

KANSAS MUSIC EDUCATORS ASSOCIATION

Northwest District

HANDBOOK



Adopted December 5, 2015

Revised 9-30-25

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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 **interviewed and nominated by the (three Executive board members (President, President-elect and Past President) and then a final vote of the northwest district board members.** 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 30th.

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

Updated September 30, 2025)

(Voting Members)

President

- Execute the duties assigned in the By-Laws

After ISW

- ☒ **April 20th** Encourage the Past-President to collect nominations for the teacher of the year awards and Julie Groom Memorial Scholarship recipients. This is to be voted on at the summer board meeting.
- ☒ **May 1st** Contact chairpersons about website information and securing clinicians.
- ☒ **May 1st** Finalize selection of assistant chairs if still open.
- ☒ **May 1st** Select a date for the district summer board meeting. Email all board members with the time and location of the meeting.
- ☒ **May 31st** Make sure all clinicians and accompanist have contracts and sent to Executive Director.
- ☒ **June 1st** Plan summer meeting agenda. See past agendas posted on the district website.
- ☒ **June and July** Mandatory Attendance to all state summer board meetings as designated by State Executive Director.
- ☒ **July 1** Reserve Precision Engraving and Awards for upcoming mini-conventions.
- ☒ **August 1** Communicate with the webmaster about updating welcome letter from all the chairpersons (self-included), audition music and procedures.
- ☒ **August 15** Prepare the beginning of the year emails containing information about the district website and any new information for district members.

November Convention

- ☒ **Sept. 1** Contact Northwest Printers in Hays about programs and deadlines for both conventions.
- ☒ **Sept. 1** Check with Executive Director to make sure motel rooms are reserved for clinicians, accompanists, president, president elect and chairpersons if needed.
- ☒ **Oct 10** Make sure the chairs have sent email honor group rosters to the webmaster for posting.
- ☒ **Oct. 15** Communicate with Precision Engraving. (They will be responsible for obtaining their own workers at both conventions)
- ☒ **As needed** Communicate with Executive Director regarding receipts and costs.
- ☒ **Oct. 20** Plan hospitality. Get donuts (used in the past. Site coordinator manages coffee.
- ☒ **Oct. 20** Plan lunch for the chairs and clinicians.

- ☒ **Oct. 25** Contact Jazz chair about four-year medals.
- ☒ **Oct. 25** Consult with Past-President and Confirm all teacher awards are ready for presentation.
- ☒ (Plaques)
- ☒ **Day before convention** Pick up the programs for the conventions.
- ☒ **Prep prior to** Announce and introductions at concert

December Convention

- ☒ **Nov. 1** Contact Northwest Printers in Hays about programs and deadlines for both conventions.
- ☒ **Nov. 1** Check with Executive Director to make sure motel rooms are reserved for clinicians, accompanists,
- ☒ president, president elect and chairpersons if needed.
- ☒ **Nov. 1** Contact FHSU Site Coordinator to make sure all plans for convention are set including the hospitality
- ☒ room.
- ☒ **Nov. 10** Make sure the chairs have sent email honor group rosters to the webmaster for posting.
- ☒ **Nov 15th** Contact Hays Trophy and Engraving for additional 4-year medals if needed. (785) 625-7407.
- ☒ **Nov. 15** Communicate with Precision Engraving. (They will be responsible for obtaining their own workers
- ☒ at both conventions)
- ☒ **As needed** Communicate with Executive Director regarding receipts and costs.
- ☒ **Nov. 20** Plan hospitality. Site coordinator manages coffee. Donuts have been used in the past.
- ☒ **Nov. 20** Plan lunch for the chairs and clinicians.
- ☒ **Nov. 25** Contact HS Band, Choir, & Orchestra (Even years) chair about four-year medals.
- ☒ **Nov. 25** Consult with Past-President and Confirm all teacher awards & Scholarships are ready for
- ☒ presentation. (Plaques)
- ☒ **Nov. 25** Contact chairpersons about directors' meetings. Encourage chairs to email agendas to President
- ☒ and Executive Director. Needed for state report.
- ☒ **Prep prior to** Announce and introductions at concert
- ☒ **Day before convention** Pick up the programs for the conventions.
- ☒ **Day of (Prep prior to)** Conduct business meeting.
- ☒ Orchestra participates on even years.
- ☒ **Day of** Announce and introductions at concert.

President-elect

(Updated 8-5-2022)

- ☒ Assist the President at their request.
 - ☒ Fulfill a vacant term of the President the second half of the term.
 - ☒ **June/July** Attend state summer board meetings with the President in Wichita.
 - ☒ **June** Attend the State KMEA Leadership Boot Camp second year of office.
 - ☒ Mandatory attendance at all District board meetings (**June**) and District Mini-Conventions.
(Nov./Dec.)
 - ☒ **Oct. 1** During even numbered years, collect nominations for president-elect and assistant chairs of honor groups and inform the State Webmaster to set up voting window to be completed by noon of the December Mini-Convention. Make sure webmaster has all nomination by November 1st.
 - ☒ **Jan 1st.** Send certificate templates to teachers.
-

Past-President

(Updated 8-5-2022)

- ☒ Assist the President in any way necessary
 - ☒ Fulfill a vacant term of the president the first half of the term if necessary.
 - ☒ **May 1** Responsible for website information concerning teacher and administrator awards.
 - ☒ Outstanding High School
 - ☒ Outstanding Middle School
 - ☒ Outstanding Elementary School
 - ☒ Outstanding Collegiate
 - ☒ Outstanding Administrator
 - ☒ **May 1** Responsible for collecting applications and supporting documentation for above candidates as submitted by teachers.
 - ☒ **May 1** Responsible for collecting applications for Julie Groom Memorial Scholarship given to Junior or Senior Music Education Major who graduated from a Northwest KMEA District High School.
 - ☒ **Sept. 1** Notify all award and scholarship winners.
 - ☒ **Sept. 1** Notify Executive Director so checks can be made out to recipients.
 - ☒ **Oct. 1** Submit application for Northwest Outstanding Teacher Representative for the state level selection by posted deadline.
 - ☒ **Oct 1** Order plaques for award winners. (Hays Trophy and Engraving)
 - ☒ Present winners with their checks at **December Convention.**
 - ☒ **Practice and Day of-** Direct combined band/choir on *Over the Rainbow* finale.
-

Executive Director

(Non-Voting Member except on Executive Committee)

(Updated 8-5-2022)

The Northwest District Executive Director shall:

- ☒ 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.
- ☒ Maintain district checkbook by keeping checkbook up to date and balancing with bank statements each month and end of fiscal year (June 30th). The Northwest district's checking account shall be located at a bank in the town of the Executive Director.
- ☒ Attend two meetings a year in Wichita with State Auditor and State Executive Director.
- ☒ District Convention Duties
 - ☒ Need to obtain clinician and accompanist's information from the district president or chairs and send out contracts and w-9 forms.
 - ☒ Send a letter with contract and W-9 forms to guest clinicians **(via email)** requesting they fill out W-9 and return it with contract. Do not pay clinician until W-9 is received.
 - ☒ Make sure every clinician has filled out a W-9 prior to District Conventions.
 - ☒ Upon receipt of contract make motel reservations for November and December prior to convention for clinicians or chairs requested.
 - ☒ August 1st Form G submitted to KSHSAA it provides insurance for your teacher members when they are transporting students to and from the event.
 - ☒ 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. (These **receipts include audition, registration, participation fees** and late choral fees.)
 - ☒ **Oct/Nov.** 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.
 - ☒ Get cash from bank prior to conventions so to make change when taking money for admission to convention concerts.
 - ☒ Set at registration table before rehearsals begin day of conventions to take remaining checks from directors who had not prepaid. **(Put up signs telling cost and concert times)**
 - ☒ Pay all bills incurred by district (guest clinicians plus their expenses which will not exceed \$200.00, meals, Beach Schmidt, FHSU Memorial Union, concert programs for convention, scholarships and any other expenses incurred by district).
 - ☒ State Webmaster salary-\$2000.00
 - ☒ Executive Directors salary-\$1000.00
 - ☒ Keep all receipts for bills incurred for the district on file for six years.
 - ☒ Deposit all money received for gate receipts and registrations from the conventions.

- ☒ Contact all schools following convention if they failed to pay **any fees**.
- ☒ Have Northwest District Conflict of Interest Statements and Whistle Blower Statements ready to be signed by all voting members at summer board meeting.
- ☒ File signed Northwest District Conflict of Interest Statements and Whistle Blower Statements with State Executive Director by December 31st of each year along with all W-9s. Notate on w-9s how much each person was paid.
- ☒ File a report with State Auditor by June 30th each year. Items filed in the report are as follows:
 - ☒ Copies of all bank statements, investments, savings and checking.
 - ☒ Check register, either a copy of manual or electronic.
 - ☒ A list of assets the district owns, ie, Bluetooth recorders (held at choral chairs school), computers, office equipment, etc., also dates purchased.
 - ☒ Invoices supporting checks written with an explanation of what the purchase was if it is not obvious.
 - ☒ 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.
 - ☒ Copies of financial reports the district prepared for June 30th of current year.
 - ☒ Contact information who the auditor can contact with questions, preferably an email address.
 - ☒ Copy of bank reconciliation from June 30th of previous year to June 30th of current year.
 - ☒ Minutes of all meetings.
 - ☒ Information on all deposits for current year with explanation of what deposit was for.
 - ☒ A list of all voting board members and what they do.
 - ☒ 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.

Elementary Choral Chair

(Updated 8-5-2022)

The elementary chairperson will:

- ☒ **March 1st** Choose a clinician for the December Convention. (\$300.00)
- ☒ **March 1st** Choose an accompanist for the December Convention. (\$125.00)
- ☒ **April 1** Work with clinician to choose 4-5 numbers for the concert.
- ☒ **May 1st** Send complete list of selections chosen to accompanist, District President and Webmaster
- ☒ **June** Attend the summer board meeting with the president and chairs
- ☒ **Sept. 30 of even numbered year, submit name(s) of possible assistant to president-elect to be placed on election ballot for online voting by membership.**
- ☒ **Oct. 31st** Get the clinician's bio and picture to send to the president for the program.
- ☒ **Nov 1st** Send complete list of choir (include voice part and town) to District President and Webmaster. Email a letter to directors regarding student attire. Remind the directors that their attendance is required on the day of the concert.
- ☒ **Nov. 1st Send list of students chosen to Executive Director. (example Ellis-5, Hays-6)**
- ☒ **Nov. 1st** Notify site coordinator and executive director if extra musicians or equipment needed for performance. (\$50.00)

- ☒ **Nov. 1st** Contact FHSU with numbers so they know how many chairs, risers, snacks, etc. to provide.
- ☒ **Nov. 1st** Check 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).
- ☒ **Nov. 1st** Send a list of the schools and how many students (no names) to Connie (Executive Director) after registration has closed.
- ☒ **Day of** Help seat students at the beginning of the rehearsal
- ☒ **Nov. 15** Communicate with the guest clinician about the schedule of the day. Arrange for other directors to help with seating students, registration and student control during rehearsal.
- ☒ **Nov. 15** Recruit a couple of teachers to go over to the Beach Schmidt 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.
- ☒ **Day of** Run the elementary meeting day of Convention for the teachers. Recruit teachers to help hand out programs and take tickets at the door for the concert.
- ☒ **Day of** Introduce the clinician at the rehearsal and for the concert that afternoon.
- ☒ **Day of** Dismiss the students for break and getting the rehearsal started again and any announcements that need to be made.
- ☒ **Day of** 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).
- ☒ **After concert** Take the clinician and accompanist out to lunch after performance. (You must let the District President know by **Nov. 19th**)

MIDDLE SCHOOL BAND

(Updated 8-5-2022)

- ☒ **May 1** Have clinician selected and send address information to executive director so a contract can be mailed out. **(\$500.00 fee)**
- ☒ **August 31st** Send the clinician's biography and picture to District President.
- ☒ **Sept. 1** Work with clinician to select four pieces for junior high band to perform.
- ☒ **Middle Level Honor Band music must be at least a grade level of 1 ½ and not more than a level 3**
- ☒ **Sept 1st** After pieces are selected see if NWKMEA can borrow two sets of each from schools in the District or state. If you cannot locate performance pieces contact executive director to order pieces needed.
- ☒ Audition process will take place using festival scores with online judging.
- ☒ **(INSTRUMENTATION FOR MIDDLE SCHOOL HONOR BAND)**
- ☒ After judging is complete, determine the make-up of the band. Instrumentation should be as close to this as possible:
 - Flutes-12
 - Oboes-4
 - Bassoon-2
 - Bb Clarinets-18
 - Bass Clarinet-4
 - Contra Bass Clarinet-2
 - Alto Sax-4
 - Tenor Sax-2
 - Bari Sax-2
 - Trumpets-12
 - F Horn-8
 - Trombone-9
 - Euphonium-4
 - Tuba-5
 - Percussion 7

- ☒ **Sept 15th** Obtain judges to judge festival scores.
- ☒ **Sept. 30 of even numbered year, submit name(s) of possible assistant to president-elect to be placed on election ballot for online voting by membership.**
- ☒ **Oct 3.** Get audition results to State webmaster who will post band students selected online. Also, send separate lists of students who auditioned and those selected to **Executive director by number selected per school. Ex. Hays-4, Ellis-2**
- ☒ **Oct. 4** Once students are selected put together original copies of music in manila envelopes and mail to students to practice.
- ☒ **Oct. 5** Send to middle school site coordinator a map of chair setup and if possible, go night before Convention to help setup.
- ☒ **Oct. 31** Check all percussion instruments are available.
- ☒ **Day of** convention make sure name tags are on chairs for students.
- ☒ **Day of** Greet clinician and see if anything is needed.
- ☒ **Day of** Stay in the practice room during rehearsal incase needed for parts or items.
- ☒ **Day of** Help move band from rehearsal hall to concert hall.
- ☒ **Day of** Take clinician to lunch.
- ☒ **Day of** Introduce clinician at concert.

December convention

- ☒ **Day of (AM)** Attend band directors meeting and present a summary of number of entries, students selected, clinician, and any problems or suggestions.
- ☒ **Day of (PM)** Attend Business meeting and give similar report.

MIDDLE SCHOOL CHORAL CHAIR

(Updated 8-5-2022)

- ☒ **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. (**\$500.00 fee, accp-\$150.00**)
- ☒ **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 (**4 others for a total of 5.**) 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 Dam Music 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.
- ☒ **April/May.** Contact an accompanist and send information to executive director so a contract can be mailed.
- ☒ **May-June** Have clinician send photo and biography for program to NWKMEA president and webmaster. 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.
- ☒ **Sept. 30 of even numbered year, submit name(s) of possible assistant to president-elect to be placed on election ballot for online voting by membership.**
- ☒ **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 spreadsheet with all the names after the closing date.
- ☒ **Once students are selected send information to executive director (example : Ellis-5. Hays-6)**

- ☒ **In middle school a student is eligible to try out for band and also sign up for choir. If a student is selected for the band they must do band.**

If not selected for band they may do choir.

- (****SPECIAL NOTE-If auditioned for band and is not selected must still pay Audition fee and may be selected for choir.**)

- ☒ 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.
- ☒ 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.
- ☒ Put students in rows according to clinician's preference using height and section guidelines.
- ☒ 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.
- ☒ Make envelopes for each school with their name tags and a master list of their students, Print out a master list for yourself.
- ☒ **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.
- ☒ **Day of Convention**
 - ☒ Meet clinician and accompanist and see if anything needed
 - ☒ Check students in and make sure properly seated
 - ☒ Stay in rehearsal room for any problems or questions.
 - ☒ Move students with chairs from rehearsal room to concert hall before lunch.
 - ☒ Make sure clinician locates place for lunch
 - ☒ Introduce clinician at concert.
- ☒ **December convention**
 - ☒ Attend choral directors meeting (AM) and give report on how many entries, how many selected, clinician, accompanist and how day went.
 - ☒ Attend general meeting (PM) and give report same as choral director meeting.

HIGH SCHOOL BAND CHAIR

Updated 8-5-2022

- ☒ **May 1** Select and secure of clinician of choice. Send name and address to Executive Director so a contract and w-9 can be mailed to clinician. (**\$500.00 fee**)
- ☒ **May 20 Post** the audition requirements. The audition is material is comprised of Rubank/Voxman etudes and a cut from the state audition music. It is on a cycle. (**Auditions will use the chromatic scale that was adopted by the state.**)
- ☒ **June 1** Once the clinician is selected, work together to determine the repertoire which will be performed at the concert. **ODD** years, Over the Rainbow is performed with the choir.
HIGH School Honor Band be at least a grade level of 2 to 3 ½ repertoire and not to exceed a grade level 4.

****No metronomes are to be used during recordings.**

- ☒ **June** Attend the summer board meeting.
- ☒ **Sept. 1** Prior to the upload audition date, work with State Webmaster, to prepare Festival Scores. Festival Scores is the audition software program.
- ☒ **Sept 15** 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. See if you can borrow music from schools in the district or state. If not able to locate contact Executive Director to order music.
 - ☒ **Sept. 30 of even numbered year, submit name(s) of possible assistant to president-elect to be placed on election ballot for online voting by membership.**
 - ☒ **Oct 10** 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.
 - ☒ **Oct. 30** With Webmaster's help, publish the roster on the website and to the district president for publication. **Send separate lists of those auditioned and those selected to Executive Director**
 - ☒ **Example: (Ellis-6. Hays -5)**
 - ☒ **Nov. 3** 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.
 - ☒ **Nov. 3** After judging is complete, determine the make-up of the band. Instrumentation should be as close to this as possible:
 - Flutes-12
 - Oboes-4
 - Bassoon-2
 - Bb Clarinets-18
 - Bass Clarinet-4
 - Contra Bass
 - Clarinet-2
 - 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**

- ☒ **Nov. 5** Work with the site coordinator to make sure the concert hall 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.
- ☒ **Nov. 10** Obtain names of four-year medalists from directors and give information to District President.
- ☒ **Day of** Facilitate the Band directors meeting during the morning of the Dec. convention. **Have 3 agendas: President, Executive Director and self**
- ☒ **Day of** Be on hand during rehearsal to help with anything the clinician might need.
- ☒ **Day of** Introduce clinician at the concert.
- ☒ **Day of** Make sure music is left on music stands at the end of the convention. The chair and assistant collect the music and then sorts it and returns it to the school that lent it or sells it. Work with the Executive Director. If a school takes music home, they will either return it or reimburse the district for the music.
- ☒ **Day of** Facilitate the Band Director's Meeting (**AM**) and give report at the General Meeting (**PM**).

HIGH SCHOOL CHORAL CHAIR

(Updated 8-5-2022)

- ☒ **May 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. **(\$500.00, accp.-\$150.00)**
- ☒ **June** Attend the District board meeting at the end of June.
- ☒ **June 1** Send a website letter to Troy Johnson (web master) giving details for the District Choir.
- ☒ **Sept. 30 of even numbered year, submit name(s) of possible assistant to president-elect to be placed on election ballot for online voting by membership.**
- ☒ **Oct. 1** Send a deadline reminder email to district teachers the week before registration deadlines for honor choir auditions.
- ☒ **Oct 15** Create audition schedule after receiving data from the webmaster. Save the excel document from the webmaster to your computer. Put two voice parts in a room. The goal is to have an 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.
- ☒ **Oct. 20** Once schedule is ready send it to the district teachers.
- ☒ **Oct. 20** Communicate with site chair to make sure audition rooms and practice rooms are available and door workers are lined up.
- ☒ 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.

- ☒ **Load audition cuts on flash drives for Bluetooth recorders.**
- ☒ **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.
- ☒ **Two days before November convention** Make labels for each student that auditions which includes the student's first and last name, voice part, audition time, and entry number as assigned by the State KMEA registration. (STU #) The school's name should not be included. Cut labels apart and sort them into envelopes that have the school's name on the front to have ready at the check in table on audition day.
- ☒ **Day before November Convention** Print off signs to label audition and practice rooms as well as signs to direct students to the correct rooms and building maps.
- ☒ **Day before November Convention** 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.
- ☒ **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.
- ☒ 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
- ☒ **Day of Auditions** When auditions are finished fix rooms to be as they were found.
- ☒ The Friday before auditions go to the host site to set up rooms for audition day. Bluetooth recorders are with the Choral Chair. Each practice and audition room gets a Bluetooth recorder and verify all are playing correctly. Audition rooms need to have Bluetooth recorder 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.
- ☒ 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.
- ☒ **Morning of Auditions** Coordinate with Executive Director regarding late registrations. *If late registrations are not paid prior to auditioning, they will not be eligible to audition or be considered for state.*
- ☒ **Nov 8 This may change because of using Festival Audition.** 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 the webmaster in the format requested 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.
- ☒ **Nov. Nov 8 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. (**choir size approximately-150**)
- ☒ **Nov. 10** Send names of 4-year participants to District President.
- ☒ **By November 30, send to KMEA Webmaster certified numbers of district HS choir auditions completed in each voice part (S1, S2, A1, A2, T1, T2, B1, B2).**
- ☒ **Nov. 30** Assign seats for rehearsal space. Site director will give you a map of the space. Make labels (or cards) for each student that includes the student's name, voice part, school, and seat number. Students should wear this label, or have their card, all day and will need to turn them back in after the concert. Have labels/cards cut apart and sorted in envelopes labeled with school name to give out at check in.
- ☒ **The week before December** 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 for self, IH choir chair, District President and Executive Director.**)
- ☒ **2 Days before December Convention** Print off schedules for the day.
- ☒ **Day of Dec. Mini Convention:** arrive no later than 7:30 am to check in students. Greet clinician and accompanist. Keep labels/cards of students that are not in attendance.
- ☒ **Day of** At 8 am introduce the clinician to students and ask for any additional 4 year participants not already on your list. Supervise rehearsal.
- ☒ **Day of** At 10 am head to the Choral Directors meeting to facilitate meeting, discussion, etc.
- ☒ **Day of** 11:15 am take the clinician and accompanist to lunch.
- ☒ **Day of** Manage the afternoon rehearsal.
- ☒ **Day of** After the concert collect labels/cards from students for verification purposes.
- ☒ **Day of** Attend general meeting and give report (pm).
- ☒ **Day of** Introduce clinician for concert.

*****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 25th 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.

High School Jazz Band Chair

(Updated 8-5-2022)

- ☒ **May 1** 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.) Send this to the District President and Webmaster.
- ☒ **May 30** Prepare a letter that will be on the NW KMEA website; send to president and webmaster for approval.
- ☒ **June 1** After music is selected, get it ordered or located from district teachers; ORIGINAL music must be used!
- ☒ **Aug 20** Make sure schools are using State Audition music via email. (This was voted on in December 2021)
- ☒ **If needing additional students to fill sections teachers may recommend a student. Students who have been selected for NW District High School Honor Jazz Band through director recommendation will be required to pay the \$15.00 Participation fee.**
- ☒ **Once students are selected send additional list of how many students auditioned and those selected to Executive Director. Example: Ellis-2, Hays-3**
- ☒ **Aug. 30** Be in communication with the webmaster; they will instruct you on setting up Festival Scores processes
- ☒ Send out a NW district reminder **1-2 weeks before** the deadline; make sure teachers know that it is CENTRAL TIME zone.
- ☒ **Sept. of even years** 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. **Sept. 30 of even numbered year, submit name(s) of possible assistant to president-elect to be placed on election ballot for online voting by membership.**
- ☒ **Oct. 20th.** Check with host School if anything is needed; what will be supplied (drum set, amps, auxiliary percussion, piano, etc.)
- ☒ **2 Days before November Mini-Convention** Make name signs from typing paper to aid the clinician in knowing the student's names. (Have extra pencils in case students forget theirs.)

November Mini-convention:

- ☒ **Day of** Be early to meet clinician and see what they might need.
- ☒ **Day of** Put name signs on the music stands or piano, etc.
- ☒ **Day of** Lunch is provided for chairperson and clinician, so escort them to lunch area.
- ☒ **Day of** You will be introduced (probably) by NW President, and you in turn will introduce clinician.
- ☒ **Day of and after convention** Encourage jazz members to get the state audition music and do the live audition in January.

December Mini-Convention at main NW KMEA Business meeting:

- ☒ **Day of** Present a summary of the number of entries, the number of students selected, who clinician was, and how the day went at the band and general meeting.
- ☒ **Immediately** Start thinking of who might be a clinician for the next year!

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NW KMEA Orchestra Chair Duties:

(Done in conjunction with the SW district Orchestra Chair)

When the District Festival is in Dodge and the SW chair is in charge:

Collaborate with the SW chair and help where needed. Collaborate on final roster after auditions

When the District Festival is in Dodge and the SW chair is in charge:

Collaborate with the SW chair and help where needed. Collaborate on final roster after auditions

When District Festival is at FHSU and NW chair is in charge:

Secure clinician and collaborate with them on the repertoire. (\$500.00 fee)

Up to a year ahead:

Send Information to NW District Executive Director so a contract and w-9 form can be sent to guest clinician.

May:

Send repertoire and clinician's name to directors and ask webmaster to post on NW and SW KMEA websites.

Pick audition excerpts, have webmaster post to website and send to directors.

August:

Make sure clinician has scores and schedule of festival.

Sept.

Manage Festival Scores audition process by setting up event on festivalscores.com, sending event TAG and invitations to area directors.

Oct.

Remind directors of audition deadline, assign judges. Check for any red flag auditions with judges, make final roster using Festival Scores data and send roster to directors. (Training for festival scores is available on the website or by contacting festival scores manager, KMEA webmaster Troy.)

Once students are selected send separate list of student of number of students auditions and those selected to Executive Director. Example: Hays 15. Beloit-10

Dec.

At festival- have seating arranged, greet clinician and introduce them to orchestra. Help with tuning and anything else conductor needs during rehearsal.

Have agenda for orchestra director's meeting.

Take clinician to lunch.

Give report at District Business meeting.

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 get together.. All board members 1st and 2nd year teachers are invited.

KANSAS MUSIC
EDUCATORS ASSOCIATION
Northwest District

Policies

Convention Fees

Audition Fee

An **Audition Fee** of \$5.00 per student will be assessed to all students auditioning for the Northwest District Honor groups (High School Jazz Band, High School Concert Band, High School Choir, High School Orchestra, and Junior High Band) No audition fee for Junior High Choir or Elementary Choir. 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.

Participation Fee

A **Participation** fee of(**\$15.00** 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.

*****Special Fees**

*****Students selected for the High School Honor Jazz Band and High School Honor Choir through director recommendations will need to pay the participation fee of \$15.00 per student.**

*****Festival Scores**

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

*****Festival Auditions**

Festival Auditions will be used for High School Choral Auditions.

Late Fees (Choir only on District Level)

*****Northwest District does 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. There will be no late fee assessed for a voice change.**

1st late registration fee- (date to be set each year)-\$10.00

2nd late registration fee- (date to be set each year)-20.00

3rd late registration fee- (day of 1st mini-convention)-\$30.00

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

*****HIGH SCHOOL CHOIR PAPER AUDITIONS**

Northwest District will implement paper auditions beginning in 2025 for High School Honor Choir to fill in the gaps of sections with the following recommendations.

- 1. To keep in line with live auditions, it will be up to the instructor to rate their students according to the same 8 criteria as the live auditions. The instructors should be trusted to recommend only students who are capable of performing the music as well as responsible to adhere to the requirements set forth by KMEA for eligibility as well as staying for all rehearsals and throughout the entirety of the concert.**
- 2. The form would be through Google Form, at this time, which would give a timestamp. The same total score rating would be applied to these paper recommendations as it is to the live auditions. The combination the total score and the timestamp would be used as signifiers to determine which students could be selected to fill the remaining spots in the choir. Should a tie occur, the soonest timestamp will take precedence over the remaining ties.**
- 3. The form would be made available the day after the live auditions roster is posted. The recommendations would be due 48 hours (2 days) after the live audition list was posted on the nwkmea.org website.**

4. If a student is selected they would be responsible for the \$15.00 participation Fee.
5. if students audition live and were not chosen, they would not be eligible for the paper audition.

*****ALTERNATE CHOI LIVE AUDITIONS**

If a student is unable to attend Live Auditions due to a conflict with a KSHSAA event or the FFA State/National Band that takes place the same day, the musician will be allowed to make a single recording of the required audition materials with the District Chair. Recordings made by the student's director will not be accepted.

*****Requirements**

1. The musician's director must register for audition, as usual, through the KMEA members portal.
2. The recording will take place the Wednesday evening before District auditions. Thursday will be the weather contingency date.
3. The recording session will be held at Quinter High School.
4. The student and director, or school designee (non-parent) must be at the recording session.
6. The musician's director will contact the District Chair by the Friday, the week before, the District Auditions to schedule a time for recording the audition-a 20 minute time slot will be allotted. (This time slot would include their audition warmup as well as the actual recording of the auditions.)
7. The choir audition materials will be the State Audition pieces.
8. A warm-up room will be provided.
9. The musician will make a sing recording of the required audition material. (No Do overs or retakes. Recordings will be unedited nor will they be allowed to have any kind of enhancement added during the recording process. This will be a "one shot" recording, just like the live in-person audition.)
10. The recording will go along with the continuous play of the Choir audition as presented in the state audition cut.
11. When the student musician's recording is played for the judges at the live auditions, the judges will score the same sections of the auditions performed by students auditioning at the live-audition session.
12. Two members of the executive committee will attend the recording session.

Middle School Choir Auditions

1. Middle School choir auditions will be paper auditions.
2. Beginning in 2025 6th graders will be able to participate in the Middle School Honor Choir or the Elementary Honor Choir upon the teacher's recommendation.
3. They **can not** participate in both.
4. In middle school a student is eligible to tryout for band and also sign up for choir. If a student is selected for the band they must do band. If not selected for band they may do choir.
5. If a student is selected for the choir and does not attend the day of the concert a participation fee must still be paid for the student.
6. There is no participation cap for Middle School Honor Choir. Teachers will enter students using a rank system.
7. The total registration for Middle School Honor Choir will not exceed 250 students. In the event that students need to be removed from the roster to meet this need, they will be removed at the discretion of the junior high choir chair utilizing the current student ranking system.
8. The middle school choir chair will also have the discretion to alter registration in order to facilitate a more balanced. Choir.
9. Middle School Choir will perform five (5) pieces at the concert.

Elementary Honor Choir

1. Elementary Honor choir will be by paper auditions.
2. Each school will only be allowed a maximum of six (6) students per building.
3. Elementary choir will perform five (5) pieces at the concert.

High School Band Auditions

1. High School and will use the State Audition music for auditions.
2. High School band members will audition using festival scores.
3. No metronome will be used for auditions.
4. The chromatic scale adopted by the State will be used for High school band auditions.
5. The music for High School Honor Band should be at least a grade level of **2 to 3 ½** repertoire and not to exceed a **level 4.**
6. **A student may not audition for both High School Band and Orchestra as performances are the same day.**

Middle School Band Auditions

1. Middle School Honor Band will use Festival Scores for auditioning.
2. The music for Middle School Honor Band will be at least a grade level of **1 ½** and not more than a **level 3.**

NORTHWEST DISTRICT CONVENTION CANCELLATION POLICY

(Adopted 2020)

In the event of cancellation of the Northwest KMEA Honor Groups in-person for the November and December Mini-Conventions occurs more than a year in advance of the event, clinicians and accompanists will not be paid their contracted fee. If cancellation occurs less than a year but more than 30 days before the event, clinicians and accompanists will be paid half of their contracted fee. If an event is cancelled less than 30 days in advance of the event, clinicians and accompanists will be paid their full contracted fee

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 the award, selected for 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 1st.
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 1st.**
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.

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 5th 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. (Number of recipients and amount given may be adjusted by Northwest Board upon number of applicants.)

William “Bill” Schick Memorial Scholarship

William “Bill” Schick Memorial Scholarship has been established by the Northwest District KMEA. This memorial will pay the first or initial NAFME/KS KMEA membership dues for those teachers who have just completed their music education degree and will be in their first year of teaching in the Northwest District. (right out of college). Teachers who may have taught music before but are teaching music for the first time in the Northwest District will also be eligible for this scholarship.

Contact the District Executive Director for information on registering for NAFME/KS KMEA and obtaining reimbursement for the membership payment.

HOME SCHOOL ELIGIBILITY

A student who is home schooled must be enrolled in a school music program to be eligible to participate in Northwest KMEA Honor groups.

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 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 30th 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. Motel room will be provided for those outside of 70 miles from the Convention Site.

*****B. Mileage** - Northwest District pays \$0.50 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 Clinician-\$500.00
- b. High School Choir Clinician-\$500.00
- c. Junior High Choir Clinician-\$500.00
- d. Orchestra Clinician-\$500.00
- e. Junior High Band Clinician-\$500.00
- f. High School accompanist-\$150.00
- g. Junior High accompanist-\$150.00
- h. Elementary Choir Clinician-\$300.00
- i. Elementary accompanist-\$125.00

2. Special Musicians

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

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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.

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 or a KSHSAA Approved School and be in good standing with the association.
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 6, 7th or 8th 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.**

Website

The official address for the KMEA Website is www.ksmea.org and the Northwest District Website is www.ksmea.org/nw.