students.
5. Make envelopes for each school with their name tags and a master list of their students,

Print out a master list for yourself.

**F. Nov. Friday night/Saturday morning**-label the rows A, B, C etc. and number the chairs. Yellow sticky notes work well for the numbers. S1, S2, A1, A2, T1, T2, B1, B2. Saturday-help clinician out where needed.

### **Junior High Band Chair**

1. March-May-start looking for a clinician. Have clinician by summer board meeting.
2. Once obtained a clinician notify Executive Director so a contract and w-9 for can be sent.
3. Have clinician send a biography and picture to District President.
4. Work with clinician to choose four pieces for junior high band.
5. After pieces are selected see if can borrow two sets each from Schools in District or state. If not, notify Executive Director to order pieces. The audition process will take place using festival scores with online judging. Need to obtain judges for audition.
6. State webmaster will post band students selected online.
7. Once students are selected put together original copies of music in manila envelopes and mail to students to practice.
8. Setup will occur the night before the November convention at Hays High School. Forward a seating chart to Hays High convention coordinator. Need to make sheets with names to put on stands so students know where to sit.
9. Day of convention make sure clinician has everything they need.
10. Introduce clinician at concert.



## **Elementary Choral Chair**

The elementary chairperson will:

1. Choose a clinician for the December Convention.
2. Choose an accompanist for the December Convention.
3. Contact FHSU with numbers so they know how many chairs, snacks, etc. to provide for.
4. Checking the list of students that Troy Johnson(webmaster) provides and compares it to the lists that you receive to double check all students are listed for the program (names and voice part).
5. Run the elementary meeting for the teachers.
6. Send a list of the schools and how many students (no names) to Connie (Executive Director) after registration has closed.
7. Recruit a couple of teachers to go over to the auditorium early while the high school is rehearsing to call you and let you know when they are set up for the elementary choir to go over to practice.
8. Recruit teachers to help hand out programs and take tickets at the door for the concert.
9. Introduce the clinician at the rehearsal and for the concert that afternoon.
10. Dismissing the students for break and getting the rehearsal started again and any announcements that need to be made.
11. Take the clinician and accompanist out to lunch (if they are available).
12. Attend the summer board meeting with the president and chairs
13. Attend the general meeting at FHSU (if able). Usually the chair is still out to lunch, so the assistant chair gives any details that are needed for the meeting

on the elementary side (usually the number of schools and how many singers).

14. Contact FHSU for instrumentalists for any songs that need an extra part (if any songs do).

15. Get the clinician's bio and picture to send to the president for the program.

## **High School Choral Chair**

1. Acquire a Clinician and Accompanist for the NW KMEA District Choir and send contact info for them to the Executive Director to send them a contract prior to the June board meeting.
2. Attend the District board meeting at the end of June.
3. Send a website letter to Troy Johnson (web master) before July 15 giving details for the District Choir.
4. Send a deadline reminder email to district teachers the week before registration deadlines for honor choir auditions.
5. Create audition schedule after receiving data from Troy. Save the excel document from Troy to your computer. Put two voice parts in a room. The goal is to have equal number of students audition in each room. Try to allow schools that are further in distance to audition later to allow travel time if possible.
6. Once schedule is ready break down the audition schedule by school and send to district teachers ASAP.
7. Email district teachers to volunteer as judges, runners, tabulators, and help at the front table. Assign judges to rooms in which they have the least number of their own students auditioning.
8. Make labels for each student that auditions which includes the student's first and last name, voice part, audition time, and entry number. The school name should not be included. Cut labels apart and sort them into envelopes that have the school name on the front to have ready at the check in table on audition day.
9. Communicate with site chair to make sure audition rooms and practice rooms are available and door workers are lined up.

10. One week prior to auditions you will receive the audition cuts from the state. Send out that information to all district teachers. Do NOT send out the audition recordings.
11. Make 8 copies of the audition cuts on CDs and verify they work properly.
12. Print off audition schedules for audition room doors. Each schedule should include the audition time, entry number, student first and last names, voice part, and school for each student auditioning in that room.
13. Print off enough judging sheets to have 3 for each auditioning student. Judge sheets should be color coded by voice so each voice part has its own color.
14. Print off signs to label audition and practice rooms and well as signs to direct students to the correct rooms and building maps.
15. The Friday before auditions go to the host site to set up rooms for audition day. CD players are kept in the Hays High School choir room. Each practice and audition room gets a CD player and CD- verify all are playing correctly. Audition rooms need to have CD player by the door and a table facing the wall at the opposite end of the room for judges. There should be 3 cushioned chairs for judges, judging sheets for both voice parts auditioning in that room, a stapler full of staples, and at least 6 pencils. Set up check in tables.
16. Day of auditions arrive no later than 7:30am to check in students and make sure all rooms are ready and unlocked with lights on. Note all cancellations for verification later and for statistical purposes. Check in door workers.
17. Around 8:25 have a meeting for judges, runners, and tabulators. Go over the sheet for judges. Runners should pick up every 15 minutes or so and check if judges need sharpened pencils. There should be at least 4 tabulators to add up and verify the scores. Tabulators should verify scores and then add all three sheets together for the total score. Enter into the excel document. Update audition room schedules to note any cancellation

**\*\*\*District Honor Choir Member Guideline\*\*\***

**Each voice part of the district choir (S1, S2, A1, A2, T1, T2, B1, B2) will have no more than 25 members. A student receiving an audition score average of 20 or lower will not be select for the District Choir regardless of number of students that auditioned on that voice part.**

**\*\*Exceptions:**

**1.-In the event of a tied score for the 25<sup>th</sup> slot all students with that exact same score will be selected for District.**

**2.-Keeping current District policy to select at least one student from every school that sends auditions-this student will be added to the top 25 scorers for that voice part.**

18. When auditions are finished fix rooms to be as they were found.

19. Within a few days scores should be sorted within each voice part and a balanced choir should be picked. If there are fewer men auditioning you may have to balance as SAB to determine how many sopranos and altos to accept. Send results to Troy in the format he requests for publication and send to District President and the State President. Make sure each school that sends students to audition has at least one student in the district choir.

20. Between auditions and district choir send out an email requesting the names of 4 year participants. Get in touch with clinician for any instructions they want passed on to district teachers regarding music and to answer any questions or concerns they may have. Ask clinician how they want the students arranged in the rehearsal space.

21. The week before District KMEA create an agenda for the Choral Directors meeting. Talk with the NW District President about any discussion that needs to be addressed at the meeting and add that to the agenda. Make copies (35).

22. Send names of 4 year participants to District President.

23. Assign seats for rehearsal space. Site director will give you a map of the space. Make labels for each student that includes the student name, voice part, school, and seat number. Students should wear this label all day and will need to turn them back in after the concert. Have labels cut apart and sorted in envelopes labeled with school name to give out at check in.

24. Print off schedules for the day.

25. Day of District: arrive no later than 7:30am to check in students. Greet clinician and accompanist. Keep labels of students that are not in attendance.

26. At 8am introduce the clinician to students and ask for any additional 4 year participants not already on your list. Supervise rehearsal.

27. At 10am head to the Choral Directors meeting.

28. 11:15 am take the clinician and accompanist to lunch.
29. Manage the afternoon rehearsal.
30. After the concert collect labels from students for verification purposes.
31. Look at data and send the top allotted scorers for each voice part to Troy. Double check those students meet all requirements. Data must be sent in the format Troy requests.

### **District Mentoring Chair**

1. At the beginning of the school year obtain a list of new teachers and school in the NW
2. Contact new teacher and assign a mentor from the District.
3. Schedule a New teacher/mentor dinner in October. All board members plus 1<sup>st</sup> and 2<sup>nd</sup> year teachers are invited.

### **Northwest District KMEA Administrative Personnel**

#### **(Paid Staff: Non-Voting Members)**

#### **KMEA Executive Director**

The Northwest District Executive Director shall:

- A. Take minutes at all District Board meetings and December Mini-Convention (Band, Choir and Business meeting). Give financial report to Board at Summer Board meeting and all teachers at December Business meeting.
- B. Maintain district checkbook by keeping checkbook up to date and balancing with bank statements each month and end of fiscal year (June 30<sup>th</sup>). The Northwest district's checking account shall be located at a bank in the town of the Executive Director.
- C. Attend two meetings a year in Wichita with State Auditor and State Executive Director.
- D. District Convention Duties
  - a. As soon as Honor groups are posted make out receipts for Junior High Band, Junior High Choir and High School Jazz Band, High School Band, High school Choir, High School Orchestra and Elementary Choir.

- b. Make sure every clinician has filled out a W-9 prior to District Conventions.
  - i. Need to obtain clinician and accompanist's information from the district president or chairs and send out contracts and w-9 forms.
  - ii. Send a letter with contract and W-9 forms to guest clinicians with a self addressed stamped envelope requesting they fill out W-9 and return it with contract... Do not pay clinician until W-9 is received.
  - iii. Upon receipt of contract make motel reservations prior to convention for clinicians or chairs requested.
- E. A month before each District Convention contact the State Executive Director to obtain a Liability of Insurance form for the site and personal involved in the convention. Once it is obtained from the state make additional copies for site coordinator and District President.
- F. Get cash from bank prior to conventions so to make change when taking money for admission to convention concerts.
- G. Set at registration table before rehearsals begin day of conventions to take remaining registration checks from directors who had not prepaid.
- H. Pay all bills incurred by district (guest clinicians plus their expenses which will not exceed \$200.00, meals, Hays High (\$600.00), Beach Schmidt, FHSU Memorial Union, concert programs for convention, scholarships and any other expenses incurred by district).
- I. Keep all receipts for bills incurred for the district on file for seven years.
- J. Deposit all money received for gate receipts and registrations from the conventions.
- K. Contact all schools following convention if they failed to pay registration.
- L. Have Northwest District Conflict of Interest Statements and Whistle Blower Statements ready to be signed by all voting members at summer board meeting.
- M. File signed Northwest District Conflict of Interest Statements and Whistle Blower Statements with state Executive Director by December 31<sup>st</sup> of each year along with any W-9 paid over \$600.00.
- N. File a report with State Auditor by June 30<sup>th</sup> each year. Items filed in the report are as follows:
  - a. Copies of all bank statements, investments, savings and checking.
  - b. Check register, either a copy of manual or electronic.

- c. A list of assets the district owns, ie, CD players, computers, office equipment, etc., also dates purchased.
  - d. Invoices supporting checks written with an explanation of what the purchase was if it is not obvious.
  - e. Copies of the financial reports the district has prepared for the current year. General ledger or transaction ledger if they are on a computerized system.
  - f. Copies of financial reports the district prepared for June 30<sup>th</sup> of current year.
  - g. Contact information who the auditor can contact with questions, preferably an email address.
  - h. Copy of bank reconciliation from June 30<sup>th</sup> of previous year to June 30<sup>th</sup> of current year.
  - i. Minutes of all meetings.
  - j. Information on all deposits for current year with explanation of what deposit was for.
  - k. A list of all voting board members and what they do.
- O. The Executive Director will update the handbook **every two years** or as needed.

Maintain copies of clinician, accompanists, and special musician contracts along with minutes, financial statements and other important Northwest District information.

KANSAS MUSIC  
EDUCATORS ASSOCIATION  
**Northwest District**

**Policies**



### **Participation Fee**

A **participation** fee of \$10.00 per student will be assessed to all students selected for the Northwest District Honor Groups. In the event a student drops or is sick the fee must still be paid for the student selected. This fee must be paid to the Executive Director before or on the day of the performance. In the event the school fails to pay this fee on time, the fee will be doubled. Special circumstances will be left to the decision of the District President and Executive Director.

### **Festival Scores**

**Festival Scores will be used for High School Band, High School Jazz Band and High School Orchestra.**

### **Late Fees (Choir only on District Level)**

**Northwest District does not have a registration fee per student. However, per state ruling there are three late registration dates and if a student is registered late there is a fee.**

**1<sup>st</sup> late registration fee- (date to be set each year)-\$30.00**

**2<sup>nd</sup> late registration fee- (date to be set each year)-60.00**

**3<sup>rd</sup> late registration fee- (day of 1<sup>st</sup> mini-convention)-\$100.00**

**If late fee is not paid ahead of time student will not be allowed to audition**

### **Awards**

#### **Outstanding Educator/Administrator Award**

#### **Honor Administrator**

See Application Forms on Website, KMEA Honor Administrator

### **Qualifications**

Nominees should be exceptionally skillful within their administrative unit, showing special support for the arts as an indispensable part of the school curriculum. Indicators of an administrator's commitment to arts education might include personal attitude and philosophy, program development and improvement, sensitivity to the special needs of space, scheduling, and equipment, leadership in providing opportunities for professional growth of teachers, and leadership in providing local community and financial support.

### **Nominating Procedure**

Any KMEA member or group of members may nominate an administrator for the Honor Administrator Award. Additional involvement by other persons in the nominee's school district is encouraged. The nomination application should include: the completed nomination form, nominee's biographical information, nominee's professional experience (including years in present position), degrees earned, professional and civic organizations, and honors received description of the school system's music program such as resources, number of students and teachers, etc.; and a description of any unique features or characteristics of the arts/music program within the building, district, or community

The application may also include letters of endorsement and clippings of pertinent articles, photographs, or other sources which detail the nominee's distinctive contributions to the field of music education.

The nominations will be valid for the year nominated plus the following year. The nomination will no longer be in effect if the administrator is selected for the award, leaves the school district in which he/she was nominated, or changes positions within the school district.

All nominations must include the name, address, and phone number of the individual KMEA member(s) submitting the application. Nomination guidelines will follow same procedure as Outstanding Music Educators Awards.

### **Award**

Copies of all nominations received by the District Past President by nomination deadline will be presented the District Board members at the summer board meeting. The selection committee shall consist of the current Board members. The award will be presented during the December Mini-Convention. The recipient will receive a plaque from Northwest District KMEA and will have their application sent to the State for further consideration.

### **Outstanding Music Educator (KMEA Teacher of the Year)**

See Application Forms on Website, KMEA Outstanding District/State Educators

### **Guidelines**

#### **DISTRICT OUTSTANDING MUSIC EDUCATORS**

1. Northwest District will receive nominations for District Outstanding Music Educators in four categories: Elementary, Middle/Junior High School, High School and Collegiate.
2. Nomination form needs to be completed and submitted to Past President by May 1<sup>st</sup>.
3. Qualifications for nominee are:
  - a. Must have been in teaching for at least ten years.
  - b. Must be a member of KMEA.
  - c. Program must have shown improvement and/or consistency over the years.
4. Teachers, administrators, parents, former students, and students may nominate a music teacher.
5. At summer board meeting award winners will be selected from applicants submitted.
6. Following summer board meeting work needs to be done to collect info about each winner selected. (resume, philosophy, letters of support and a photo) This information **will be done by the Past President with the help of the person who nominated the individual and turned in by August 1<sup>st</sup>.**

7. The Executive Committee consisting of the President, Past President, President-elect and the Executive Director will review all the applications and select the Outstanding District Teacher to be submitted to State.
8. District Presidents are to have the recognition materials to the State KMEA Vice President by October 1.
9. The Awards will be presented to the District recipients at either the November or December mini-conventions. **A special plaque will be presented to the recipient who is selected to represent the NW District on the state level.**

### **STATE OUTSTANDING MUSIC EDUCATORS**

1. The Executive Board members will review the nominations and select one teacher as the District's candidate for the Kansas Outstanding Music Educator.
2. The Northwest President will forward nominations to the State KMEA President and President-Elect. These officers shall serve as the selection committee for the Kansas Outstanding Music Educator.
3. A Plaque will be given to the Honored Educator who is chosen to represent Northwest District on the State Level.

### **Award**

The award will be presented during the In-Service Workshop. The recipient will receive a plaque from KMEA, a feature article in the Kansas Music Review, and press releases to appropriate news media and professional journals.

### **Julie Groom Memorial Scholarship**

Three scholarships in the amount of \$500.00 each will be given each year to a **junior, senior or 5<sup>th</sup> year** music education major in college. The student must have graduated from a Northwest District High School and be nominated by a teacher. **A student may receive the award more than one time.** Application forms are on the District Website and **students must be nominated by teachers.** Upon receipt of applications the Executive Committee will determine recipients.

### **Northwest KMEA Records and Emergency Contingency (REC) Plan**

#### **I. OWNERSHIP OF ASSETS**

The following are owned by and sole property of Northwest KMEA and shall under no circumstances be considered or deemed the property of the Northwest Executive Director or any Northwest KMEA Officer or Board Member.

- A. Northwest KMEA's financial records.
- B. Northwest KMEA's organizational records.
- C. Northwest KMEA's monetary funds (accounts and investments, and
- D. Physical property purchased by Northwest KMEA or with Northwest KMEA funds.

#### **II FINANCIAL RECORDS**

##### **A. Bank Accounts**

1. All Northwest KMEA accounts held at banks (including checking and savings accounts, certificates of deposit, and other accounts not managed by investment firms), shall be accessible by the Executive Director, the President, and the Past President. (the officers)

2. Forms required for access by financial institution holding these accounts shall be signed by all of the above officers.

3. Subject to Subsection V (below) only one signature shall be required to sign checks.

4. Although these accounts are normally managed by the Northwest Executive Director, any one of the Officers may individually sign checks or access any account at any time, subject to Subsection V below

5. No officers, acting under this Section, may sign any check in excess of ten thousand dollars (\$10,000) without first receiving written consent from a majority of the Northwest Executive Committee.

### **B. Investments**

1. All Northwest KMEA investments managed by an investment advisor shall be accessible to any one of the officers.

2. All forms required by the investment firms holding these accounts shall be signed by all three of the above officers (Executive director, President and Past President).

3. Any one of the above officers may individually view balances in the accounts and authorize an investment advisor to move funds within the account with the approval of all officers in the Northwest KMEA.

### **III. ORGANIZATIONAL RECORDS**

A. All paper and electronic records and communications pertaining to the work of the Northwest Kansas Music Educators Association (including, but not limited to, those records and communications created and managed by the elected officers and appointed officers of the association) are sole property of the Northwest KMEA.

B. The Northwest Executive Director is charged with overseeing and maintaining the Organizational Records of the association (including, but not limited to, government compliance documents, historical records of the association (including official minutes of meetings) and other printed or electronic materials (programs, policies, forms, etc.).

### **Financial**

#### **Review of District Books**

The Northwest District Books will be reviewed annually and all information will be sent to the state auditor by June 30<sup>th</sup> each year. A report will be given to the District Board at the summer board meeting and to the whole district at the December Mini-Convention.

#### **Convention Expenses**

A. Motel - Motel expenses for guest clinicians, accompanists and board members will be paid for if needed. This will be for only the night prior to the convention.

B. Mileage - Northwest District pays \$0.40 per mile round trip for mileage.

C. Meals - Northwest District will pay for the noon meal for guest clinicians, accompanists, board members, which includes all chairs, the day of the mini-convention. Other meals for clinicians prior to the convention may be covered. **Note:** Northwest District can only cover expenses up to \$200.00 for mileage plus any additional expenses and must be accompanied by a receipt.

D. Reimbursements - All reimbursements must be submitted on a Northwest District KMEA voucher with appropriate documentation/receipt.

### **District Mini-Conventions**

#### A. Funding

1. Clinicians and Accompanists will be paid as follows by Northwest District:

- a. High School Band-\$500.00
- b. High School Choir-\$500.00
- c. Junior High Choir-\$500.00
- d. Orchestra-\$500.00
- e. Junior High Band-\$500.00
- f. High School accompanist-\$150.00
- g. Junior High accompanist-\$150.00
- h. Elementary Choir-\$300.00
- i. Elementary accompanist-\$125.00

**\*\*An increase in clinician expenses up to \$500.00 will begin with the 2019 Conventions. The clinician fees of \$500.00 will remain the same. Other clinician expenses will remain the same up to \$200.00.**

**Following is the schedule where clinician's expenses will be increased up to \$500.00 beginning in 2019.**

**2019- High School Band – Junior High Choir**

**2020- High School Choir-High School Jazz Band**

**2021- Orchestra**

**2022- Junior High Band-Elementary Choir**

Plus all clinicians and accompanists will be paid mileage plus expenses not to exceed \$200.00.

#### 2. Special Musicians

Special musicians for the honor groups will be paid an amount of \$50.00 and no mileage or expenses.

### **B.Registration Deadline**

**The registration deadline for Honor group entries will be strictly enforced and no entries will be accepted after the registration deadline.**

**C. Plaques and T-Shirts-Northwest District will use Precision and Engraving located in Sterling, Kansas for Plaques and T-Shirts sold at the District Mini-conventions. The District will receive %10 of profit from plaques and t-shirts sold**

#### **Whistle Blower and Conflict of Interest Policy**

State KMEA and Northwest KMEA have adopted a “Whistle Blower” and “Conflict of Interest” policy per requirements as a tax exempt organization. All voting members are required to sign.

#### **Act of God**

**Students are required to attend all District Ensemble rehearsals and performances to be eligible for auditions and participation in All-State Ensembles. In the case of an “Act Of God” the State Board of Directors will make a decision as to what the status is for the student auditioning for State Groups.**

Northwest District KMEA will not refund fees or registration paid to Northwest KMEA for participation in the November or December mini-conventions due to non-attendance of a registrant caused by an Act-of-God. An Act-of-God is deemed to include inclement weather, fire, emergency facility incapacity, or any other event resulting in limited or cancelled participation of the honor groups by the attendee. Exceptions to this policy, although not normally granted, may be approved by a majority vote of the District Board.

#### **LIVE CHORAL AUDITIONS**

**Exception: Any absence due to an emergency conflict for Live Choral Auditions, the audition must be sent in via recording (complete cuts recorded of all auditions Pieces) due on the day of live auditions. The absence is only excusable due to KSHSAA State level events or National or State Level Events for FFA, FCLA or FBLA. If a student has a special circumstance it must be approved by the Northwest Executive Board prior to live auditions. If a student does not attend live auditions but sends in a CD recording, they may be eligible for Northwest District Honor Choir but not State Honor Choir**

#### **District Honor Group Responsibilities**

Northwest District:

1. Will determine its policy on auditions for district level performances.
2. Will supply an eligibility list to the chairperson for choir, band, orchestra, and jazz band immediately.
3. Will host and supervise district festival group rehearsals and the performances at the district mini-conventions. Each school will be responsible for the supervision, conduct, and behavior of its students during the district mini-conventions.
4. Will not allow students to audition, participate, or be selected to both the choir and instrumental groups

5. Will be responsible for providing to the teachers in the district information, rules, regulations, and guidelines concerning district and KMEA All-State groups.
6. Northwest District KMEA will not discriminate based upon gender for audition and participation of the honor groups.

#### School Responsibilities

Each School:

1. Will be a member of the KSHSAA and be in good standing with the organization.
2. Will be eligible to enter students as determined in the rules and guidelines established by Northwest District KMEA.
3. Will not allow students to audition for both choir and instrumental groups. (This is for high school only) The Honor Orchestra is shared with the Southwest District. On the years that the Northwest District hosts the Honor Orchestra, students will only be allowed to audition for one honor group. (This is for High School Only.)
4. Will be responsible for the supervision, conduct, and behavior of its students during the entire mini-convention.

#### Student Responsibilities

Each Student:

1. Will be in good standing and eligible according to the rules and guidelines for participation established by the KSHSAA and the resident school;
2. Must be a freshman, sophomore, junior, or senior in high school to be a member of a high school district honor group and a **freshman**, sophomore, junior or senior to be a member an all-state ensemble.
3. Must be a 7<sup>th</sup> or 8<sup>th</sup> grader to be in the district honor choir and band.
4. To be eligible to audition for District Ensembles, vocalists and Instrumentalists must be enrolled in a choral or instrumental performance class at a school in the KMEA Northwest District at the time of auditions and at the time of the performances of the District Ensembles. Students must also be eligible according to KSHSAA Rules. **If a student is taking private lessons and there is no certified music teacher at the school of the student who is auditioning, the student may audition for an honor group. The private teacher must be a member of KMEA.**
5. Will audition for the Northwest District and All-State groups according to the rules and guidelines established by the Northwest District and state KMEA Board.
6. **Will participate in all rehearsals and the entire duration of the concert(s) for the district mini-conventions. Failure to attend will result in disqualification in participation in all-state groups.**
  - **Exception: Any absence due to an emergency conflict that will affect the rehearsals or performance at the district mini-convention must be approved by the District Chairperson and District President. (Note: SAT and ACT Tests are not regarded as an emergency conflict; however, a student may be excused for the SAT English Competency Test upon prior notification of the District Chairperson and the District President.) (revised 8/16/91) (Delete this section as explanation is under Act of God)**

**Website**

The official address for the KMEA Website is [www.ksmea.org](http://www.ksmea.org) and the Northwest District Website is [www.ksmea.org/nw](http://www.ksmea.org/nw).