

Massachusetts Music Educators' Association Constitution

(Effective July 1, 2001)

ARTICLE I

Name, Purpose, Affiliation, Relationships

Section 1: Name

The name of this Association will be the Massachusetts Music Educators' Association, Inc. (Known hereafter as MMEA.)

Section 2: Purpose

The purpose of this Association will be the following:

To advocate and promote the advancement of music education through the schools of the Commonwealth and other educational institutions or organizations;

To secure greater recognition for music as an integral part of the school curriculum;

To provide enrichment opportunities in music for students through District and All-State honor groups;

To encourage music activities among the schools of the Commonwealth by means of festivals, clinics, and other related events; and

To promote professional growth among its members.

Section 3: Affiliation

This Association will function as the Massachusetts unit of MENC, The National Association for Music Education (Formerly the Music Educators National Conference) known hereafter as MENC and as an Eastern Division affiliate of MENC. Through its affiliation with MENC, it will have a functioning relationship with all its auxiliary organizations as provided by the MENC Constitution and By-Laws.

The MMEA Executive Board may, at its discretion, accept from an established group within the Commonwealth of Massachusetts an application for affiliation with MMEA. The activities of the applicant organization will not duplicate or conflict with the program of any organization previously so recognized or with any MMEA sponsored activity.

The Constitution, By-Laws or practices of an organization applying for affiliation with MMEA will not conflict with any provision of the MMEA Constitution or By-Laws.

All members of affiliate organizations must be members of MMEA.

Section 4: Relationships

This Association will maintain a close relationship with the State Department of Education, the Massachusetts Teachers' Association, the Massachusetts Superintendents' Association, the Massachusetts Secondary Principals' Association and with all educational institutions, agencies and organizations which have common aims.

ARTICLE II - Membership

Section 1: Active Membership

Active Membership will be open to all persons engaged in music teaching or other music educational work upon the payment of the prescribed dues. Active Members will have the right to vote, hold office and participate in business meetings at either the State or District level .

Section 2: Life Membership

Any Active Member of MMEA may become a Life Member upon payment of the prescribed dues. Life Members will have all the rights of Active Membership.

Section 3: Retired Membership

Retired Membership is open to any person upon retiring through the State Retirement Board or it's equivalent, provided this person has been an Active Member of MMEA for at least the last five consecutive years. Retired Members will have all the rights of Active Membership.

Section 4: Student Membership

Student Membership will be open to all members of MENC Student Chapters within the State upon payment of prescribed dues. Student members will be admitted to District, State, Divisional and National meetings and will receive all privileges of Active Membership except the right to vote or hold office.

Section 5: Introductory Membership

Introductory Membership will be open to MENC Student Chapter members entering their first year of full-time music teaching. Limited to one continuous membership year, the National dues will be one-half the amount of Active Membership which will be added the State Association dues.

ARTICLE III - Dues

Section 1: Active Membership

Annual dues for Active Members will be the amount specified by MENC plus the amount specified by the MMEA Executive Board upon approval of the membership. This membership fee will include annual subscriptions to the *Music Educators Journal*, *Teaching Music*, and *Massachusetts Music News*.

Section 2: Life Membership

Life Membership in MENC and MMEA is available under arrangements specified by MENC. Such membership exempts individuals from further payment of dues to MENC and MMEA. This membership fee will include annual subscriptions to the *Music Educators Journal*, *Teaching Music* and *Massachusetts Music News*.

Section 3: Retired Membership

Annual dues for Retired Members will be the amount specified by MENC plus the amount specified by the MMEA Executive Board upon approval of the membership. This membership fee will include annual subscription to the *Music Educators Journal*, *Teaching Music* and *Massachusetts Music News*.

Section 4: Student Membership

Annual dues for Student Members will be the amount specified by MENC plus the amount specified by the MMEA Executive Board, plus the amount specified by the local student chapter, upon approval of the membership. This membership fee will include annual subscriptions to the *Music Educators Journal*, *Teaching Music* and the *Massachusetts Music News*.

Section 5: Membership Year

The membership will be for one year from the date of processing at the office of the Music Educators National Conference and will be renewable on the anniversary of that day. If dues are not paid by the anniversary date, the member is considered delinquent and forfeits all rights of membership.

ARTICLE IV - Executive Board

Section 1: Officers

Elected voting Officers of this Association will be the following:

- 1 President
- 1 President-Elect
- 1 Past President
- 1 Recording Secretary
- 4 District Chairpersons
- 6 Members-At-Large

Nonvoting officers will be those recommended by the President and confirmed by the Executive Board.

Section 2: Presidency

The President-Elect will serve in that capacity for two years following which he/she will serve as President for two years, following which he/she shall serve as Past-President for two years.

Section 3: Government

Government of this Association shall be vested in the Executive Board. The Executive Board will consist of the following:

A. The elected officers of this Association in whom will be vested the executive authority for the administration of MMEA affairs.

B. Representatives of the Massachusetts Association of School Superintendents (MASS), the Massachusetts Association of Secondary School Administrators (MAASA), and of MENC Student Chapters who will serve as nonvoting, consultant and liaison members of this Board.

C. Appointed officers who will serve as nonvoting, consultant and liaison members of this Board.

Section 4: District Units

To assure equal representation and participation in the MMEA, the State will be divided into District Units which will be designated from time to time in the By-Laws.

Section 5: Immediate Past Presidents Council

There will be a Past Presidents' Council. The purpose of this Council will be to advise and assist the Executive Board when requested. The Past-President, upon term of office completion, will assume the Chairpersonship of this Council. The Council will appoint one of its own members as Secretary.

ARTICLE V - Elections and Appointments

Section 1: Elected Offices

MMEA. Elective offices will be filled in the following manner:

A. The President will appoint and announce a Chairperson and a Nominating Committee on or before September 1 of an election year. The Nominating Committee will consist of seven members including a Chairperson. The membership of the Nominating Committee will be representative of all Districts and all levels of Music Education.

B. The Nominating Committee will prepare a slate of candidates for the offices of President-Elect, Recording Secretary, and Six Members-At-Large to the State Executive Board. Each position will have two or more candidates nominated.

C. A statement of election procedures will be published in the Summer and Fall issues of the *Massachusetts Music News*, along with an application form that any MMEA member may process to have his/her name added to the list of candidates. Such applicants must now be and have been members of MMEA for at least the last previous consecutive 5-year period. Such applicants must also obtain at least fifty signatures, with at least five from each District, from MMEA members. Applications must be returned by September 30 to the Chairperson of the Nominating Committee.

D. The above slate will be reported in the Winter issue of the *Massachusetts Music News* in a format which will include, but not be limited to, a photograph and biographical data on each candidate.

E. Voting will be conducted through a mailed secret ballot which will be distributed to all eligible members on January 15 of each election year and returnable by mail to the Executive Secretary-Treasurer by March 1 of each election year. Nominated candidates will be elected by a majority vote of all valid ballots received.

F. The results of the election will be communicated to all candidates prior to the Annual All-State meeting, and will be announced to the membership at that meeting and in the Summer issue of the *Massachusetts Music News*.

G. All members of the Executive Board will serve a term of two years, or until their successors are elected and installed. Elected members may be reelected but will not serve more than two consecutive two-year terms in the same capacity.

Section 2: Appointive Offices

A. The Executive Secretary-Treasurer and *Massachusetts Music News Editor*, Associate Editor, Auditions Coordinator and Conference Administrative Assistant, will be appointed by the Executive Board. The duties and salaries of these appointees will be determined by the Board. They will serve at the discretion of the Board.

B. Representatives of the State Department of Education, Massachusetts Association of Secondary Schools Administrators (MAASA) and the MENC Collegiate Chapters Advisor, and a student member of one of these Chapters will be recommended by the organization which they represent or appointed by the President and approved by the Executive Board.

C. The Public Relations Director and Research Chairperson will be recommended by the President and confirmed by the Executive Board.

D. Terms of the following Executive Board appointed members will be for two (2) years: Research Director, Public Relations Director, MENC Collegiate Chapters Advisor, representatives of the Massachusetts Secondary Schools Principals' Association and Massachusetts Superintendents' Association. These members may be reappointed.

Section 3: Removal of Board Member

A member of the MMEA Executive Board may be removed for failure to carry out the duties of that office. Such member may be suspended from the Board by a vote of three-quarters of the membership present at the next regularly scheduled membership meeting.

Section 4: District Chairpersons

Each District will have a Chairperson whose duties will be described in each District's Constitution/Bylaws/Handbook. Each District's Chairperson, or his/her designee, will attend State Executive Board meetings. If a District fails to appoint/elect a Chairperson within four months after the beginning of the school year, the State President, with the advice and consent of the Executive Board, will appoint a District Chairperson to serve for the remainder of that school year.

Section 5: Elected/Appointed Criteria

Any person or committee elected or appointed to MMEA leadership responsibilities at the State or District level, must be a current member of MMEA/MENC.

Section 6: Committees

Standing or special committees of MMEA may be appointed by the President with the approval of the Executive Board. Members of such committees must be Active Members of MMEA except for the Superintendent and Principal Representatives.

ARTICLE VI - Quorum

Section 1:

A Quorum of the MMEA will consist of all those members present at a duly called business meeting.

Section 2:

A Quorum of a District Unit will consist of all those members present at a duly called business meeting.

Section 3:

A Quorum of the Executive Board will consist of six (6) voting members thereof.

ARTICLE VII - Meetings

Section 1: State Meetings

The Annual Business Meeting of the MMEA will be held in conjunction with the Annual State Conference. Special meetings may be called by the President at his/her discretion or at the request of the Executive Board.

Section 2: District Meetings

Each District will hold at least two business meetings annually. Special meetings may be called by the District Chairperson at his/her discretion, or at the request of ten or more active members of the District, with two weeks prior notice to the general membership. The Executive Committee of each District will meet at the discretion of the District Chairperson with at least one week's prior notice to all committee members.

Section 3: Executive Board Meetings

Meetings of the State Executive Board will be at the discretion of the President, or at the request of three or more members thereof.

ARTICLE VIII - Amendments

Section 1: Constitution

The Constitution of the MMEA may be amended in either of the following manners:

A. Proposed amendments to the Constitution must be submitted by the Executive Secretary-Treasurer, upon the approval of the Executive Board, to all active members at least thirty (30) days prior to date of meeting when voting will take place. Such amendment must be approved by a two-thirds majority vote of all members present and voting at any business meeting of this Association or at a special meeting called by the President specifically for this purpose.

B. The Executive Secretary-Treasurer will, upon direction of the Executive Board, mail to each active member a copy of the proposed amendment, a ballot and a letter of instruction. The deadline for the return of the ballots will be not less than fifteen (15) or more than twenty-eight (28) days after date of mailing. Such amendment must be approved by not less than two-thirds of the members making returns on or before the specified date for return in order to become a permanent part of the Constitution.

Section 2: By-Laws

By-Laws may be added, deleted, or amended by a simple majority of all members present and voting at any business meeting of the Association or by a simple majority of the members making mail-ballot returns.

ARTICLE IX - Disposition of Assets

In the event of the disbandment or dissolution of this Association, all funds remaining after payment of legitimate bills shall be transferred to MENC: The National Association for Music Education. THE PARENT ASSOCIATION OF ALL FEDERATED STATE UNITS OF AMERICA, at 1806 Robert Fulton Drive, Reston, Virginia 20191-4348. TELEPHONE 1-800-336-3768.

MMEA BY-LAWS

Section 1: Executive Board Voting Members

A: President. The President will preside at all meetings of the MMEA and the Executive Board. He/she will be, ex-officio, a member of all Committees. He/she will be responsible for the general administration of this Association's affairs. He/she will represent the MMEA as an executive board member of the MENC Eastern Division Conference and as a member of the MENC National Assembly, as provided in Article IV, Sections 4 and 5 of the MENC Constitution adopted in 1972.

In the event of the incapacity of the President, priority of responsibility for performing his/her duties shall be in the following order: Past-President, President-Elect, Executive Secretary-Treasurer.

B: President-Elect. The President-Elect will assume the duties of the President at the conclusion of his/her two-year term as President-Elect. He/she may represent MMEA at the request of the President at any official function, or as necessity dictates. Should the President-Elect not be able to fulfill his/her functions, the State President with the advice and consent of the Executive Board, will make an appointment to fill the President-Elect position. This new appointed person will fill the remainder of the former President-Elect's term and assume the role of President when the term is completed.

C: Immediate Past-President. The Immediate Past-President will serve in an advisory capacity to the President and Executive Board.

D: Recording Secretary. The Recording Secretary will keep records of all MMEA and Executive Board meetings.

E: District Chairpersons. Each of the four Districts will be represented by its elected Chairperson.

F: Members-At-Large. 1) One Member-At-Large will be employed full time in Higher Education and will represent the interest of Higher Education. 2) Two Members-At-Large will be employed in Grades Kindergarten through Grade Nine and will represent the interests of general classroom instruction, special education, beginning and continuing vocal and instrumental instruction and other music activities through Grade Nine. 3) One Member-At-Large will be employed in Senior High School and will represent the interest of general classroom instruction, special education, beginning and continuing vocal and instrumental instruction, or elective music courses and other music activities in the Senior High School. 4) Two Members-At-Large will be past District Chairpersons and will advise and assist.

Section 2: Appointed Members

A: Massachusetts Coalition Liaison. The Coalition Liaison will represent MMEA on the Board of the Massachusetts Alliance for Arts in Education (MAAE).

B: Professional Programs Director. It shall be the responsibility of the Professional Programs Director to do the following: Study and be aware of professional interests and needs of the membership. Plan and conduct workshops, clinics, in-service courses and other opportunities for professional growth, subject to the approval of the Executive Board and in cooperation with such Committees as it may appoint. Carry out continuing evaluation of all professional improvement activities sponsored by MMEA and make recommendations to the Executive Board based on the results.

C: Public Relations Director. It will be the responsibility of the Public Relations Director to do the following: Promote and publicize the educational goals, programs and activities of MMEA through all available and obtainable media, to other educators, administrators, and the public at large. Serve as a resource person for all Music Educators in the public relations aspect of their positions.

D: Research Director. It will be the responsibility of the Research Director to do the following: Serve as coordinator and consultant for the research activities of MMEA and for the membership thereof.

Plan and conduct research training institutes for the membership of this Association. Interpret and disseminate research findings to the membership of this Association.

Section 3: - Salaried Members

A: Executive Secretary-Treasurer Job Description. The Executive Secretary-Treasurer will be the custodian of all MMEA funds. He/she will present at each Annual Business Meeting (and on such other occasions as requested by the Executive Board) an account of all monies received and disbursed. He/she will deposit the funds of this Association in a depository approved by the Executive Board. All disbursements made by the Executive Secretary-Treasurer will be first approved by the President. He/she shall have an audit made of his/her books by a Certified Public Accountant, biennially, and will furnish a copy of the audit to the Executive Board. He/she will keep records of all MMEA and Executive Board correspondence. The Executive-Secretary Treasurer will be bonded at MMEA expense.

B: *Massachusetts Music News* Editor Job Description. The *Massachusetts Music News* Editor will be appointed biennially at the March MMEA Executive Board meeting for the next fiscal calendar term. The Editor will be paid an annual stipend as agreed to by the MMEA Executive Board. The Editor will attend all official MMEA meetings and secure appropriate official records for publication in the *Massachusetts Music News* (i.e., Executive Board meeting minutes). The *Massachusetts Music News* Editor will keep Association members informed of the annual Conference/Concert and District activities through publicity in the *Massachusetts Music News*. The Editor will attend, at MMEA expense with Executive Board approval, MENC, National, Divisional and Interim meetings planned specifically for State Editors. The Editor will publish at regular intervals lists of MMEA Committees and their membership in the *Massachusetts Music News*. The Editor will maintain an up-to-date file of all Association members. The Editor will provide each Massachusetts MENC Student Chapter member with appropriate issues of the *Massachusetts Music News*. The Fall issue will be mailed to the college chapter faculty advisor. The remaining three issues will be mailed to the students' home address as provided quarterly by MENC. The Editor will be bonded, at MMEA expense. The Editor will provide authentic and valid articles for publication in the *Massachusetts Music News*. The Editor will edit articles for publication. The Editor will publish one volume per fiscal year which includes the Fall, Winter, Spring/Conference, Summer and All-State issues. The Editor will solicit advertising for the *Massachusetts Music News* and All-State issues. The Editor will maintain contact with and have knowledge of other State Music Association publications. Contracted services for the *Massachusetts Music News* must be put out for bid biennially. The fiscal calendar year of the *Massachusetts Music News* budget will be July 1 to June 30th.

Section 4: Representatives

A: Massachusetts Association of Secondary Schools Administrators (MAASA).

B: Massachusetts Association of School Superintendents (MASS).

C: MENC Student Chapters.

Section 5: Official MMEA Affiliates

A: Administrators in Music Education (AIME).

B: Society For General Music in Massachusetts (SGMM).

Section 6: Executive Board Vacancies

Vacancies in any MMEA office will be filled for the balance of the term through appointment by the President, subject to Executive Board approval.

Section 7: Definition of Districts

The State will be divided into the following Districts as prescribed in Article IV, Section 4 of the Constitution:

District One (Northeastern District)-Middlesex and Essex Counties and

District Two (Southeastern District)-Suffolk, Norfolk, Bristol, Plymouth, Barnstable Counties, plus Martha's Vineyard and Nantucket Island and

District Three (Central District)-Worcester County, and including towns North to Fitchburg, South to Bellingham and Franklin, East to Marlborough and Ashland, and West to Tantasqua and Quabbin Regional Districts and

District Four (Western District)-Franklin, Hampshire, Hampden, and Berkshire Counties and Ware.

Section 8: Sources of Income

Income from ads, subscriptions, dues and All-State Concert and Conference will be used to support the various functions of MMEA.

Section 9: Expenditures

Members of this Association who incur necessary expenses in carrying out work on behalf of MMEA will submit to the President an itemized statement of such expenses, using the approved form. Upon his/her authorization, they will be reimbursed by the Executive Secretary-Treasurer.

Section 10: Conference Committee

A Conference Committee will be appointed by the Executive Board. The membership of this Committee will include the following:

- (a) Conference Chairperson (one year)
- (b) Assistant Conference Chairperson (two years; to assume the position of Chairperson the following year)
- (c) ACDA representative (one year)
- (d) AIME representative (one year)
- (e) Classroom representative (one year)
- (f) Collegiate representative (one year)
- (g) Higher Education representative (one year)
- (h) IAJE representative (one year)
- (i) MICCA representative (one year)
- (j) Music Therapy representative (one year)
- (k) Music Technology representative (one year)
- (l) PDPs coordinator (one year)
- (m) Professional Programs representative (one year)
- (n) Research representative (one year)
- (o) Retired Members representative (one year)
- (p) SGMM representative (one year)
- (q) Exhibit Chairperson (one year)
- (r) Conference Administrative Assistant

Section 11: All-State Concert Committee

A Concert Committee will be appointed by the Executive Board. The membership of this Committee shall include the following:

- (a) Concert Chairperson (one year)
- (b) Assistant Concert Chairperson (two years; to assume the position of Chairperson the following year)
- (c) Managers - Orchestra, Chorus, Band, Jazz Band (one year)
- (d) Assistant Managers - Orchestra, Chorus, Band, Jazz Band (two years; to become Managers second year)
- (e) Housing Chairpersons, (one year)
- (f) Equipment Manager (one year)
- (g) Auditions Host (one year)
- (h) Concert Host (one year)
- (i) Concert Auditions Coordinator

Section 12: Publication

The *Massachusetts Music News* is the official publication of the Massachusetts Music Educators' Association. Its principal purpose will be the circulation of news pertaining to State and District affiliated groups and to keep the members informed concerning Music Education throughout the State. The *Massachusetts Music News* will carry appropriate advertising.

It is entered as Second-Class matter at the United States Post Office and is issued four times during the school year: Fall, Winter, Spring/Conference, and Summer. Subscription is \$10.00 per year.

Subscriptions to the *Massachusetts Music News* may be paid for with dues or contributions (advertisements), if the dues or contributions and the subscription price are separated to show compliance with 1.2 (E 212 GENERAL PUBLICATIONS-07/01/96), including the amount paid for the subscription. The United States Postal Service may require evidence of compliance (e.g., the forms used to obtain payments for dues and subscriptions), which in the publication is stated in the membership application blank found in all issues. For example, dues statements would read: "Annual membership dues of (\$) include (\$) for a one year subscription to the *Massachusetts Music News*."

The Massachusetts Music Educators Association assumes no responsibility for the opinions expressed by individuals whose articles appear in this publication.

Section 13: Directory

MMEA will publish a Directory of MMEA members once yearly. This listing will include the members' name and address.

Section 14: By-Laws

These By-Laws may be amended in the manner described in Article VIII, Section 2 of the Constitution.

Section 15: Constitution/By-Laws/Handbook Committee

A Constitution/By-Laws/Handbook Committee will be appointed biennially by the President and approved by the Executive Board. The membership of this committee will include at least three (3) members of the Executive Board. This committee will annually review the Constitution, Bylaws and Organizational Handbook and make reports/recommendations to the Executive Board no later than their second meeting each Fall.

2001-2002 MMEA Organizational Handbook

Policies and procedures stated in this Handbook have been approved by the MMEA Executive Board and may be amended or deleted by the Board at any regularly called meeting by majority vote.

PART 1 - State Executive Board

A. The State Executive Board will annually appoint a Committee to investigate possible sites for the annual All-State Concert. Included on this Committee will be the Conference and Concert Chairpersons.

B. The State Executive Board will annually appoint a Conference Committee whose members will consist of the Conference and Assistant Conference Chairperson, representatives of ACDA, AIME, Classroom Music, Collegiate Chapter, Higher Education, IAJE, MICCA, Music Therapy, Music Technology, Professional Programs, Research, Retired Members, SGMM, PDPs Coordinator, and an Exhibit Chairperson.

C. The State Executive Board will annually appoint a Concert Committee whose members shall consist of the Concert and Assistant Concert Chairpersons, Band, Chorus, Jazz and Orchestra Managers. It is desirable to have managers who have managed District ensembles and to have all Districts represented.

D. The State Executive Board will annually appoint and employ All-State Band, Chorus, Jazz and Orchestra Conductors.

E. The State Executive Board will annually establish expenses and fees for Conductors, Adjudicators and Conference registration.

F. The State Executive Board will annually establish the Conference and Concert budget, including all receipts and expenses, at the Fall meeting.

G. The State Executive Board will annually establish the fee for student participation in All-State performing groups which is sent directly to the Executive-Secretary Treasurer prior to the first All-State rehearsal.

H. The President will biennially appoint a committee to evaluate and review the performance of the Executive Secretary/Treasurer and the *Massachusetts Music News* Editor and make recommendations to the Executive Board relative to reappointment and salaries. The Executive Board will meet in Executive Session to discuss these positions.

I. Travel expenses to and from Executive meetings will not be reimbursed by MMEA.

J. Members of the Conference and Concert Committees and authorized Executive Board members will be responsible for meal, postage, telephone, and travel expenses related to the Conference and Concert but will receive a reimbursement from MMEA via an expense voucher following the event.

K. There is no reimbursement for travel of performing clinic organizations at the All-State Concert.

L. The State Executive Board will have published in the *Massachusetts Music News*, names of the Conference and Concert Committees.

PART 2 - District Executive Board

A. In order to facilitate proper organization of All-State groups, Senior District auditions should be completed, personnel selected, and results sent to the All-State Auditions Coordinator on or before December 1st, of each year. Rating sheets, which include the students' name, grade, school code, and vocal or instrumental part, will be used at all Senior District auditions for each performing group.

B. The District Executive Board will insure fiscal responsibility at the District Level. District Treasurers should be bonded at District expense at the beginning of their term in office. An annual report of District finances should be submitted to the Executive Secretary-Treasurer, with a statement of audit and bonding at the conclusion of each fiscal year.

C. Consult individual District By-Laws for further information.

PART 3 - Awards

Distinguished Service Purpose

The Distinguished Service Award is given to recognize exceptional support and outstanding accomplishments by any of our members to the advancement of music education in the schools of Massachusetts, both public and private.

Eligibility

Distinguished Service Award nominees must meet the following criteria:

- 1) a full-time music teacher who is, or has been employed by a public or private school or college in Massachusetts for fifteen (15) years minimum,
- 2) one who has demonstrated effectiveness in teaching young people through music and the ability to inspire positive attitudes among students, the school and the community,
- 3) one who has demonstrated leadership in educational innovation,
- 4) one who has demonstrated concern for the total music program,
- 5) one who has recognized the necessity for continued professional growth,
- 6) one who has demonstrated a concern for music education by active involvement in local, district, state, regional or national professional organizations.

Method Of Nomination

Any member of MMEA may nominate a person(s) deemed worthy of this special recognition for contribution to music education in Massachusetts. The statement of nominees' qualifications, in relation to the above stated points of eligibility, and official nomination form must be received by the MMEA Distinguished Service Award Committee by the deadline stated on the form. Nomination forms will appear in the *Massachusetts Music News*.

Method Of Selection

Qualifications for each nominee will be reviewed by the MMEA Distinguished Service Award Committee. Recipients of the award will be designated by the MMEA Distinguished Service Award Committee.

Presentation

The award(s) will be presented during the Annual MMEA Conference/Concert program. A complete copy of a recipient's biography is to be placed in the MMEA President's hands one full day before presentation.

Lowell Mason

Purpose

The Lowell Mason Award is given to recognize someone who has been a leader in music education in Massachusetts.

Eligibility

This award may be given to any person, living or deceased, active or retired, who is or has been employed by a public or private school or college in Massachusetts, a member of the Music Industry, or who qualifies under the following criteria:

- 1) one who has demonstrated outstanding leadership in music education, and/or
- 2) one who has made important contributions to music and music education.

Method Of Nomination

Any member of MMEA may nominate a person(s) deemed worthy of this special recognition for contribution to music education in Massachusetts. The statement of nominees' qualifications, in relation to the above stated points of eligibility, and official nomination form must be received by the MMEA Lowell Mason Award Committee by the deadline stated on the form. Nomination forms will appear in the *Massachusetts Music News*.

Method Of Selection

Qualifications for each nominee will be reviewed by the MMEA Lowell Mason Award Committee. Recipients of the award will be designated by the MMEA Lowell Mason Award Committee.

Presentation

The award(s) will be presented during the Annual MMEA Conference/Concert program. A complete copy of each recipient's biography is to be placed in the MMEA President's hands one full day before presentation.

Advocacy

Purpose

The Advocacy Award is given to recognize outstanding individuals, organizations, or community leaders who have demonstrated advocacy for music education in the schools of Massachusetts.

Eligibility

The criteria for this award includes the following:

- 1) the candidate must be active as an advocate for music education in the school or community,
- 2) the candidate must show strong leadership in the community and good rapport with teachers, parents, students and administrators;
- 3) the efforts displayed by the candidate must lead to a financial commitment for music education by the school system and community; and
- 4) the efforts of the candidate must have lead to improvements in curriculum or budget or enrollment in the music program.

Method of Nomination

Any member of MMEA may nominate a candidate by filling out an application form and writing a narrative on behalf of the nominee addressing the criteria above. The nomination should include a brief overview of the candidate's background. Application forms will appear in the *Massachusetts Music News* and must be received by the MMEA Advocacy Award Committee by the deadline stated on the form. Two letters of recommendation (one from a member of the music faculty) must accompany the nomination.

Method of Selection

Qualifications for each nominee will be reviewed by the MMEA Advocacy Award Committee. Recipients of the award will be designated by the MMEA Advocacy Award Committee.

Presentation

The award(s) will be presented during the Annual MMEA Conference/Concert program and at an appropriate time and place in their local school district.

Twenty-Five Year Service Purpose

The Twenty-Five-Year Service Award is given to recognize music teachers who have taught for 25 years.

Eligibility

Eligibility depends on the following:

- 1) applicant must have at least 25 years of active teaching in music education (not necessarily in Massachusetts),
- 2) applicant must have held membership in the Massachusetts Music Educators' Association or any other MENC affiliated association for the last 15 years of his/her teaching career; and
- 3) candidates whose 25 years includes Armed Forces time are also eligible, providing it was interrupted time (after the applicant began teaching).

Method of Nomination

Any music teacher who fits the eligibility requirements may nominate himself/herself for this award by filling out the application form which appears in the *Massachusetts Music News*.

Method of Selection

All applicants who meet the eligibility requirements will receive the award.

Presentation

The award(s) will be presented during the Annual MMEA Conference/Concert program.

PART 4 - All-State Conference/Concert Procedures

Section 1: Conference Committee

- A. The Conference Committee will be comprised of members as specified in Section 10 of the By-

Laws.

- B. The Conference Committee will canvas the membership for Conference topics, clinics and ideas.
- C. The Conference Committee will contact clinicians in their respective areas of expertise and make all arrangements for their needs. (Transportation, equipment, hospitality, etc.)
- D. The Conference Committee will present the annual Conference program to the Executive Board for approval not later than the November Board meeting.
- E. The Conference Committee will audition tapes of groups who wish to perform at the Conference
- F. The Conference Committee will contact clinician/session leaders for background information.
- G. The Conference Committee will be responsible for providing professional personnel to assist in session organization, check registration badges of those attending session, and collect evaluation forms.
- H. The Conference Committee will arrange for all technical equipment needed for presentation and distribution of materials, if any.
- I. The Conference Committee will arrange for presidors to begin and end sessions on time, introduce session leaders, be responsible for the general hospitality of the leader and guests, and award Certificates of Appreciation.

Section 2: - Conference Chairperson

- A. The Conference Chairperson will prepare, with the assistance of the Secretary-Treasurer, a budget for all Conference receipts and expenses for Executive Board approval.
- B. The Conference Chairperson will set the Conference theme, employ workshop leaders, and make lodging reservations for those Conference speakers requiring accommodations, have charge of the Banquet, head table and program.
- C. The Conference Chairperson will maintain close communications with the Executive Board.
- D. The Conference Chairperson will arrange room assignments for workshops, concert hours, meetings, luncheons and music industry exhibits.
- E. The Conference Chairperson will arrange Conference invitations to be extended to the State Secretary of Educational Affairs, Commissioner and Associate Commissioner of Education, and representatives of other appropriate organizations, including national and regional MENC officials.
- F. The Conference Chairperson and the Conference Committee, will audition all tapes submitted for participation in the Conference and notify in writing all groups whether they have been accepted or rejected. Only groups whose conductors and directors are current members of MMEA shall be considered.
- G. The Conference Chairperson will present to the *Massachusetts Music News* Editor an overview of the Conference to be published in the Winter Issue.
- H. The Conference Chairperson will notify the Executive Secretary-Treasurer by November 1st preceding the Conference of hotel accommodations necessary for committee members, clinicians, invited guests and keynote speaker. Committee members will be assigned rooms on a double occupancy basis. Individuals requesting single rooms must pay the difference between a one-half double room or single room rate .

I. Clinicians fees shall be determined by the Executive Board. MMEA members selected as clinicians, will not be paid a fee, but have their Conference registration fee waived.

J. Clinicians shall receive a clinician's badge.

Section 3: - Assistant Conference Chairperson

A. The Assistant Conference Chairperson will serve one year as Assistant Conference Chairperson and assume the position of Conference Chairperson the following year.

B. The Assistant Conference Chairperson will assume duties of the Conference Chairperson and act as Master of Ceremonies at the Conference Banquet in his/her absence .

Section 4: Conference Administrative Assistant

A. The Conference Administrative Assistant will work closely with the Conference Chairperson and Assistant Conference Chairperson.

B. The Conference Administrative Assistant will prepare the computer generated paperwork for the conference, including the following: program; letters for clinicians, presiders, concert hour applicants, and composition hour applicants; equipment forms; matrix; certificates for clinicians and concert hour participants; room schedule sheets; hotel report; session information sheets; labels for clinician packets; information sheets for clinicians and presiders; presiders and clinician packets; and clinician badges.

C. The Conference Administrative Assistant will mail confirmation letters to clinicians, presiders, concert hour applicants and composition hour applicants.

D. The Conference Administrative Assistant will attend the conference to be available to generate any conference forms needed on site.

Section 5: Concert Committee

A. The Concert Committee will be comprised of members as specified in Section 11 of the By-Laws.

B. The Concert Committee will be responsible for updating and replacing audition pieces on the official MMEA five (5) year list.

C. The Concert Committee, with Executive Board approval, will select All-State Concert Conductors, Assistant Chairperson, Assistant Managers, Adjudicators and Choral Accompanist.

D. The Concert Committee, with Executive Board approval, and in collaboration with Conductors, will select the All-State Concert program.

E. The Auditions Coordinator, with Executive Board approval, will be responsible for updating audition procedures as needed.

F. The Concert Committee will distribute official MMEA audition forms and designate the concert order of performance. (The first group will begin the program with the National Anthem directed by the Conductor of that group.)

Section 6: Concert Chairperson

A. The Concert Chairperson will prepare, with the assistance of the Secretary-Treasurer, a budget for all Concert receipts and expenses for Executive Board approval.

B. The Concert Chairperson will coordinate the Concert program activities.

C. The Concert Chairperson, with assistance from the Executive Secretary-Treasurer, will distribute the application forms, handle registration forms and collect all student registration fees.

D. The Concert Chairperson and Housing Director(s) will arrange meals and housing for all student participants.

E. The Concert Chairperson will send a Student Handbook to all student participants announcing rehearsal schedules, specific curfew times and other regulations necessary for the proper conduct of an All-State participant.

F. The Concert Chairperson will see that rehearsal halls are acceptable and final rehearsal time satisfactory.

G. The Concert Chairperson will submit the All-State Concert program information to the selected recording company no later than seven (7) days prior to the All-State concert date.

H. The Concert Chairperson will greet the audience and make necessary introductions at the All-State Concert.

I. The Concert Chairperson will notify the Executive Secretary-Treasurer by November 1st preceding the concert, of hotel accommodations necessary for committee members, conductors and chorus accompanist. Conductors and chorus accompanist will be assigned single rooms. Committee members will be assigned rooms on a double occupancy basis. Individuals requesting single rooms must pay the difference between a one-half double room or single room rate.

Section 7: - Assistant Concert Chairperson

A. The Assistant Concert Chairperson will serve one year as Assistant Concert Chairperson and assume the position of Concert Chairperson the following year.

B. The Assistant Concert Chairperson, in conjunction with Managers, will be responsible for registration of student participants at rehearsal halls.

C. The Assistant Concert Chairperson, with Host Chairperson, will arrange for ushers at the All-State Concert.

D. The Assistant Concert Chairperson will assume responsibility for the sale and distribution of All-State concert tickets.

E. The Assistant Concert Chairperson, with assistance from Assistant Managers, will be responsible for staging the Concert and participating students' non-rehearsal (free) time.

Section 8: Auditions Coordinator

A. The Auditions Coordinator will work closely with the Concert Chairperson, Executive Secretary-Treasurer, and Audition Host in preparation of materials and physical site requirements for the auditions.

B. The Auditions Coordinator will perform the following tasks before the audition; meet with District

Chairpersons and the District Concert Chairpersons, create a master list of students eligible for All-State, meet with All-State managers and their assistants to prepare for auditions, provide workshops for tabulators and managers, secure tabulators for audition day; prepare information sheets and any necessary forms to be published in the Fall issue of the *Massachusetts Music News*; publish the audition list in the Summer and Fall issues of the *Massachusetts Music News* annually; check audition lists for 1) availability of materials, 2) accuracy of titles and specified sections to be played, 3) appropriateness of the materials, and 4) completeness (including scales, sight reading, etc.); make sure audition requirements and audition evaluation sheets are consistent; make sure that audition pieces are not listed in any of the Districts' lists for the past or next two (2) years; receive audition forms from the Executive Secretary-Treasurer; schedule audition times for the audition day and report such information to each participating school; and prepare any necessary materials for adjudicators and auditionees for the audition day.

C. The Auditions Coordinator will perform the following tasks on audition day; oversee the preparation of and activity in the tabulation room; work with the managers on the final selection of personnel for each performing group in terms of entering scores, printing out results and printing final personnel lists; work with all entrance and exit data concerning students' results.

D. The Auditions Coordinator will mail results to participating schools, and the Concert Chairperson and the Executive Secretary-Treasurer within one week of audition.

E. One week after the All-State concert, the Auditions Coordinator will mail results list to President for All-Eastern consideration.

F. The Auditions Coordinator will present any substantive change in procedure to the Executive Board for approval.

Section 9: Managers

A. The Managers will contact Conductors for their respective groups, coordinate program, instrumentation, publicity and other details important to their participation.

B. The Managers will whenever possible, secure adjudicators who are specialists in their respective areas, and who teach at the college level or reside outside Massachusetts. The adjudicators list will be presented to the Executive Board for approval.

C. The Managers will be present at All-State audition centers at the appropriate time but not get involved with the auditioning process.

D. The Managers will present names, credentials and biographies of at least three (3) prospective conductors for their ensemble to the Executive Board at its March meeting the year before the Concert. The Executive Board will make the final selection and approval of all conductors.

Section 10: Assistant Managers

A. The Assistant Managers will serve one year as Assistant Managers and assume the position of Managers the following year.

B. The Assistant Managers, in conjunction with Assistant Concert Chairperson, will be responsible for the registration of student participants at rehearsal halls.

C. The Assistant Managers, in conjunction with the Assistant Concert Chairperson, will be responsible for staging the Concert and participating students' non-rehearsal (free) time.

Section 11: Equipment Manager

A. The Equipment Manager will work in conjunction with the Concert and Conference Chairpersons and compile equipment needs for sessions, rehearsals, and concert.

B. The Equipment Manager will be responsible for the procurement of all technical, audiovisual, and percussion equipment for the Conference/Concert. He/she will make arrangements for transporting equipment from rehearsal to concert site.

C. The Equipment Manager will be responsible for the delivery and return of equipment from stores, rental companies, and school systems. He/she will coordinate assistance of the Collegiate Chapters with the MENC Collegiate Chapters' Advisor.

D. The Equipment Manager will work with Hotel personnel for safe storage of equipment and ensure that equipment is available for the sessions for which it has been requested.

Section 12: Concert Host

A. The Concert Host, in conjunction with the Assistant Conference and Concert Chairperson, will provide ushers and guides for rehearsals, concert and conferences.

B. The Concert Host, in conjunction with the MMEA Public Relations Director, will arrange for publicity in local newspaper, radio and TV.

C. The Concert Host will arrange for custodial and police supervision at the dress rehearsal and concert as needed.

D. The Concert Host will arrange with the Assistant Concert Chairperson for the sale of concert tickets.

E. The Concert Host will greet the audience and make the necessary introductions at the All-State Concert.

Section 13: Students' Participation

A. All-State auditions will be held on non-school days.

B. An individual All-State audition **MUST NOT** exceed six (6) minutes.

C. Audition fees are required to be paid in advance of auditions by check or purchase order. A late fee of \$50.00 per school will be charged for any fee or audition material submitted after the stated deadline. Nonpayment of any late fee automatically eliminates any student from that school from being processed for registration for the All-State Concert unless the fee is paid before four weeks prior to the Concert.

D. Registration fees are required to be paid in advance of the Concert by check or purchase order. A late fee of \$50.00 per form will be charged for any fee or registration material (registration forms, medical forms, chaperone forms, parental permission forms) submitted after the stated deadline. Nonpayment of any late fee automatically eliminates any student from that school from participating in the audition process for the All-State Concert the following year.

E. There will be no refunds of any fees.

F. An All-State instrumental audition will consist of: 1- The required All-State solo for the instrument; 2- One major diatonic scale and its relative harmonic minor in any key up to four (4) sharps or flats and a

chromatic scale at a tempo of quarter-six eighth notes with quarter note at MM 100, ascending and descending through the practical range of the instrument. All students who audition on orchestral strings will be required to perform one three (3) octave major scale (ascending and descending), and its relative harmonic minor scale, also three (3) octaves (ascending and descending). The tempo for both scales should be a quarter note at MM 100. Rhythm for each of the three octaves must be one (1) quarter-six eighth notes per measure of 4/4 time. Separate bowings for each note is required. **All scales will be memorized.**

**WRITTEN PITCH DESIGNATIONS
(From middle c)**

	C2	C1	C	<u>c</u>	c1	c2	c3
Violin			G-g2				
Viola			C-c				
Cello			C1-c				
String Bass			E1-g				
Piccolo			d-bb2				
Flute			c-c3				
Oboe			Bb-d2				
Bassoon			gb1-bb				
English Horn			Bb-d2				
Clarinets: Bb, Eb, Alto, Bass, Contra			E-g2				
Saxophone			Bb-f				
Trumpet/Cornet			G-c2				
French Horn			C-c2				
Trombone/Baritone/ Euphonium			F1-bb				
BBb Tuba			F2-gb				
Keyboard/Percussion-Full Range							

G. No DOUBLE auditions at the All-State level are permitted. (e.g. Soprano Viola; Trumpet/String Bass). Exempted from this ruling are the areas of instrumental doubling. (e.g. Piccolo/Flute; Oboe/English Horn; Violin/Viola Alto Clef and Snare Drum/Mallets/Timpani). Only sophomores and juniors who have been selected for their District jazz ensembles in the year when there is no All-Eastern Jazz Ensemble are allowed double auditions. Students will audition on same instrument and pay a separate registration fee.

H. Percussion students have 80 points evenly distributed between mallet, timpani and snare auditions. Snare drummers must prepare the following rudiments: 5, 7, 9, 11 and 13 stroke rolls; flamacue; flam tap; double drag; triple ratamacue; flam accent #1 and flam paradiddle-diddle. Four of them will be chosen and the student will be asked to perform each rudiment open (slow) to closed (fast) to open (slow) from memory. Timpani players will be instructed to tune each drum up or down by a specific interval. For example: Tune one drum up a fourth from another drum without the aid of a tuning device. Distribution of the 80 points is as follows: **Snare:** Rhythm 10, Dynamics 10, Musicianship 30, Sight Reading 10, Rudiments 20. **Mallet:** Rhythm 10, Dynamics 10, Melodic 10, Musicianship 30, Sight Reading 10, Scales 10. **Timpani:** Rhythm 10, Dynamics 10, Intonation 10, Musicianship 30, Sight Reading 10, Tuning 10.

I. The choral audition will consist of the student singing a voice-part from the required All-State vocal selection along with a CD recording. Choral auditions will be performed at the tempi indicated. A determination of the vocal range and tessitura will be a part of the audition process in order to insure that all students are treated fairly and are assigned a vocal part that will not incur vocal damage.

Recommended Vocal Ranges:

Soprano: c 1 - c 3	Tessitura: d 1- g 2
Alto: g - e 2	Tessitura: b - c 2
Tenor: Bb - a 2	Tessitura: c - f 1
Bass: E - e 1	Tessitura: G - c 1

J. From each District, there will be no more than twenty-five (25) per voice part (Soprano, Alto, Tenor, Bass) recommended for All-State auditions. In the event of a tie, the District Concert Chairperson will determine the eligibility.

K. From each District, there will be no more than fifty (50) percent of any wind/percussion section recommended for All-State auditions.

L. From each District, there will be no limit on the number of qualified string players recommended for All-State auditions.

M. From each District, all Jazz-Ensemble participants will be recommended for All-State auditions.

N. No student below the Ninth Grade level will be allowed to audition for All-State groups.

O. The signature of the ensemble director must appear on the registration form for District and State to confirm that the student is "*in good standing*." The Principal's signature must also appear on all District and State Registration forms confirming that the student is a member "*in good standing*," of that school.

P. Only those members of Senior District groups who are recommended by District Managers, through the District Chairperson, will be considered qualified applicants for All-State auditions. Recommendations of District Managers will be governed by the results of Senior District auditions. Students auditioning for All-State must do so for the ensemble in which they performed at their District level, except for instrumentation needs of an All-State ensemble.

Q. Any student through his/her Director, has the right to request a review of his/ her audition by the District or Concert Chairman and Manager. Such request must be made within five (5) calendar days upon receipt of results.

R. All student applicants must be chaperoned at any audition, rehearsal or concert, by their own school music personnel or other authorized agent of their school. Said agent is responsible for the registration of all school participants in his/her charge. Said agent will provide the Concert Chairperson with a valid local address, **as defined by the Concert Chairperson**, where he/she can be reached during the Conference/Concert time of student's participation. If said agent is not a current MMEA member, an official letter of authorization from the school district must be submitted by the Superintendent of said district of which the student is a member.

S. Students are not allowed to drive themselves, or with any other student, to or from any audition, rehearsal or concert. Students doing so will be dismissed immediately.

T. In an instance that auditions will not be held in a central location, All-State auditions will be held on alternating years in the Eastern end of the Western District and Western end of the Central District, when possible. All-State auditions shall be held at one site. The Concert Chairperson has the option to request a change in this policy with Executive Board approval.

U. All students will be housed in the hotel. Students who become ill or incapacitated during All-State Concert activities are the legal responsibility of their accompanying adults and not MMEA. Should such adults be unavailable, their school administration will be informed.

V. Attendance at all rehearsals and the All-State Concert is required with no exceptions. If a student is

not excused, he/she will be dismissed from the concert. A student will be exempt from the above rule if he/she is performing in a conference concert hour with their school performing group.

PART 6 - MENC Eastern Division

In an effort to standardize procedures for selecting participants in MENC. Eastern Division Conferences, the Division Executive Board has adopted the following guidelines and procedures:

A. Division All-Conference groups shall be comprised of the best vocal and instrumental talent from each State, Europe, and the District of Columbia, based upon the previous year's All-State auditions.

B. The Division Selection Committee is not bound by a quota system, but each State, Europe, and the District of Columbia shall be represented.

C. Each State President may recommend a number of student applicants who have previously qualified for the State's highest selective organizations (e.g. All- State Band, Chorus or Orchestra) and whose teachers are current members in MENC.

D. A student must audition for, be accepted for and participate in the MMEA. All-State Concert which immediately precedes the selection process for the Eastern Division Concert, to be eligible for participation in that Eastern Division Concert .

E. Recommended applicants shall be the best talent from each of the selective organizations and shall be listed by the State President in order of preference for vocal or instrumental part. Participants must be Juniors or Seniors. Sophomores may be considered only if no Juniors and Seniors can be identified.

F. The State President shall be responsible for distributing application forms to teachers of those students recommended for Division participation and shall be solely responsible for submitting the completed forms of these students who are willing and able to participate to the Division Selection Committee before the specified deadline.

G. These guidelines shall be evaluated after each Conference and necessary procedures taken to improve them. Failure of these guidelines to be effective may be the basis for future determination of numerical limitations at the State level.

TO: Pres. Dregalla Wednesday, April 25, 2001

FR: Tony Di Giore

RE: Updated MMEA Constitution effective July 1, 2001.

I've made the corrections as approved at the March 2001 Membership Meeting, and unless you have any corrections, it will appear on the web site for July 1st. It will NOT be carried in the Fall issue of the MUSIC NEWS.